**Check List for Application Documents**

**Institute of Recommendation : Graduate School of Hankuk University of Foreign Studies**

**Confirmer : (Signature)**

1. Name of Applicant: (given name) (family name)
2. Country :

**(\*Please check(√) in the appropriate box.)**

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| --- | --- | --- |
| Application Documents | Submission(Y/N) | |
| Yes | No |
| **0. Document Checklist** |  |  |
| **1. Application Form** |  |  |
| 1) KOICA Application Form |  |  |
| 2) HUFS Graduate School Application Form |  |  |
| -Personal data (Attachment #1) |  |  |
| -Cover Letter (Attachment #2) |  |  |
| **2. ONE Original Copy of Recommendation Letter(Attachment #3)** |  |  |
| **3. An Original Copy of Degree Certificate OR An Original Copy of Diploma** |  |  |
| **4. An Original Copy of Transcript** |  |  |
| **5. An Original Copy of English Proficiency Test Reports OR An Official Letter from Ministry** |  |  |
| **6. A Copy of Curriculum Vitae(Free style personal résumé)** |  |  |
| **7. A Copy of Passport(Applicant’s)** |  |  |
| **8. A Copy of Identity Documents(Parents’)** |  |  |
| **9. An Original Copy of Pledge(Attachment #4)** |  |  |
| **10. An Original Copy of Employment Certificate** |  |  |
| **11. An Original Copy of Statement of Purpose(Attachment #5)** |  |  |
| **12. TWO Passport-size Photos\***  \*Photos with white background should be submitted. |  |  |

Attachment #1

**Personal Data**

*Please read the form carefully. All applicants complete all sections..*

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| Full Name | Given name : | | Family name : | | | □ Male  □ Female | | | □ Single  □ Married | (Photo 3\*4) | | |
| \* Name should be spelled the same as in the passport and in English. | | | | | |
| Date of Birth | (yyyy) (mm) (dd) (Age: ) | | | | | | | | |
| Country | Citizenship | | | | | | | | |
| Passport | Number | | | | | | | | |
| Date of Issue Date of expiry | | | | | | | | |
| Emergency Address | Address: | | | | | | | | |
| Tel. ( ) E-mail: | | | | | | | | |
| Information of  applicant’s  final education | Name of Previously attended University | |  | | | | Country/City | | |  | | |
| Academic Degree | | □ Bachelor □ Master | | | | Academic Major | | |  | | |
| Title of graduation dissertation, if available | |  | | | | | | | | | |
| Language Proficiency | English Proficiency | | TOEFL( ) TOEIC( ) IELTS( )  Score : | | | | | | | | | |
| Published papers, if available(one or two) |  | | | | | | | | | | | |
| Awards, if available  (one or two) |  | | | | | | | | | | | |
| Academic Career | Period | Name of University | | | Country | | | Academic Major | | | | Diploma or Degree |
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| Occupation  or  Research Career | Period | | | Institution or company | | | | | Position | | Operation or Duty | |
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| (yyyy) (mm) (dd)  Applicant's Name : (signature) | | | | | | | | | | | | |

Attachment #2

**Cover Letter**

*\* Please type or print clearly within 1 page using black ink. (in English) (\*10 points)*

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| *o Your course of life, your view of life, study background, your hope & wish, etc*  *o Your education and work experience, etc in relation to major field*  *o Reason for application* |

Attachment #3

**Letter of Recommendation**

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| **To the applicant**: Please fill in your name and other information below. Deliver or mail this to the person who will write this letter. Ask your recommender to seal this in an official envelope and sign across the back upon completion. Recommendation letters that are not sealed and signed will not be accepted.  **Confidential**    Name of Applicant: (given name) (family name)  Nationality :  Desired Degree Program : KOICA-HUFS Master’s Program in Atmospheric Environment  **To the recommender** : The person named above has applied for ‘KOICA-HUFS Scholarship Program’. We ask for your assistance, and would appreciate your frank and candid appraisal of the applicant.  - How long have you known the applicant and in what relationship?  - What do you consider to be the applicant’s strengths?  - Please comment on the applicant’s record, potential, or personal qualities which you believe would be helpful in considering the applicant’s application for the proposed degree program.  - How well do you think the applicant has thought out plans for graduate study?  Recommender’s Name Date  Recommender’s Signature  Position or Title:  University:  Address:    (zip-code : - )  Tel: Fax:    **Please return this form sealed in an envelope and signed across the back to the applicant. We greatly appreciate your time on this letter for your recommendee.** |

Attachment #4

**KOICA-HUFS Student Pledge**

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| **Pledge**  As a student for the 2016 “KOICA-HUFS Master’s Degree Program in Atmospheric Environment”, I pledge to abide by the following rules**:**  (1) To refrain from violating regulations of both university and KOICA and to fulfill my obligations as a HUFS-KOICA student to the best of my ability.  (2) To behave in a manner appropriate to Korean culture and society, and not to participate in any form of political activity (such as organizing a political party, joining a political party, attending political meetings, publishing political articles and declarations, organizing or participating in demonstrations of a political nature, and so on).  (3) To agree with NOT doing any job search activities and being employed as a worker in Korea during this program.  (4) To accept responsibility for paying any debts incurred in Korea  (5) To agree with KOICA's decision concerning the graduate program  (6) To abide by all terms and regulations set by KOICA.  (7) To permit KOICA and HUFS to use my personal information for this program.  (8) To take a full responsibility in any financial and legal matters related to my family  members who travel to and stay in Korea during this program.  If I am proved to have violated any of the above or to have made a false statement in my application documents, I shall accept any resolution or penalty made by KOICA, even when it may/might result in suspension, revocation or withdrawal of this program.    Date (YYYY/ MM/ DD):  Applicant’s Name : (signature) |

Attachment #5

**Statement of Purpose**

*\* Please type or print clearly within 1 page using black ink. (\*10 points)*

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| Goal of study &  Study Plan | *o Goal of study, title or subject of the research and detailed study plan* | |
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| Future Plan  after Study | | *o Future plan after the completion of the International Development study program* |
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