

## Professional MBA Admission Documents Checklist

### 1. Required documents

Document	Quantity	Type	V	Remark
Certificate(s) of graduation or Copy of the diploma (졸업증명서) Korean University: Korean International university: English	1	Original	<input type="checkbox"/>	For an international degree, <u>a photo scan of the diploma</u> can replace the original certificate of graduation.
Academic transcript(s) (성적증명서): English	1 English		<input type="checkbox"/>	Email submission is acceptable if <b>the electronic documents provide proof of authenticity</b> from the issuing authority.
Certificate of employment (재직 증명서)	1 Korean or English		<input type="checkbox"/>	
Certificate of the previous career (경력증명서)	1 Korean or English		<input type="checkbox"/>	See the below guidelines.  If you don't have any prior work experience, you don't need to prepare a certificate for your previous career.

### 2. Optional Documents

Document	Quantity	Type	V	Remark
Test score sheet(s) English tests, GMAT, GRE	1	Original	<input type="checkbox"/>	hard copy or online reporting
Future Leader Scholarship	1	Original	<input type="checkbox"/>	Hard copy
SKK GSB – KCMC Scholarship	1	Email	<input type="checkbox"/>	Email submission by KCMC

\* Please find the guidelines on the next page.



### **1. Official e-transcript or electronic document.**

You can request the university you graduated from to send an e-transcript to [pmba.skgsb@skku.edu](mailto:pmba.skgsb@skku.edu) directly. The e-transcript should be an original electronic certificate **with a digital signature, not a photo scan**. Also, electronic documents provide proof of authenticity from the issuing authority is acceptable.

### **2. Certificate of previous career**

1) The general rule is to submit employment certificates for all the work experiences listed in your application. In case of unavoidable situations, you can replace the certificate of employment with the government records.

2) If you opt to replace these documents with government records, please note that SKK GSB will consider a lack of verification in the department and position records.

### **3. Contact for inquiries**

SKK GSB Admission Team

Tel. 82-2-740-1712

Email. [pmba.skgsb@skku.edu](mailto:pmba.skgsb@skku.edu)