



④ Certificate of Enrollment/Completion \*Extra semester, Graduation test, course completion, Thesis → Refer to "Additional Documents" on page 3

Online Issuance	Offline Issuance
○ <a href="https://portal.jnu.ac.kr/">https://portal.jnu.ac.kr/</a> → 증명발급	○ G&R Hub 2F Suite 218 Kiosk in front of Global Lounge ○ University Administration 1F General Service Center Kiosk

※ Cautions

- Document should be issued within **1 month** from application
- Document should be issued **after** arrival to Korea

⑤ Transcript

Online Issuance	Offline Issuance
○ <a href="https://portal.jnu.ac.kr/">https://portal.jnu.ac.kr/</a> → 증명발급	○ G&R Hub 2F Suite 218 Kiosk in front of Global Lounge ○ University Administration 1F General Service Center Kiosk

※ Caution

- Recently updated transcript should be submitted  
(Ex) Visa expiring in March → Submit the transcript including grades for the last 2024-2nd semester

**\*Subject to Close Examination** (Refer to **Page 3** for more information)

: If there is a semester with GPA **less than 2.0** within the last year (including seasonal semesters)

⑥ Proof of Financial Capacity (If applicable)

**\*Exempt** ① GKS(Global Korea Scholarship) students

② Enrolled Students with a total average GPA of **2.0 or higher**(including the previous semester)

**\*Required for Submission**

- ① Students failed to meet the above conditions
- ② Enrolled Students failed to meet the above conditions (Below 2.0 GPA)
- ③ Students exceeded the standard period of study -Undergraduate: up to 8 semesters,  
-Master/PhD: Up to 4 semesters  
-Master/PhD integration: up to 8 semesters
- ④ Master's and Ph.D. students (Completed Credits)

**★★[Choose one from below for submission]**

- ① Bank Balance Certificate of Korean account : More than **4,000,000 won** (Extending for 6 months)  
(Issued within **7 days** from application)      More than **8,000,000 won** (Extending for more than an year)

※ A student should open only one bank account.

If there's more, then the immigration office may request for additional documents in the future

- ② Certificate of **Financial Support** + Letter of **Guarantee** + Advisor's **proof of employment**  
+ Photocopy of **Advisor's ID** (**A professor**(advisor) can only vouch for **one student** at a time)

③ "Scholarship Certificate" to prove tuition fee and living expenses are fully supported (**MUST have the period of scholarship**)

⑦ Certificate of Tuition Fee Payment (If applicable)

**\*Tuition payment date: February 18 to February 21, Certificate can be issued one day after the payment date**

**\*Exempt** ① GKS(Global Korea Scholarship) students

② Master's and Ph.D. students (Completed Credits)

**\* Required for Submission**

- ① Enrolled Students failed to meet the above conditions
- ② Students **exceeded** the standard period of study  
(**Tuition fee period for Extra semester will be in Mid-March**)

\* Standard period

- Undergraduate: up to 8 semesters,  
-Master/PhD: Up to 4 semesters  
-Master/PhD integration: up to 8 semesters

⑧ Proof of Residency (Choose one from below)

Type of Accommodation	Documents	Checklist
Dormitory	· Certificate of Dormitory residency	- Online issuance : <a href="https://dormitory.jnu.ac.kr/">https://dormitory.jnu.ac.kr/</a> - Offline issuance : Visit the dormitory administration office
Residence under your name (your name on the contract)	· A copy of lease agreement or rent contract	- MUST have: The exact address of your residence, personal information, signature of both tenant and the landlord, and the duration of your stay
Residence under other's name (your name not on the contract) Ex. Friend/parents' house	· Confirmation of Residence/Accommodation · Provider's ID card (copy of both sides) · Copy of lease agreement under the provider's name	- MUST include the starting day of your residence period
Accommodations with Business license Ex. Air BnB, sharehouse, etc.	· Confirmation of Residence/Accommodation or the accommodations's own contract form · Business license(to check the address)	- Address on the Confirmation of Residence/Accommodation should have same address as the business license of the place

