

AJOU UNIVERSITY

APPLICATION GUIDELINE

Step-by-step guide to applying for admission online

for [Korea-LAC Tech Corps Program](#)

Recommend using [Chrome](#) or [Firefox](#)

Graduate School of International Studies

Thank you for your interest in the IDB Korea-LAC Tech Corps Program at Ajou University!

Please read this Step-by-Step Application Guide carefully and in its entirety before starting your application. Most of the information you need to complete your application is covered in this guide. Please follow each step and instruction carefully.

If you have a question not covered in this guide, please contact us at:

 gsis_admission@ajou.ac.kr

When contacting us, please clearly include your full name and state that you are an 'IDB Korea-LAC Tech Corps Program Applicant' so that we can accurately identify your inquiry and assist you more efficiently.

Thank you for your cooperation, and we wish you the best of luck with your application!

Warm regards,
Graduate School of International Studies,
Ajou University

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Application Schedule

2027 Spring Admission



Schedule	Dates
	*Korea Standard Time
Application Period (Online and Offline)	Oct 12 - *Nov 20, 2026
Interview	Dec 7 - Dec 11, 2026
Notification of Pre-Admission	Dec 21 - Dec 25, 2026
Final Admission Package Sent (via email)	Jan 11 - Jan 15, 2027

※ Please note that the above schedule may be subject to change, and may be brought forward or slightly delayed.

Starting Your Application

Start New Application

If it is your first time applying for this semester, go to 'Start a New Application'

Create Your Account

If it is your first time applying for this semester, Create Your Account

Retrieve Your Application

If you have created an account for this semester, go to 'Retrieve Your Application'. You can always save and come back to finish your application

Create Your Application Account

AJO UNIVERSITY
Graduate School of International Studies

Create Your Account

Ajo University GSIS Admission

- 1 Email address Receive the Verification Code
Please enter a valid email address as it will be used throughout your admission process.
- 2 Verification Code Confirm
- 3 Create password
Use between 8 and 12 characters with a mix of letters, numbers & symbols
- 4 Re-type password
- 5 First name Last name(Family name) Middle name
Enter your name as it appears on your passport.
- 6 Enter your date of birth

Next

1 Enter a **valid email address**. This email will be used throughout your entire admission process, so make sure it is valid.

2 After entering a valid email address, click "Receive the Verification Code" to receive the verification code.

3 Create password: Use 8 to 12 characters, including letters, numbers, and symbols.

4 Name: Enter your name as it appears on your **passport**. GSIS cannot edit personal information, so ensure it is accurate.

5 Enter your date of birth in accordance with the **standard(Gregorian) calendar**. GSIS cannot edit personal information, so ensure it is accurate.

Online Application

Before You Start: Important Note

- All document submissions are to be submitted in English. When original documents are written in a language other than English, applicants should submit the notarized English translated version **with** the original apostilled/consular-confirmed copy.
- Follow this Application Guideline for instructions, and if you have any inquiries email us at gsis_admission@ajou.ac.kr. Please state that you are an applicant for the IDB Korea LAC Tech Corps Program.
- Ajou GSIS Website: <https://www.ajou.ac.kr/gsis/index.do>
- Refer to this Checklist[[Download](#)] for required documents
 - Original Attested(consular-confirmed)/Apostilled Undergraduate Diploma or Graduation Certificate, Original Attested(consular-confirmed)/Apostilled Transcripts from Undergraduate Institution:
 - Submit official transcripts and diploma documents issued in English with the original attestation(consular-confirmation)/apostille attached.
 - If the documents are not in English, it must be translated and notarized prior to getting it attested/apostilled.

Online Application

Before You Start: Important Note

All sections must be **complete !**

Your application should look like the image below, and the 'Required documents submitted date' from your application schedule should show the date and time of completion.



