

**2026-1 Semester**

**The Certificate of Admission  
Issuance Guidelines for  
International Students**



**Office of International Affairs  
Chung-Ang University**

# 2026 Spring Semester The Certificate of Admission Issuance Guidelines for International Students

Greetings from the Office of International Affairs at Chung-Ang University.

We will instruct you on how to complete the Certificate of Admission application for entering Korea in 2026 Spring. The Certificate of Admission is required for immigration purposes and document submission. Please read the following details carefully.

## <General Guidelines>

### 1. Criteria for Academic Documents

#### a) Students with Overseas Academic Background

Classification	Documents Submission	Verification of Academic Background		
		China	Apostille Convention Countries	Non-Apostille Convention Countries
New Admission	Bachelor's	Certificate of High School Graduation	Apostille -Certified Documents	Documents with Consular Authentication by a Korean Consulate
	Master's	Certificate of Bachelor's Degree		
	PhD	Certificate of Master's Degree		
Transfer Students	Bachelor's	①'Certificate of High School Graduation+ Certificate of Enrollment (in a 4-year Undergraduate Program)' or ②'Certificate of (Professional) Degree'		

#### ※ Vocational Schools and Other High School Graduate Degrees

School	Documents Criteria	Remark
보통중등전문학교 (普通中专) <b>Regular Specialized Secondary School</b> 직업고등학교(职业高中) <b>Vocational High School</b>	<b>① Online Issuance</b> i ) Graduation certificate issued by local educational authorities: Apostille certification is required * Only acceptable if authenticity of the documents can be verified online <b>② Offline Issuance (School Information Confirmation Form (Attachment 2) is required)</b>	Choose one only
성인중등전문학교 (成人中专) <b>Adult Specialized Secondary School</b>	i ) Graduation certificate issued by local educational authorities: Apostille certification is required ii) Certificate of Graduation issued by the school: Confirmation by the Ministry of Education + Apostille certification is required	
기술공업학교(技工学校) <b>Skilled Workers School</b>	<b>Human Resources and Social Security Official Website (<a href="http://www.mohrss.gov.cn/">http://www.mohrss.gov.cn/</a>)</b> Verified online copy + Apostille certification * Only accepted if authenticity of the documents can be verified online	
<b>Other Accredited Institutions</b>	Certificate of Graduation issued by the school + Apostille certification ※ Certificate of 설립허가증(사업단위법인증서(事业单位法人证书) or 민판학교판학허가증(民办学校办学许可证)) is required. (However, only the academic curriculum may be recognized, notarization is not required)	

## b) Students with an academic background and degree in Korea:

Notarization of graduation certificates issued by Korean universities is not required.

### - Requirements for a Certificate of Expected Graduation for Korean University Students:

- ① The certificate must confirm, under the name of the university representative, that the student has fulfilled all graduation requirements at the time of issuance,
- ② The degree conferral date must be confirmed, ensuring that graduation is final and cannot be canceled

### - Requirements for a Certificate of Expected Graduation for Korean High School Students:

Only certificates issued after the successful completion of the second semester of the third year will be considered valid

## 2. Issuance of Bank Balance Certificate

### • Bank balance certificate in the name of the student or parent of the student

- If a bank balance certificate is submitted under the name of a parent (father/mother), a Certificate of Family Relations in English must be provided.

### • Issuance Criteria

- **3 copies required:** Only 1 copy is submitted to the university (extra 2 copies: one for visa application and/or change of visa, one for personal possession)

### - Deposit amount

Category	Deposit Amount
Newly Admitted	20,000,000 KRW / 14,000 USD / 100,000 CNY / 370,000,000 VND or more
Enrolled	
Completion of Coursework	6,000,000 KRW / 4,300 USD / 30,000 CNY / 110,000,000 VND or more

- Original documents need to be issued within 30 days from the date of application for visa issuance (or change)

- **Balance amount in China banks** should be frozen at least for 3 months.

