



2025 Indiana Kelley – SKK GSB Executive MBA Admission Document List for Interview Candidates

Updated: February, 2025

Mandatory items

Document	Quantity	V	Remark
Certificate(s) of graduation or Degree Certificate Original Document Korean University: Korean International University: English	1	☐	If a foreign university does not issue a certificate of graduation, a scanned copy of the diploma may be submitted as a substitute. If the document includes authentication verification from the issuing institution or anti-forgery coding , it can be submitted via email as an electronic document.
Academic transcript(s) English, Original	1	☐	
Certificate of employment Korean or English, Original	1	☐	If you have no prior work experience before your current job, only the certificate of employment needs to be submitted.
Certificate of the previous career Korean or English, Original	1	☐	

Optional items

Document	Quantity	V	Remark
Test score sheet(s) English tests, GMAT, GRE	1	☐	An original transcript or an official e-transcript report.
Affidavit of Support (from current employer) Korean or English, Original	1	☐	For company-sponsored applicants
Future CEO Scholarship Application and Recommendation Letter Korean or English, Original	1	☐	If applying under the Top Talent category, you must submit a recommendation letter from one of the following : the President (CEO), HR Director, or Division Head , along with their business card .



1. Official E-Transcript or Electronic Document

You can request your university to send an official e-transcript directly to emba.skgsb@skku.edu. The e-transcript must be an original electronic certificate with a digital signature and not a scanned photo. Additionally, electronic documents that provide proof of authenticity from the issuing authority are acceptable.

2. Certificate of Previous Career

- ① The general rule is to submit employment certificates for all work experiences listed in your application. In exceptional cases, a government-issued record may be submitted instead.
- ② If Option 1 is not possible, you must submit an employment certificate along with documents proving at least 8 years of work experience. This is required to meet the Executive MBA admission criteria.
- ③ If you choose to submit government-issued records instead of employment certificates, please note that SKK GSB may not be able to verify details such as department and job position.

3. Contact for inquiries

SKK GSB Admission Team

Tel. 82-2-740-1520

Email. emba.skgsb@skku.edu