



2022 Executive MBA Admission Document List

Name of Applicant: _____

Set A for Sungkyunkwan University SKK GSB

Document	Quantity	Original / photocopy	V	Remark
Certificate(s) of Graduation or Copy of Diploma (졸업증명서) Korean university: Korean International university: English	1	Original	<input type="checkbox"/>	For an international degree, a photo scan of diploma can replace the certificate of graduation.
Academic Transcript(s) (성적증명서) English	1 Eng.		<input type="checkbox"/>	Official e-transcript is available
Certificate of Employment (재직 증명서)	1 Kor. or Eng.		<input type="checkbox"/>	

Optional items

Document	Quantity	Original / photocopy	V	Remark
Certificate of Career (경력증명서)	1 Kor. or Eng.	Original	<input type="checkbox"/>	Please find more information below.
Test score sheet(s) TOEFL, IELTS, GMAT or GRE	1		<input type="checkbox"/>	hard copy or E-reporting
Copy of passport (you and your parents) 본인 및 부모의 여권 사본	1	Photo scan	<input type="checkbox"/>	If you and your parents' have overseas nationalities. (More information in the page 2)

Set B for Indiana University Kelley School

Document	Quantity	Original / photocopy	V	Remark
Certificate(s) of Graduation or a Copy of Diploma (졸업증명서)	2 (1 in local language & 1 in Eng.)	Original & sealed version	<input type="checkbox"/>	a photo scan of diploma for an international degree
Academic Transcript(s) (성적증명서)	2 (1 in local language & 1 in Eng.)		<input type="checkbox"/>	<u>More information in the page 2</u>
Academic Transcript(s) before transfer or student exchange (편입 전 학교 성적증명서 교환학생 성적표)	2 (1 in local language & 1 in Eng.)			If you transferred before or attended student exchange program, you should submit IU these documents.



More Information

1. Certificate of Employment(재직증명서) / Certificate of Career (경력증명서)

If you meet the following conditions, you need to submit SKK GSB the 'Certificate of Employment' only.

- Working more than eight years in the current company
- You are in the managerial position (deputy general manager 차장 at least),

Or, you must also submit the 'Certificate of Career'.

2. Academic Transcript

1) Set B Academic Transcript

You should submit us the sealed academic transcript. Please request the university from which you graduated to send you or SKK GSB the academic transcript **as sealed by the university**.

2) Official e-transcript

For Set A, e-transcript will be accepted. You can request the university you graduated from to send it to emba.skkgbsb@skku.edu directly.

For Set B, please follow the **separate submission schedule** after the admission announcement.

3. Copy of passport

According to the law of the Korean Ministry of Education, applicants are classified as international students if the applicant and his/her parents have overseas nationality.

- 1) If you meet the condition above, please submit the copies of the passports of you and your parents.
- 2) If you upload the documents on the online application system, you don't need to submit the documents again.
- 3) To protect personal information, please hide or erase the information except for names and nationalities.