Make sure to click 'Completion' for every step

Step 2 Completion

You can also Save your progress

Save

or Modify your application using the respective buttons

Modify Step 2

Step 1: General Information

Level of Entrance		* This field is required.
Are you aware that you are applying for 2025 Spring semester at Ajou Graduate School of International Studies(GSIS)? *	☐ Yes ☐ No	
Which department are you applying for? *	--- Select ---	
Self-Apply or Outside Agents *	☐ Self-Apply ☐ Outside Agents(Educational Consultancy)	

1 Which Department are you applying for?

Applicants applying for the Korea LAC Tech Corps Program are to **select 'Public Innovative ICT Management'**

2 Self-Apply or Outside Agents

Applicants applying for the Korea LAC Tech Corps Program are to check 'Outside Agents' and input 'IDB' in this section. If you do not, you will not be recognized as an applicant for the program.

Step 1: General Information

Personal Information	
Name *	
Passport-sized Photo * White background	
Gender *	☐ Male ☐ Female
Date of birth *	
Country of birth *	Country of birth 
Country of citizenship *	Country of citizenship 
Do you have a passport? *	☐ Yes ☒ No
Are you currently living in Korea? *	☐ Yes ☒ No

1 Name

This field reflects the name you entered when you created the account. It is not changeable.

2 Passport-sized Photo(White background)

Please note that this photo will later be used for your Student ID Card.

3 Date of birth

This field reflects the date you entered when you created the account. It is not changeable.

4 Do you have a passport?

Click 'Yes' only if you have a valid passport.

5 Are you currently living in Korea?

Click 'Yes' only if you are living in Korea, and complete the following:

- Upload a copy of your Alien Registration Card(if applicable)
- Select Visa type
- Enter your Alien Registration Number

Step 1: General Information

Contact Information			
Street number *		City *	City
State	State	Postal code *	Postal Code
Country *	Country	 E-mail *	
Home Phone * (include Country Code)	Home Phone(include Country Code)	Mobile Phone * (include Country Code)	Mobile Phone(include Country Code)

1 Street number / City / State / Postal code / Country

Enter your home address.

2 E-mail

This field reflects the e-mail you entered when you created the account. It is not changeable.

3 Home Phone (include Country Code)

Enter your home phone number with the country code
e.g. +82-31-219-1551

4 Mobile Phone (include Country Code)

Enter your mobile phone number with the country code
e.g. +82-10-0000-0000

Step 2: Language Proficiency

ENGLISH PROFICIENCY TEST SCORES

Type of English proficiency test *	Score *	Test Date *	Test Report Form Number (or Registration Number) *	Upload scanned test result or certificate *
- Select -	Score	Test Date 	Test Report Form Number	 

All applicants are required to submit the following

- Certified English proficiency scores (TOEFL iBT 71, IELTS 5.5 or above) valid until the application submission deadline.
- TOEFL MyBestScores and iBT Home Edition scores are accepted. Test dates for all four sections of the applicant's MyBestScores report must be within valid date.
- [\(Native Speaker\)](#) Applicants from the following countries are exempt from submitting an English Proficiency Test score report: United States of America, United Kingdom, Canada, Australia, New Zealand, Ireland, Republic of South Africa.
- [\(English as a Medium of Instruction\)](#) Applicants who have completed their Bachelor's Degree from the following countries are exempt from submitting an English Proficiency Test score report: United States of America, United Kingdom, Canada, Australia, New Zealand, Ireland, Republic of South Africa.
- **Recommended file format: PDF**

Click '+' to add more test scores

Score / Test Date / Test Report Form Number Type in the information as written in your test report/certificate.

