

GKS Document Checklist — Embassy Track (Indian applicants)

Prepared by GKS India. Copy counts follow the typical NIIED instruction (1 original set + 3 photocopy sets). Always confirm against the current guideline.

Legend: [O] original required · [C] copy acceptable · [A] apostille needed · [T] English translation needed

Required NIIED forms

- [] Form 1 — Application Form [O]
- [] Form 2 — Personal Statement [O]
- [] Form 3 — