Application for the 2014 -2015 Academic Year

The Application form can be downloaded, viewed and printed directly to your computer. The file is in Microsoft Word format so you need to have Microsoft Word installed on your computer to view and print the file.

To download, you click on the "TLBU APPLICATION FOR ADMISSION" icon to open the document from your computer. Send completed application to the Academic Affairs Office, together with other documents necessary.

Note: Please use the form AS IT IS when you fill out the form and DO NOT ATTEMPT TO MODIFY THE FORMAT in any way.

■ Application Deadline

Applicants	Application Deadline
Chinese Applicants	November 30, 2013
Non-Chinese Applicants	December 31, 2013

Please note that the Admission Office of TLBU Graduate School of Law in Seoul does not review applications until we have received all original required documentation. We suggest that applicants submit the application as early as possible.

■ Application Procedure

1. Complete application (Document package received)
2. Document screening
3. Interview
4. Notification of admission result via emails
5. Application for visa Issuance (Process will be noticed by e-mail)
6. Orientation (Entry to Korea)

■ Documents Needed for Application

 # All documents should be in English. (If the original documents are not in English, then, notarized translations must also be submitted.)

■ Complete Application Form
■ Personal Statement
■ Personal History or Resume (In detail)
■ Letter of Recommendation (Sealed)
Our official Letter of Recommendation form that can be downloaded online from our website must be sealed in an envelope together with the recommendation letter provided by your recommender.
Applicant must write your name and sign the left column of the first page (I. NOTE TO THE APPLICANT)
Applicant, then, present the signed form to the recommender and ask him/her to fill out the right column of the first page (II. NOTE TO THE RECOMMENDER)
Applicant ask the recommender to write his/her recommendation letter on a separate sheet of paper(III)
Applicant ask the recommender to fill out IV. EVALUATION
Recommender MUST enclose in a sealed envelope his/her recommendation letter together with the official form.
■ Official Diplomas from all colleges and universities attended
For those applicants who apply before receiving their degrees, a certificate of expected graduation that states the anticipated date of graduation from your undergraduate institution's registrar is required. The anticipated date must be prior to the start of semester you are applying for. Also, the certificate must be in a sealed and signed envelope.
While we can process your application with the certificate, an offer of admission is not binding until we receive a copy of your actual diploma.
Chinese students are required to submit copies of Bachelor's Degree and Diploma plus the VERIFICATION of their degree issued by China Academic Degrees & Graduate Education Development Center. (http://www.cdgdc.edu.cn)
■ Official Transcripts from all colleges and universities attended
If your transcripts do not show cumulative GPA (CGPA) on a 4.0 or 4.3 scale, you are required to submit a letter from your school's registrar. The letter must state your CGPA on a 4.0/4.3 or 100 scale or your rank among graduates. If neither is available, a letter verifying that your school does not calculate CGPA or rank students.
When you receive transcript materials from the institutions you have attended, they must be in official sealed transcript envelopes. Under no circumstances should you open these envelopes.
■ A photocopy of the passport
■ Recent Three Passport-sized Color Photos (Plain background)
■ Official English proficiency test score report, e.g. TOEFL, IELTS, CET
Candidates from non-English-speaking countries are required to take the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) or CET, unless the candidate has completed both of his/her undergraduate education in an English-speaking institution.
(Required for all students whose undergraduate work was not in English.)

 # Send Your Application To:
Academic Affairs Office
TLBU Graduate School of Law in Seoul
300 Naeyu-dong, Deogyang-gu, Goyang-si, Gyeonggi-do, Seoul, 412-751, Korea
Tel: +82-(31)-960-1012~4
Fax: +82-(31)-960-1019
E-mail: admissions@tlbu.ac.kr

■ Important Notes

- The spelling of your name and the birth date must match with those shown in your passport or other official documents in your country.
- Only original documents will be acceptable. Photocopied, scanned or faxed documents are not be permitted. If the documents are not written in English, please submit the notarized documents (issued within 3 months) translated into either Korean or English.
- Changes to the admission information (ex. degree, certificate and etc.) will be prohibited after submission.
- None of the submitted records and documents will be returned.

- Any false or misleading statements may disqualify your application.
- Late arrival of the application documents after the deadline will cause a failure of admission application.
- Student's application can be canceled due to insufficiency of documents.

■ Application Schedule

Month	Day	Admission Schedule
November	30	Application deadline for **Chinese applicants** : Submission of application form & required documents
December	not fixed	Interviews for **Chinese applicants**
	31	Application deadline for **Non-Chinese applicants**
2014 January	not fixed	Interviews for **Non-Chinese applicants**
March	21	Notification of admission result via emails**(Chinese applicants)**
April	4	Notification of admission result via emails**(Non-Chinese applicants)**
July	4	The Deadline to Submit all the Visa Application Documents **(For Chinese students)**
	11	TLBU Academic Office will send the documents for your visa application **(For Non-Chinese students)**
	28	TLBU will inform you of the Visa Issuance Number ,which is required for you to get your Visa**(For Chinese students)**
August	11	Get your Korea Visa from Local Korean Embassy or Consulate and inform Academic Office**(All graduate students)**
	15	Inform TLBU Academic Office of your Flight Schedule
	25~26	Entry to Korea
	27~28	Orientation
	29	2014 TLBU Welcoming Ceremony
September	1	Beginning of 2014 Fall Semester

 # Following schedule is subject to change, except for application deadlines so use it as a reference only.

Contacts

Academic Affairs Office
TLBU Graduate School of Law in Seoul
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