

# 표준입학허가서 발급 절차 개선

## 1. 개요

가. 목적: 유학비자(D-2) 발급에 필요한 표준입학허가서(Certificate of Admission) 발급세부 기준을 정함

구분	기존	개선
발급대상	신입생 및 복학생*	신입생 및 복학생 + 수료생** 중 희망자

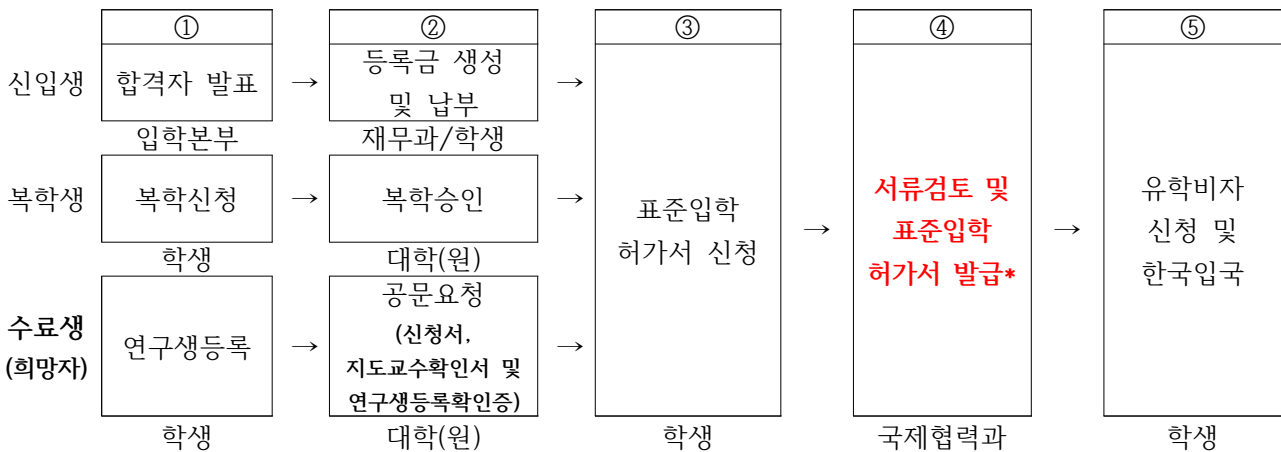
\* 복학생의 경우 휴학 후 복학신청 당시 수학연한이 남아 있는 학생에 대해 발급

\*\* 수료생의 경우 학부(초과학기자) 입학 후 6년, 석사 최대 5년, 박사 최대 7년 내 한함

나. 변경사유: 수료생의 경우 출입국관리사무소에서 단기비자(C-3)로 입국해도 무방하다는 답변으로 표준입학허가서 미발급하였으나 서류발급을 원하는 경우 표준입학허가서 상 교육기간을 6개월로 하여 발급가능하다는 답변 확인

## 2. 진행절차

〈신입생/복학생 및 수료생 표준입학허가서 발급 처리 절차〉



\* 신입생 및 복학생은 수학연한 안에서 발급. 수료생은 교육기간 6개월로 발급

## 3. 심사기준

가. 수학능력 심사

- 1) 일반국가: 최종학력증명서의 아포스티유 확인 또는 영사(출신학교가 속한 국가 주재 한국영사 또는 주한 공관 영사) 확인
- 2) 중국내 학위취득자: 중국 교육부 운영 학력인증센터(학신망(学信网) CHSI)에서 발급한 영문 인증보고서 확인

나. 재정능력심사

- 1) 본인 또는 부모의 2만불 이상의 잔고증명서를 제출받아 확인
  - ※ 단, 체류기간이 1년 미만인 자에 대해서는 등록금과 체류기간에 비례한 체재비
- 2) 장학금(수업료 및 체재비)을 받는 경우 해당 기관 발행 확인서로 재정증명 같음
  - ※ 단, 장학금액이 2만불 이하인 경우 해당금액 제외한 금액 잔고증명서 보완제출

## 4. 기타

법무부 지침을 준수하여 진행

# Modification of the 'Certificate of Admission' Issuance Process

## 1. Overview

**A. Purpose:** To establish detailed standards for issuing the Certificate of Admission (CoA) required for issuance of a student visa (D-2)

Category	As-Is	To-Be
Subject of Issuance	Freshmen and returning students*	Applicants among freshmen and returning students + <b>Research Students**</b>

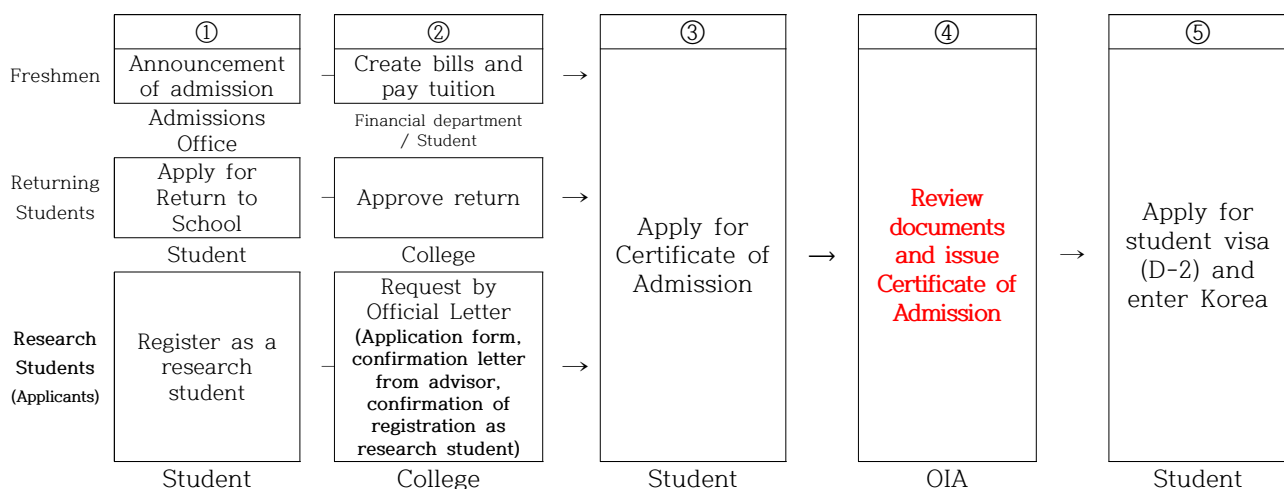
\* In case of returning students, issuance is allowed only for students whose study period remains at the time of application for Return to School after a Leave of Absence

\*\* In case of Research students (those who have completed taking course credits but registered for an extra semester), issuance is allowed only for students who entered bachelor's up to 6 years, master's up to 5 years, and doctoral's up to 7 years from admission

**B. Reason for Change:** Previously, a Certificate of Admission is not issued to Research Students based on the answers from Immigration Office that allows them to enter the country with a short-term visa (C-3). However, Immigration Office confirmed that it is acceptable to issue it if setting the study period on the CoA for 6 months

## 2. Procedure

<Issuance Process for CoA for freshmen/returning students and Research Students>



\* The issuance is allowed within the academic years for freshmen and returning students; for 6 months for research students

## 3. Criteria for Issuance

### A. Evaluation of scholastic ability

- 1) General country: Confirmation of apostille on the certificate of graduation or confirmation of the consul (Korean Embassy in the country to which the school he/she graduated belongs or Consulate in Korea)
- 2) Students who have obtained a degree in China: Confirmation of the English certificate issued by the Chinese Higher Education Student Information Center (CHSI) operated by the Ministry of Education of China

## **B. Evaluation of financial ability**

- 1) Confirmation by submitting a certificate of balance (bank statement) of more than \$20,000 from the applicant or his/her parents
  - ※ However, for those whose period of stay is less than one year, the evaluation subject is the tuition fee and living expenses in proportion to the period of stay
- 2) In case of receiving a scholarship (tuition fee and living expenses), a certificate issued by the relevant institution will be substituted for financial proof
  - ※ However, if the scholarship amount is less than \$20,000, supplementary submission of the balance certificate excluding the applicable amount is required

## **4. Others**

Proceed in compliance with the Guidelines of the Ministry of Justice