



2024 Indiana Kelley – SKK GSB Executive MBA

Further Process After Admission

[3rd Round]

Step	Deadline
Indiana University (IU) online application submission	June 2 nd , 2024
iBT or IELTS test-taking	June 16 th , 2024
Submit academic records to IU	June 7 th , 2024
Submit additional admission documents to Sungkyunkwan University	July 15 th , 2024
Registration (Tuition payment)	June 20 th ~ June 25 th , 2024
Student Loan (Korean Student only)	July 5 th ~ July 10 th , 2024 (tentative)

I. Indiana University (IU) online application submission

1. 2024 인디애나대학교 온라인 입학 시스템(CAS)에 원서 작성

입학 심사용이 아닌 신입생 등록을 위한 절차입니다.

[첨부] IU Online Application System Guide 참조

- **영어 성적:** 응시 예정으로 기재 후 성적 리포팅 (최소 성적 없음)
- **전형료:** 면제

Apply online to the 2024 Indiana University (IU) Admission System (CAS)

This process is for new student enrollment, not for admission review. Please refer to the attached *IU Online Application System Guide* file.

- **English Proficiency:** Indicate 'will take' in the English test section and submit the application. You can report the test scores later. (No minimum score required).
- **Application fee:** Waived.

2. 제출 서류 (양식 별첨)

IU 온라인 입시 시스템에서 다음 서류를 첨부 (제출 서류를 서류 심사하지 않음)

○ **Recommendation Letter**

추천인 제한 없음 (통상 직장 상사 및 동료 추천서 제출)

추천인의 이메일 주소 시스템에 입력하면 IU 시스템에서 요청 메일 자동 발송

○ **Personal Statement** - 약 500 단어 (자기소개서)

- **Resume** - SKK GSB 원서 제출시 사용한 Resume 제출 가능

Required Documents (forms attached)

Attach the following documents through the IU Online Admissions System:

- **Recommendation Letter**

No limitations on recommenders (typically current/former employers, or colleagues).

Input the recommender's email on the system.

(The system will send an email to the recommender).

- **Personal Statement:** Approximately 500 words.
- **Resume:** Submit the same resume used for the SKK GSB application.

II. English Proficiency Test – TOEFL (iBT), IELTS (Academic)

1. 시험 종류 및 응시 방법

- 1) iBT 및 IELTS (Academic) 중 선택. 단, IELTS 는 반드시 academic으로 응시
- 2) IELTS 는 computer(internet) based test 로 응시해야 성적 확인이 빠름.
- 3) 토플 iBT 는 Home test 로 희망 일시에 자택에서 진행 가능
(시험 주관 기관 홈페이지에서 최근 현황 확인)

Types of Exams and Examination Methods

- 1) Choose between TOEFL (iBT) and IELTS (Academic). However, IELTS must be taken in an academic format.
- 2) IELTS should be taken as a computer-based test for quicker score reporting.
- 3) TOEFL iBT can be taken as a Home Test, allowing examination from the comfort of your own residence at a desired time. (Please check the latest updates on the test administering organization's website).

2. 성적표 제출 방법 (응시 후 10일 이내 결과 확인)

- 1) TOEFL (<https://www.toeflgoanywhere.org/kr>)
 - 반드시 Online Reporting 선택하여 두 대학 모두에 성적표 제출
 - 기관 코드 - 성균관대학교 8713, IU Kelley School 1324
(IU 부서 선택: Admission, Business School 또는 Office of International Student)
 - Select Online Reporting and submit scores to both universities.

- Institution Codes: Sungkyunkwan University 8713, IU Kelley School 1324
(For IU Department selection: Admission, Business School, or Office of International Student, etc.)

2) IELTS (<https://reg.britishcouncil.kr>)

- 인디애나대학교는 온라인 또는 오프라인 성적 발송, 성균관대학교는 우편발송 신청

Indiana University offers both online and offline score delivery options, while Sungkyunkwan University requires postal delivery.

