Checklist for KOICA-Ajou Scholarship Program 2017

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| **Application Materials** | **Contents** | **Reference** | **Check** |
| **1.Document Checklist** | Check all the documents you included in your admission package. (Form 1) | Original copy |  |
| **2.KOICA Application Form** | Complete KOICA applications and print out. Should be clearly typed. | Original Copy |  |
| **3. Ajou Application Form** | Complete Ajou Application form.  Should be clearly typed (Form 2) | Original Copy |  |
| **4. Personal Statement**  **and Study Plan** | Should be clearly typed | Original Copy |  |
| **5.Recommendation**  **Letters (TWO letters)** | 1) Two recommendation letters from two different professors with a stamp/signature  Has to be sealed  2) Please use Ajou recommendation form (Form 3) | Original Copy |  |
| **6. Curriculum Vitae** | Please write your CV in detail by focusing on your work experiences (Form 4) | Copy |  |
| **7. Degree/Diploma** | Bachelor’s degree certificate from every institution attended and attending are required | Original or Korean Embassy Notarized |  |
| **8. Transcripts** | 1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending.  2) The transcripts should include a statement of personal rank in department, if available.  3) If the CGPA/maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available. | Original or  Korean Embassy Notarized |  |
| **9. Verification of Academic Record** |  | Sealed by president |  |
| **10. English**  **Proficiency Test**  **Reports (EPT)**  **OR**  **Official Letter from Ministry** | If you have any kind of English Proficiency Test Score or certificate to prove your English proficiency, please include it in your application materials for the reference. (If available) | Original or  Certified Copy |  |
| **11.Certificate of Employment** | An official document proving your work experiences which should include duration of employment, position, and  job description should appear on  the certificate or letter (If available) | Original |  |
| **12. Copy of passport**  **(applicant’s)** | 1) A copy of passport  (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)  2) According to the Korean Law, admission certificate should include the passport number and the university cannot issue the Admission Certificate without the passport number. Please double check the valid date of your passport. | Copy |  |
| **13. Applicant’s Birth Certificate or Household Residence** | Official document indicating parent-child relationship between the applicant and parents | Original or Notarized Copy |  |
| **14. Doctor’s Opinion paper** | About health check-up review |  |  |
| **Optional 1.**  **List of Honors and**  **Awards** | 1) If there is any honors, awards, fellowships, or  academic certificates and test reports during university please list them in order of importance in the list form. E.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 6)  2) The list will be valid only when testimonials or evidences are submitted | Original Copy |  |
| **Optional 2.**  **School Profile /**  **Credit**  **Rating System** | School profile and description of the grading system would help us understand better for evaluation.  **i.g. 1) Grading system of Nepal:**  - Distinction (80-100%), I (65-79%), II (50-64%), III (40-49%)  **i.g.2) Grading system of Korea : A+(100-95), A0(95-90), B+(85-90)….etc.** | Original |  |