EDUCATION & STATEMENT OF PURPOSE(SOP)

- List each institution beyond secondary school that you have attended.
- Click '+' if you need to add more

Name of Institution *	Major *	Degree *	Date of Attendance (from – to) *	Length of Study (Years of Study) *	CGPA (GPA / Full Mark / Conversion(100)) *
Name of Institution 	Major	- Select -	Start date 	End date 	-- Select --
					GPA Full Ma Score /100 

1 **Name of Institution** Search and select the name of your institution by clicking the  

1 Name of Institution

Search and select the name of your institution by clicking the ‘’

If the name of your institution is unavailable:

1. Select 'others'
2. Type in the name of your institution
3. Inform GSIS via email (gsis_admission@ajou.ac.kr)

2 Major / Degree / Date of Attendance / Length of Study

Type in your Major, Degree, Date of Attendance, and Length of Study

3 CGPA

(GPA / Full Mark / Conversion(100))

Convert and type in your CGPA to 4.0/4.3/4.5/5.0 grade point scale.

If your CGPA score is not available in the above scales, contact GSIS via email (gsis_admission@ajou.ac.kr)

Step 3: Education & Statement of Purpose

Statement of Purpose(SOP) *

PREVIEW

- The SOP is an important part of the application and will be reviewed by the Admission Committee before the final admission decision. Your SOP must be written in your own words and ideas. We will be able to learn more about you and your motivation of study at Ajou GSIS. (Minimum 500 words and maximum 2000 words.)

1. Why are you interested in the Ajou GSIS and the major you applied?
2. What are your academic and practical experiences?
3. What are your career goals after you earn the master's degree?

* This field is required.

Word count: minimum 500 and maximum 2000

4 Statement of Purpose

Type in your Statement of Purpose

- Minimum 500 ~ Maximum 2000 words
- Strongly recommend using plagiarism and grammar checker before submission
- Must be in your own words

Extracurricular Activity

- List non-academic activities related to arts, computer(IT), music, sports, theatre, or other.
- Provide the participation period.

5 Extracurricular Activity

This is optional.

Step 4: Employment History

EMPLOYMENT HISTORY

- List your work experience in detail.
- Click '+' if you need to add more

Name of Institution / Company	Type of Business	Location (City, Country)	Job Title	Main Responsibilities and Activities	Work Periods (from – to)		
Name of Institution / Company	Type of Business	Location (City, Country)	Job Title	Main Responsibilities and Activities	Start date 	End date 	
							

Employment History

- Minimum of 5 years working experiences in the government office or in public sector.
- Employees in the private sector are not eligible to apply.

Step 5: Other Information

Health and Wellness Information

The information provided will be shared only with appropriate persons affiliated with your specific program and does not affect your admission into the program. Please be honest to answer the questions.

* This field is required.

Have you ever been or are you currently being treated for a physical health condition? *	☐ Yes ☐ No	If yes, explain your medical condition in detail
Have you ever been or are you currently being treated for a mental health condition (psychological or emotional)? *	☐ Yes ☐ No	If yes, explain your medical condition in detail
Are you taking any medication? *	☐ Yes ☐ No	If yes, explain your medical condition in detail
Have you had any major injury, disease, or ailments in the past five years? *	☐ Yes ☐ No	If yes, explain your medical condition in detail
Is there any additional information that would be helpful for us to be aware of during your study abroad period? *	☐ Yes ☐ No	If yes, explain your medical condition in detail

Health and Wellness Information

Check 'Yes' or 'No' for each question.

If you check 'Yes', explain your medical condition in detail.

Step 5: Other Information

Questionnaire

* This field is required.

Have you ever been to Korea? *

☐ Yes ☐ No

If yes, explain when & why

How did you learn about Graduate School of International Studies at Ajou University?

- ☐ Ajou University Website
- ☐ Ajou GSIS Facebook, Instagram, YouTube
- ☐ Web Searching
- ☐ Educational Fair
- ☐ Educational Agency
- ☐ Friends & Family in Korea
- ☐ Friends & Family in your country

Questionnaire

Choose at least one option for each question.