Mailing Address

SKK GSB Address

서울특별시 종로구 성균관로 25-2

성균관대학교 국제관 2층 90206호 / 우편번호 03063

성균관대학교 SKK GSB Executive MBA 입학 담당자 앞

SKK Graduate School of Business, Sungkyunkwan University,

International Hall, Lobby Fl. #90104 MBA Office,

25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea (03063)

Attention: SKK GSB Executive MBA Admissions Manager

Indiana University

Office of International Service (OIS), Indiana University

International Admissions, Office of International Services (OIS)

Ferguson International Center, 330 N. Eagleson Avenue

Bloomington, IN, USA 47405

newtoiu@iu.edu Tel. 812-855-9086 Fax: 812-855-4418

3. Exemption from English Proficiency Examination

1) Native English speaker

- Country List: Anguilla, Antigua, Australia, Bahamas, Barbados, Barbuda, Belize, British Virgin Islands, Canada (except Quebec), Dominica, Grand Cayman Islands, Grenada, Guyana Irish, Jamaica, Montserrat, New Zealand, St. Lucia, St. Kitts & Nevis, St. Vincent & the Grenadines, Tobago, Trinidad, Turks, and Caicos Island, United Kingdom (England, Northern Ireland, Scotland, and Wales), USA

2) 영어로만 진행되는 교육 과정에서 학사 학위 이상을 취득한 경우

- 이를 증명하는 공식 서류 제출 필수

통상 성적증명서에 기재되어 있으며 그렇지 않은 경우 별도의 대학 측 공식 문서 및 서신으로 대체 가능

If the medium of instruction during the undergraduate or graduate period is English and the applicant proves it with an official document from the university, the English test score will be waived.

III. Admission document submission after admission

1. To Indiana University Kelley School of Business

※ **Note:** Students should find the attached '[2024 Indiana University Admission Document Guidelines](#)' from IU.

1) 국내 대학 졸업자

- 졸업증명서 원본 (영문 각 1 부)
- 성적증명서 원본 (영문 각 1부)

2) 해외 대학 졸업자

- 졸업증명서 원본 (local language 1 부, 영문 1 부) 또는 학위기 사본 1 부
- 성적증명서 원본 (local language 1 부, 영문 1 부)

3) 편입 및 교환학생 이수시에는 해당 과목 이수 대학이 발급한 성적증명서 영문 원본 (해당자)

- 부득이한 사유로, 해당 서류 발급이 불가능한 경우 이를 증명하는 해당 대학의 공식 의견서를 첨부하여 제출 면제 신청

1) Graduates from Universities in South Korea

- Final, Official Academic Transcript in English (original certificate)
- Final, Official Degree Certificate in English (original certificate)

2) Graduates from Universities in other countries

- Final, Official Academic Transcript in Original Language and English

If the applicant cannot submit the 1) he or she can replace it with a "Final, Official Academic Transcript in local language" and the English translation of it.

- Final, Official Degree Certificate in Original Language and English

-If the applicant cannot submit the 2), he or she can replace it with a "Final, Official Degree Certificate in local language" and the English translation of it.

-If the university conferred the degree does not issue the 2), the applicant can replace it with "a photocopy of the original diploma" and the English translation of it.

3) Academic transcript about the transfer or student exchange program records

- Please also submit the official academic transcript in English issued by the university where you took the courses.
- If it's impossible to obtain the academic transcript, please email emba.skkgbsb@skku.edu the official statement from the university explaining the situation and apply for exemption accordingly.

4) How to submit

졸업한 대학에 '해외 유학용 밀봉본으로 인디애나대학교에 우편 발송' 신청

Please request your graduating university to send a **sealed copy** for overseas study to Indiana University by **post mail**.