Choose one: Bank of China, Agricultural Bank of China, Industrial and Commercial Bank of China, or China Construction Bank.

- For those **residing in Korea** (change of residence status, etc.), submit a **bank balance certificate issued by a Korean Bank**

※ Confirmation of Compliance with Criteria for Issuance of Bank Balance Certificate: Before submitting the original document, you can send a scanned file to [oja@cau.ac.kr](mailto:oja@cau.ac.kr) for pre-review.

## 3. Original Document Postage Information

### ● OIA Mailing address

- 서울특별시 동작구 흑석로 84 중앙대학교 310 관 210 호, 국제교류팀 (06974)

- Office of International Affairs, Room 210, Building 310, Chung-Ang University,  
84 Heuksuk-Ro, Dongjak-Gu, Seoul, Korea (06974)

● Contact number : (Undergraduate School) +82-2-820-6360, (Graduate School) +82-2-820-6272

● **Submission deadline : 2026.02.20.(Fri)**

※ **When submitting the documents, please include the document submission confirmation sheet (Attachment Form 1)** (<Att. 1>Click to jump to the attachment)

## 4. Cancellation of the Certificate of Admission and Visa Issuance

According to the Korea Ministry of Justice's immigration guidelines, Certificate of Admission is not provided in the following cases and the issued visa will be cancelled.

- **Student who does not enter Korea by March 20, 2026(Fri), the visa will be cancelled**
- **Students who are on a leave of absence for the 2026 Spring semester** : Students on leave of absence and on academic probation
- **Students who have not paid tuition for the 2026 Spring semester** : Those who did not register within the student registration period (2026.02.20~25)

## 5. Student Visa Application

Classification	Students who are residing in Korea	Students who are residing abroad
Documents required	<ul style="list-style-type: none"> <li>- Application form, passport, one ID photo</li> <li>- Foreign Registration Card (Only applicable for current residents in Korea)</li> <li>- Document of Residency</li> <li>- Final Education Certificate (proof of academic certificate)</li> <li>- Proof of financial ability (bank balance certificate)</li> <li>- <b>Certificate of Admission and Business License of CAU (to be sent by email or mail or in-person pick up at OIA according to the applicant classification)</b></li> </ul>	<ul style="list-style-type: none"> <li>- Application form, passport, one ID photo</li> <li>- Original ID and a copy of the ID</li> <li>- Final Education Certificate (proof of academic certificate)</li> <li>- Proof of financial ability (bank balance certificate)</li> <li>- Tuberculosis test health certificate</li> <li>- <b>Certificate of Admission, Business License of CAU (to be sent by email)</b></li> </ul>

※ Depending on your residency status, please make sure to contact the appropriate immigration office or the Korean embassy of your country in advance for the documents required for visa application.

※ Depending on the student's status, additional documents may be requested during the visa application.

※ Information of Immigration Office by Campus (☎02-1345)

- (Seoul Campus) Seoul Immigration Office Address: 151 Mokdong-ro, Yangcheon-gu, Seoul

- (Davinci Campus) Suwon Immigration Office Pyeongtaek Branch Address: 1375 Gyeonggi-daero, Pyeongtaek-si, Gyeonggi-do (814 Seojeong-dong) CK Tower 3rd and 4th floors

## 6. Important Notes

- **The issuance of the Certificate of Admission is not permitted after the semester begins. (Guidelines from the Ministry of Justice)**
- When applying for the Certificate of Admission, please enter all contact information correctly to avoid any disadvantages and mishaps.
- If you leave Korea before your Alien Registration Card (ARC) is issued, your previously issued D-2 visa will be canceled. In addition, reissuance of the Standard Admission Certificate is not possible after the semester has begun. In such cases, compulsory leave of absence will be enforced, and departure from Korea will be unavoidable. Please take special note of this matter.

## 7. Arrival Declaration

• **Those who have completed entry to Korea are requested to proceed with the Arrival Declaration at the OIA.**

• **Submit your Student ID(학번), name(이름), 입국일자(Date of Arrival) to [ويا@cau.ac.kr](mailto:ويا@cau.ac.kr)**

☎ Enquiries about the certificate issuance

- Undergraduate school : +82-2-820-6360, 6202, 6571 / [ويا@cau.ac.kr](mailto:ويا@cau.ac.kr)

- Graduate school : +82-2-820-6272, 6532, 6574, 6743 / [gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr)

▶ 보내기(S)	받는 사람(T)	oia@cau.ac.kr
	참조(C)	
	제목(U)	입국신고

- 학번 : 20231234
- 이름 : 김중양
- 비자 : D-2
- 입국일 : 2024.2.21

<Information about Certificate of Admission Issuance>

☞ How to apply

- Application Period: 2026.1.2(Fri) ~ 2026.02.23(Mon)
- Application Link: <https://forms.office.com/r/ZhM4h4E7dP>

**! Certificate of Admission will not be issued after the semester begins!**

**! All entrants must report their arrival to OIA!**

**You may check the information by ★ clicking ★ on the classifications below based on your academic status and apply for the Certificate of Admission**

Classification	Page
<b>A.</b> <a href="#">[Undergraduate]-[Graduate] New (Transfer) Students</a>	7P
<b>B.</b> <a href="#">[Undergraduate]-[Graduate] Enrolled Students Who are Residing Abroad</a>	7P
<b>C.</b> <a href="#">[Undergraduate]-[Graduate] Returning and Readmitted Students</a>	8P
<b>D.</b> <a href="#">[Undergraduate] Preparatory Returning Students</a>	9P
<b>E.</b> <a href="#">[Graduate] Students Who have Completed Their Coursework</a>	12P
<b>Att.1</b> <a href="#">Document Submission Confirmation Sheet</a>	13P
<b>Att.2</b> <a href="#">중국 중등직업학교 학교정보확인서</a>	14P

## A. [Undergraduate]·[Graduate] New (Transfer) Students

### Certification of Admission Application and Issuance Schedule

#### Issuance Conditions

1) Tuition fee payment must be completed.

- Undergraduate: Wechat payment : 2026.01.05.(Mon)~2026.01.07.(Wed) (KST)  
Registration Period : 2026.01.07.(Wed)~2026.01.09.(Fri), (KST)
- Graduate: Wechat payment : 2026.01.06.(Tue)~2026.01.07.(Wed) (KST)  
Registration Period : 2026.01.07.(Wed)~2026.01.09.(Fri), (KST)

2) **Original bank balance certificate** must be submitted by postal mail.

\*Student should submit the bank balance certificate issued by a Korean Bank if they apply for a visa change in Korea

3) **Original academic certificates** issued by the country or educational organizations designated by the Ministry of Justice must be submitted.

- Certificate of Admission Issuance date : Starting in January, will be issued based on the sequence of your application date.

### Important Notes

- **Any successful applicant who does not meet the Korean Language requirements should refer to a separate notice "Guidelines for those who do not fulfill the Korean Language Proficiency Requirements" (To be announced on the Office of International Affairs website on 2026.01.02(Fri))**
- For those who are currently residing in Korea (eg. Language training D-4-1, professional studies D-2-1 visa holders) please apply for your visa change at the immigration office in advance as you may be fined if you do not change to the bachelor's degree study visa (D-2-2), master's degree study visa (D-2-3) or Phd's degree study visa (D-2-4) before the semester begins (26.03.03.)  
(Visit reservation: <https://www.hikorea.go.kr/>).
- Information on how to check your student ID number will be provided during the orientation.
- Information on course registration
  - Newly admitted student: Course registration will be assisted by your department in batche  
+ Additional course registration during the course registration period 2026.02.27.~03.09.
  - Transfer student: Course registration will be completed by yourself during the course registration period 2026.02.27.~03.09

## B. [Undergraduate]·[Graduate] Enrolled Students Who are Residing Abroad

### Certification of Admission Application and Issuance Schedule

#### Issuance Conditions

1) Student status as of application date: **Enrolled**

2) **Original bank balance certificate** must be submitted by postal mail

- Issuance date : Starting from January~ it will be issued based on the sequence of your application date.

