

**SMG – UOS Master Degree Program in
Urban Administration and Planning (MUAP)
Checklist of Documents to Be Submitted**

- Name :
- Nationality :
- E-Mail :
- Mobile Number :

	Document	Check if submitted
Required	1. Two Photos, 3X4 cm (with white-colored background)	
Required	2. Application form (Form 1)	
Required	3. Personal Statement (Form 2)	
Required	4. Study Plan (Form 3)	
Required	5. Curriculum vitae	
Required	6-1. One letter of recommendation from <i>a professor or expert in a field</i>	
Required	6-2. One letter of recommendation from the <i>present working organization</i>	
Required	7. Official transcripts of all colleges/graduate schools	
Required	8. Certificate of (expected) graduation of all colleges/graduate schools	
Required	9. Documents for certifying an parents' nationality	
Required	10. Certificate of employment	
Required	11. A photocopy of passport and national ID card	
Additional	12. TOEFL or IELTS score report from one of the following: (optional but strongly recommended)	

※ Every document and certificate not written in English must be accompanied by notarized ones translated into English or Korean.

This is to certify that I have submitted all the above required documents in order to apply for 2015 SMG-UOS MUAP Program.

- Date :
- Signature :