Mailing Address

Office of International Services (OIS), Indiana University

Ferguson International Center, 330 N. Eagleson Avenue

Bloomington, IN, USA 47405

newtoiu@iu.edu Phone: 812-855-9086 Fax: 812-855-4418

2. To Sungkyunkwan University

- 1) 편입했던 경우, 전적 대학 성적증명서 영문 원본 1부 추가 제출

2) 해외 대학 졸업자 (중국 외)

- 해당 학력에 대한 졸업증명서 (불가한 경우 학위기)와 성적증명서의 아포스티유 또는 영사확인 제출 (학사학위에 한함)
- 상기 서류가 영문 또는 원본이 아닌 경우, 국문 또는 영문 번역 후 공증본 및 사본에 대한 공증본을 추가 제출
- 상기 사본 또는 번역본의 공증본을 먼저 준비한 후, 아포스티유 또는 영사확인 진행 (반드시 해당 대학 소재 국가에서 진행해야 함)

3) 중국 대학 졸업자

- 졸업증서 및 학위증서 모두 각 1 부 (공증필수, 영사확인/아포스티유 불필요)
- 전 학년 성적증명서 1 부 (공증필수, 영사확인/아포스티유 불필요)
- 'CREDENTIALS REPORT' 제출 (认证报告, <http://www.cdgd.edu.cn> 참고)
중문판 제출시 번역 공증 필수, 영문판 제출시 원본 제출 (영사확인 불필요)

4) 해외 국적자 제출 서류 (본인 및 부모 모두 외국인 국적인 경우)

- 본인 및 부모 모두의 여권 컬러 사본 각 1 부
- 영문 가족관계증명서 원본 또는 영문 번역본의 공증본

1) If transferring, submit SKK GSB an original academic transcript (English) from the previously attended university.

2) For graduates from overseas universities (excluding China):

- Submit the degree(graduation) certificate (or diploma if unavailable) and academic transcript with **apostille or consular verification** (applicable to bachelor's degrees).
- If the above documents are not in English or original, submit a notarized translation in Korean or English along with the certified document.
- Prepare a certified copy of the translation or copy before obtaining apostille or

consular verification (must be processed in the country where the university is located).

3) For graduates from Chinese universities:

- Submit one copy of the graduation certificate or diploma
(notarization required, apostille/consular verification not required).
- Submit one copy of the academic transcript for all academic years
(notarization required, apostille/consular verification not required).
- Submit a '**CREDENTIALS REPORT**' (认证报告, refer to <http://www.cdgd.edu.cn>).
For submissions in Chinese, a notarized translation is required;
for submissions in English, original documents are required
(apostille/consular verification not required).

4) For applicants with foreign nationality (both applicant & parents):

- Submit one copy of each colored passport for the applicant and both parents.
- Submit the original English family relationship certificate or a certified translation of the document.

IV. Registration and Tuition Payment (2024)

1. 예치금: 130 만원(입학금과 동일. 본 등록 시 입학금 면제)

Deposit: 1,300,000 KRW (Deposit will be deducted from the Term 1 tuition payment)

2. Tuition

Term	Amount (KRW)	Payment Period
Term 1	24,500,000	June 20 th ~ June 25 th
Term 2	24,500,000	January 2025
Term 3	19,500,000	April 2025
Term 4	24,500,000	July 2025
SUM	93,000,000	

해외 Immersion 과정의 강의료와 수업 관련 점심식사 비용이 포함되며 그 외 모든 비용은 학생 부담.

Tuitions include the lecture and lunch (related to the courses) costs during overseas immersion programs. All other expenses during immersion programs are to be covered by students.

3. 기업체 교육 파견생의 장학금 적용

선정된 장학금은 매 등록 시 개인과 회사에 나누어 감면 (회사 규정에 따름)

Scholarship Application for Corporate Training Participants

The awarded scholarship will be divided between the individual and the company and applied towards tuition fees each registration period (according to the company's policy).

4. 학자금: 한국인 학생 누구나 신청 가능 (연 2 회. Term3 학자금 대출 불가)

Korean Government Student Loan: Available to all Korean students

Twice a year (Term 3 financial aid loans not available)