## C. [Undergraduate]-[Graduate] Returning and Readmitted Students

### Certification of Admission Application and Issuance Schedule

#### Issuance Conditions

- 1) **Original bank balance certificate** must be submitted by postal mail.
  - 2) Student status must be **changed to "enrolled" after returning or readmittance has been approved.**
- Issuance date : the Certificate will be issued **after the confirmation of your student status change and based on the sequence of your application date.**

### Important Notes

- Returning application and procedures for students who are on leave of absence
  - Application period : **2026.01.21(Wed) ~ 01.27(Tue)**

#### Application Method

##### Method 1. Online

Chung-Ang University Portal → (Change language to English in the box at the bottom of the page: 한국어 to English) → Academic Affairs (학사마당) → Register to Change Application (학적변동신청) → Reinstatement Application (복학신청) → Approval (School Support Team 교학지원팀)

##### Method 2. Offline (If online application is not possible)

Fill out Application Form for Returning and submit via your department to School Support Team → Approval (School Support Team)  
(Application Form: OIA homepage ([oia.cau.ac.kr](http://oia.cau.ac.kr)) → Degree Student → Forms)

- Returning application and procedures for students who are on academic probation
  - Application period : **2026.01.21(Wed) ~ 01.27(Tue)**

#### Application Method

Students who received an academic probation has to participate and complete a Learning Support Program to be eligible for the returning application (mandatory)

- Access to Rainbow system > 인증/진단 > 학습클리닉 > 검사 실시하기
- After completion of the learning support program, students may apply to return to school via online or offline application

- Returning application and procedures for students who would like to be readmitted
  - Application period : **2026.01.05.(Mon) ~ 01.09(Fri), 9am to 4pm daily**

#### Application Method

Fill out re-admission form → Apply in person at the office or via email (please receive confirmation from the person in charge of your department first before applying)

※ Re-admission of those who were expelled for academic probation and those with disciplinary records: Students are required to have a meeting with the head of the department

## D. [Undergraduate] Preparatory Returning Students

### □ Certification of Admission Application and Issuance Schedule

Issuance Conditions
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**1) Tuition fee payment must be completed first.**

- If the tuition fee was not refunded at the time of admission, the tuition fee for the returning semester will be substituted and no additional payment is required.

**2) Original bank balance certificate must be submitted by postal mail.**

\*Student should submit the bank balance certificate issued by a Korean Bank if they apply for a visa change in Korea

**3) Original academic certificates issued by your country or educational organizations designated by the Ministry of Justice must be submitted.**

- Those who have submitted the academic certificates during the admission application stage do not need to re-submit the same documents again.

※ It is mandatory to submit a proof of academic certificate to the visa issuance authority of you are applying for a visa or a change in residence status.

- Students who graduate from vocational schools and/or other high schools, must submit the School Information Certification document 학교정보확인서 (<Att. 2>)

**4) Korean Language requirements are met (Language Proficiency Certificate must be submitted)**

- Completion of minimum of TOPIK level 4 or Level 4 of Korean Language Institute (Korean language completion up until the 2025 Winter semester is accepted).

- For Department of Design/Global Art, Department Practical Music and Game Content Animation Major, minimum of TOPIK Level 3 is required

- **Issuance date : Starting from January~ the Certification will be issued after the confirmation of your student status change and based on the sequence of your application date.**

### □ Important Notes

- **Important conditions for returning and change of visa status**

- ▶ **Mandatory:** Preparatory Korean Language class at the Korean Language Institute at the **Davinci campus for the first 6 months**

- ▶ Visa extension and visa change

- Extension of visa will be limited for students who have not been diligent with their studies
- Poor attendance and school grades may result to the denial of a D2 visa change

- ▶ **If the D2 visa is denied, students are not allowed to attend university for their bachelor's degree**