Step 6: Application Form Submission

APPLICATION FORM SUBMISSION

Application Fee Payment



1 Application Fee Payment

Does not apply to Korea-LAC Tech Corps Program applicants

Step 6: Application Form Submission

Your Status

Step	Status	Date	Checking
1. GENERAL INFORMATION	Completed	15/Oct/2024 00:21	✓
2. LANGUAGE PROFICIENCY	Completed	15/Oct/2024 00:06	✓
3. EDUCATION & SOP	Completed	15/Oct/2024 00:28	✓
4. EMPLOYMENT HISTORY	Completed	15/Oct/2024 00:19	✓
5. OTHER INFORMATION	Completed	15/Oct/2024 00:19	✓

2 Your Status

Steps 1~5 must be all be **'Completed'**.

Step 6: Application Form Submission

Affirmation Statements

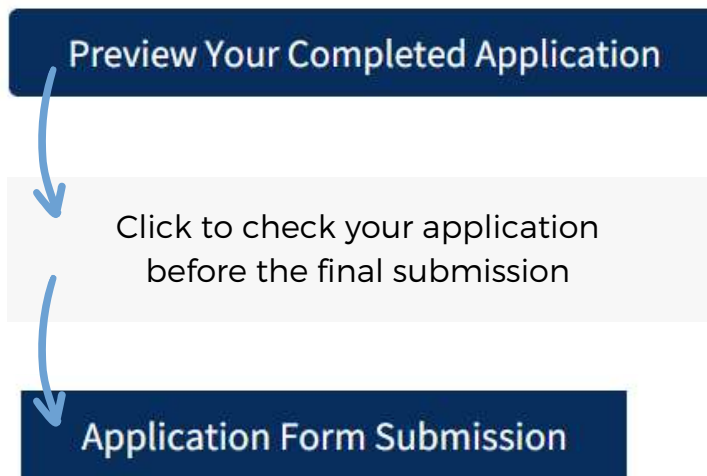
- **Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in cancellation of admission.**
 - > I abide by the Ajou University's regulations concerning application deadlines and admission requirements.
 - > I certify that all information submitted in the admission process - including this application and any other submitted materials – is complete and accurate and I understand that false or fraudulent statement may result in cancellation of admission, disciplinary action, and invalidation of credits earned at the University.
 - > I understand that Ajou GSIS cannot return any documents once I have submitted including the original notarized or apostilled of diploma and transcript.
 - > If admitted, I agree to abide by the rules and regulations of Ajou GSIS and the University.
 - > I agree to notify the Ajou GSIS immediately if any of the information changes prior to my entry to the University.

☐ I have read and abide by, and respect the above terms and conditions. I understand that failure to abide the above statement may result in cancellation of admission.

3 Affirmation Statements

Carefully read the affirmation statements. Then check the terms and conditions box before final submission.

4 Preview of Completed Application and Submission



Step 7: Required Documents Submission

REQUIRED DOCUMENTS SUBMISSION

Online Submission

- You must upload all the required documents listed below.
- ALL 7 steps of the online application must be complete before you print your Completed Application(Click 'Completion' for each section).

* This field is required.

Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate *



Original Notarized/Apostilled Transcript from Undergraduate Institution *



Two(2) Recommendation Letters from professor(s) at an undergraduate institution [GSIS Form] *

Download



No.	Name	Position	Name of Institution	Email	Phone
-----	------	----------	---------------------	-------	-------

All applicants are required to submit the listed required documents.

1 Original Attestation/Apostilled Undergraduate Diploma or Graduation Certificate AND Official Transcripts

- When original documents are written in a language other than English, applicants should submit the notarized English translated version with the original apostilled/consular-confirmed copy.
 - Applicants from Apostille member countries: Obtain Apostille verification Certificate for the documents
 - Applicants not from Apostille member countries: Obtain Consular Confirmation from the Korean Embassy
- When there is no explanation of the undergraduate institution's grading system on the official transcript, a separate explanation should be included with the transcript.

