

# Apostille Issuance Procedure and FAQ

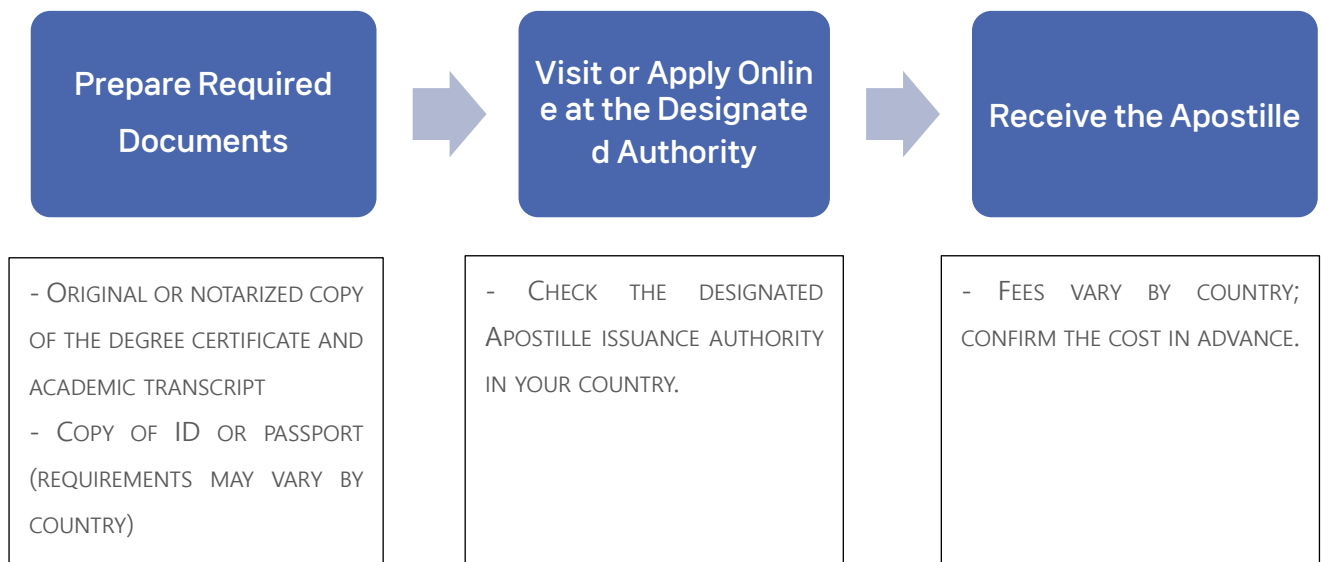
## for International Graduate Applicants

International students applying for graduate school may be required to submit an Apostille or consular verification from the respective embassy in Korea for their degree and academic transcripts. This guide provides information on the Apostille issuance process and frequently asked questions.

### 1. What is an Apostille?

An Apostille is a form of authentication introduced under the 1961 Hague Apostille Convention to simplify the legalization process of documents between member countries. Documents with an Apostille issued in one member country are legally recognized in other member countries without further certification.

### 2. Apostille Issuance Procedure



- ✘ Each country that is a party to the Convention must designate one or more authority that is entitled to issue Apostilles. These authorities are called Competent Authorities – only they are permitted to issue Apostilles.

**📄 List of Competent Authorities of each member country**

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

### **3. Frequently Asked Questions (FAQ)**

#### **Q1. How can I check the Apostille Convention Member Countries?**

- 1) Visit the HCCH official website <sup>🌐</sup> <https://www.hcch.net/>
- 2) Go to the Apostille Convention Status table  
<sup>🌐</sup> <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

#### **Q2. What if my country does not issue Apostilles?**

A. If your country is not a member of the Apostille Convention (e.g., Vietnam), You will need to obtain consular verification from the Korean embassy or consulate in the country where your university is located. Since the consular verification procedure may vary by country, it is advisable to contact the relevant embassy or consulate for specific requirements.

#### **Q3. Do all documents require an Apostille?**

A. Degree certificates and academic transcripts require an Apostille. You may also obtain an Apostille for other documents (e.g., Family Relation Certificates) if needed.

#### **Q4. How long does it take to get an Apostille?**

A. Processing times vary by country and institution but typically take between 1 to 4 weeks. Expedited services may be available for an additional fee.

#### **Q5. Is an electronic Apostille (e-Apostille) accepted?**

A. Yes, an electronic Apostille is accepted, and it has the same legal status as a regular Apostille.

#### **Q6. Can I obtain an Apostille after submitting my application?**

A. No, the Apostille must be obtained before you submit your application documents.

#### **Q7. Can I submit a soft copy or color copy of documents with an Apostille or consular verification?**

A. No, you must submit the original document with the Apostille or consular verification.

**Q8. I have already obtained an Apostille or consular verification for my documents. Can I submit them as they are?**

A. The validity of documents with an Apostille or consular verification is based on the period specified on the document. If no period is stated, only documents issued within two years of the issuance date are valid.

**Q9. The degree certificate from our university cannot be reissued. Do I still need to obtain an Apostille or consular verification on the original document?**

A. For documents that cannot be reissued, you should keep the original and obtain an Apostille or consular verification on notarized copy of the original document for submission.

**Q10. Do I need to obtain an Apostille or consular verification on a provisional certificate and transcript?**

A. Yes, you must obtain an Apostille or consular verification on the provisional certificate and transcript. Once you are finally accepted, you will need to submit your degree certificate and official transcript with an Apostille or consular verification to the admissions team before enrollment.