※Additional Documents (Extra Semester, Graduation test, Course Completion, Thesis)

Extra Semester \*Download Forms: [international.jnu.ac.kr/Academic/Exchange](http://international.jnu.ac.kr/Academic/Exchange) → Download Forms

Extra Credit/Graduation Exam (Download forms)	Confirmation form of faculty Advisor	- Seal/Signature from the faculty advisor and the administration staff - MUST fill in specific monthly plans from the <b>starting month of the semester (Mar)</b> - <b>Including Necessary credits &amp; Date for Graduation/Completion</b>
	Explanation Letter	- MUST state the <b>reason for taking extra semester handwritten</b> (Ex. Be sure to mention: remaining credits / exam you are taking) *In case of Language proficiency test(TOEIC, OPIC, etc.), submit the receipt/proof of application

Course Completion (Master's / PhD Degree)

Certificate of Completion	- Online Issuance: <a href="http://jnu.ac.kr">jnu.ac.kr</a> → 증명발급 - Offline Issuance: G&R Hub 2F Suite 218 / University Administration 1F General Service Center Kiosk
Confirmation Form for Faculty Advisor on a Student's Thesis Schedule (Download form)	- Seal/signature from the faculty advisor and the administration staff - MUST fill in specific monthly plans from the starting month of the semester ( <b>Mar</b> ) - <b>Including Expected Graduation Date</b>

※Subject to Close Examination:

※ Students with GPA below 2.0 more than one semester(including winter/summer session) for the last one year.

\*Additional documents may be required and visa extension may not be permitted if you are selected as a subject for the further examination. Be sure to understand that it is your own responsibility if there are any arising problems.

Check the example below and the relevant student must submit the documents guided below.

Students who have extended their visa during 2024-2nd semester(August to September 2024):

- 2024-1st semester(GPA: **1.53**) + 2024-2nd semester(GPA: 2.1): **Exempt from submission**
- 2024-1st semester(GPA: **1.53**) + 2024-2nd semester(GPA: **1.9**): **Submit below documents**

Students who **didn't** extend their visa during 2024-2nd semester(August to September 2024):

- 2024-1st semester(GPA: **1.53**) + 2024-2nd semester(GPA: 2.5): **Submit below documents**
- 2024-1st semester(GPA: 2.68) + 2024-2nd semester(GPA: **1.86**): **Submit below documents**
- 2024-1st semester(GPA: 2.68) + Winter Semester(GPA: **1.0**) + 2024-2nd Semester(GPA: 2.0)  
: **Explanation Letter regarding winter semester should be submitted**

If you do not currently have enough money to prove your financial capability, you MUST receive them from your family member in your home-country to your student account. (more than 4,000,000 won(6 months extension))

Required Documents	How to issue/prepare
Explanation Letter(Handwritten)*	Download and print out from OIA Webpage
Transaction Statement for the last one year	Bank *ARC Required
Overseas Remittance Statement(To confirm the senders name)	Bank *ARC Required / Issued through App(Ex. E9Pay)
Family Relations Certificate / Birth Certificate (Family member's name = Sender of the money)	Original Document / Notarized

\*Download Forms: [international.jnu.ac.kr/Academic/Exchange](http://international.jnu.ac.kr/Academic/Exchange) → Download Forms

## ■ Reference

<b>Download Forms</b>	<a href="https://international.jnu.ac.kr/Academic/ExChange">https://international.jnu.ac.kr/Academic/ExChange</a> → Download Forms
<b>Hikorea Reserve Visit</b>	<a href="https://www.hikorea.go.kr/">https://www.hikorea.go.kr/</a> → Reserve Visit

## ■ Inquiry

<b>Gwangju Immigration Office</b>	<b>Phone</b>	1345(without an area code)
<b>Office of Internatonal Affairs</b>	<b>Email</b>	<a href="mailto:gradia@jnu.ac.kr">gradia@jnu.ac.kr</a>
	<b>Phone</b>	062-530-5345