- ▶ **Language requirements must be fulfilled in order to receive the Certificate of Admission.**

- ▶ **For overseas residents, students must return to school considering the visa issuance period from the date of fulfillment of the language requirements.**

- ▶ **If you experience a delay in entering Korea that causes you to miss classes, it may impact your semester performance.**

- **TOPIK and Korean Language Institute Completion Certificate Submission Method**

Classification	Submission Method
TOPIK Certificate	Email scanned copy to <a href="mailto:oia@cau.ac.kr">oia@cau.ac.kr</a> • e-mail subject : "예과반 복학 어학서류 제출" • e-mail content : Name and undergraduate student ID
Korean Language Institute Level 4 Certificate of Completion	▶ <b>2025 Fall Semester completion of Level 4 : Self-submission</b> Email scanned copy to <a href="mailto:oia@cau.ac.kr">oia@cau.ac.kr</a> • e-mail subject : "예과반 복학 어학서류 제출" • e-mail content : Name and student ID

Classification	Submission Method
	<ul style="list-style-type: none"> <li>▶ <b>2025 Winter Semester completion of Level 4</b></li> <li>· Certificate will be sent to Office of International Affairs by the Korean Language Institute directly.</li> <li>· Submission of certificate is not required.</li> </ul>

※ Inquiry for undergraduate student ID : Please submit ID (passport, alien registration card) to [uia@cau.ac.kr](mailto:uia@cau.ac.kr) when inquire.

- **Tuition Payment :**

Chung-Ang University Portal(<http://mportal.cau.ac.kr>) ⇒ Login ⇒ 학사마당 ⇒ '등록금고지서출력'  
 ⇒ Confirm your tuition payment account ⇒ Make payment

- **Chung-Ang University Portal ID Issuance Guidelines**

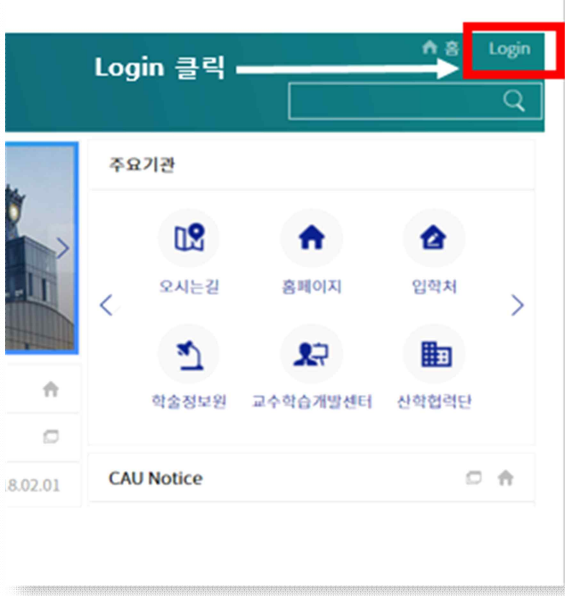
**1. Log on to Chung-Ang University Homepage (<https://www.cau.ac.kr>)**

▶ Click 중앙대학교 포탈



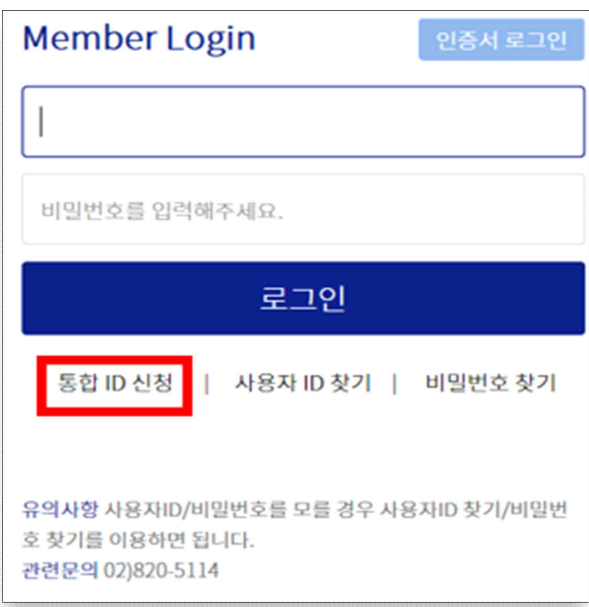
**2. Portal Homepage**

▶ Click "Login"