2 One Recommendation Letter

Use the **GSIS Form (Download)** to obtain and upload ONE recommendation letter from your affiliation

The general applicant are required to submit TWO letters, as displayed in the website. However, **Korea-LAC Tech Corps Program applicants only need to submit ONE letter.**

Step 7: Required Documents Submission

Application fee (USD 100 or KRW 100,000) receipt *		
Original Verification of Deposit(VOD) of the person responsible for student's expenses *		
Relationship Certificate (ONLY when the VOD is under the name of the applicant's parents or sponsor)		
Certificate of Income (ONLY when the VOD is under the name of the applicant's parents or sponsor)		
Agreement Form for Academic Verification [GSIS Form] *	Download	

No.	Name	Position	Name of Institution	Email	Phone
1	Name	Position	Name of Institution	Email	Phone

All applicants are required to submit the listed required documents.

3 Application Fee Receipt

For Korea-LAC Tech Corps Program applicants, download and submit this Letter of Exemption [[Download](#)]

4 Original Verification of Deposit(VOD)

For Korea-LAC Tech Corps Program applicants, download and submit this Letter of Exemption [[Download](#)]

5 Relationship Certificate and Certificate of Income

Does not apply to Korea-LAC Tech Corps Program applicants

6 Agreement Form for Academic Verification

Use the GSIS Form to submit Agreement Form for Academic Verification. [[Download](#)]

Step 7: Required Documents Submission

Offline Submission via Post

- You must submit all the documents listed in the checklist via post.
- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- Send us the tracking number(EMS/DHL or other) of your document shipping via email at gsis_admission@ajou.ac.kr for us to track your document.
 - > Receiver : GSIS, Ajou University
 - > Address : Yulgok Hall #155, 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

Print Your Completed Application



Save

Required Documents Submission

Click to complete your Required Document Submission. Once you have done this, the 'Print Your Completed Application' button will be activated

Print Your Completed Application

Print Your Completed Application

After Online Application Submission

Offline Submission via Post

- You must submit all the documents listed in the checklist via post.
- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- Send us the tracking number(EMS/DHL or other) of your document shipping via email at gsis_admission@ajou.ac.kr for us to track your document.
 - > Receiver : GSIS, Ajou University
 - > Address : Yulgok Hall #155, 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

Offline submission via post is required!

Your application will be considered 'complete' only if you submit all required documents via post.



OFFLINE SUBMISSION DOCUMENT CHECKLIST

You must submit all the documents listed in the checklist via post.

Your application will be considered 'complete' only if you submit all the documents via post.

This is the final stage of your application to post(mail) all required admission documents.

· Receiver: GSIS, Ajou University · Address: Yulgok Hall #155 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea	
List of Documents	√
1. A Copy of Printed Online Application Form · Must be printed and signed before you post it	
2. Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate · First, make a copy of your diploma or graduation certificate · The copy must be notarized/apostilled · > Notarization should be done by the Korean Embassy. For apostille countries, you should get an apostille	

CHECKLIST!

The 'Offline Submission Document Checklist' is the first page you will see when you print your completed application form.

However, Korea-LAC Tech Corps Program applicants should refer to **this checklist** [[Download](#)]

Check that **all items** on the checklist has been submitted/ready to be submitted via post.

Frequently Asked Questions

- **I've submitted my online application! Am I done?**

After you have completed your online application, you must print, sign, and send them via post to Ajou GSIS with the other required documents.

Ajou GSIS will check your submission and contact you if there are missing documents, so please check your email regularly!

- **When can I know my interview schedule?**

When your interview schedule is fixed, you will receive an email. You will also be able to check it once the 'Check Interview Schedule' appears on your admission schedule page.



Check Interview Schedule

- **When can I know the final admission result?**

After you go through the interview, the final admission result will be announced via email during the Preliminary Admission Result period.

AJOU UNIVERSITY

CONTACT US AT | GSIS_ADMISSION@AJOU.AC.KR



If you have inquiries, feel free to reach us out!