**3. Portal Login page**

▶ Click "통합 ID 신청"



**4. Integrated ID Creation page**

▶ After Issuance of ID, you may login to the portal



## E. Graduate Students Who Have Completed Their Coursework

### Certification of Admission Application and Issuance Schedule

Issuance Conditions
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- 1) Original bank balance certificate must be submitted.
- 2) Thesis Writing Confirmation Form (논문지도 지도교수 확인서) signed by your academic advisor must be submitted.

Thesis Writing Confirmation Form: OIA Website(oia.cau.ac.kr) → 외국인 유학생할 → 서식/양식

- Issuance date : Starting from January~ , it will be issued based on the sequence of your application date.

<Att. 1> Certificate of Admission Application (Documents Submission Confirmation Sheet)

<b>Chung-Ang University 2026 Spring Semester                      Certificate of Admission Application                      (Documents Submission Confirmation Sheet)</b>		
Name (Korean)		
Name (English)		
Student ID (Application number)		
Application classification ( √ Tick)	Undergraduate	Graduate
	<input type="checkbox"/> 2026 Spring Semester New(Transfer) Students <input type="checkbox"/> Enrolled students who are residing abroad <input type="checkbox"/> 2026 Spring Semester Returning and Re-admission Student <input type="checkbox"/> 2026 Spring Semester Preparatory Returning Students	<input type="checkbox"/> 2026 Spring Semester New Students <input type="checkbox"/> Enrolled students who are residing abroad <input type="checkbox"/> 2026 Spring Semester Returning and Re-admission Student <input type="checkbox"/> Students who have completed coursework (Thesis writing)
Documents submission ( √ Tick)	<input type="checkbox"/> Original copy of Academic Certificates <input type="checkbox"/> Original copy of Bank Balance Certificate <input type="checkbox"/> Family Relations Certificate ※ If the bank balance certificate is in the name of the parent, instead of the student's, a copy of the family relationship certificate is required (notarized translation of the family relations certificate, notarized birth certificate, etc.) <input type="checkbox"/> Other documents ( please specify : _____ )	

**Year            Month            Day**

Name: \_\_\_\_\_ (Signature)

**중앙대학교 국제처 국제교류팀 귀하**

<b>학교 정보 확인서 学校信息确认书</b>				
유학생 인적사항 留学生 个人信息	성명 姓名		생년월일 出生日期	
	국적 国籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
학교 정보 学校信息	졸업 학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期:2023. . .)		
	학교 유형 学校类型	보통중등전문학교 普通中专( )    직업고등학교 职业高中( ) 성인중등전문학교 成人中专( )    기타 其他( )		
	교육과정 教育种类	고등학교 학력과정 高中阶段学历教育( ) 고등학교 비학력과정 高中阶段非学历教育( ) ※ 비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소재지 学校地址			
	전화번호 学校电话			
	홈페이지 学校官网			
	소속 및 직위 所属部门及职位			
교직원 연락정보 教职工 联系信息	성명 姓名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	
	<p>본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다. 本人保证, 以上所填写的学校信息等内容均属实。本人理解, 以上信息如有虚假, 可能会受到韩国相关法律法规的处罚。特此确认。</p> <p style="text-align: right;">20 . . .</p> <p style="text-align: right;"><i>유학생 본인 留学生本人 (서명 签名)</i></p>			
<p>* 2부 작성 후 교육기관 및 재외공관에 각각 제출 本确认书需要一式两份。一份交拟入学大学, 一份交韩国驻外使领馆。</p>				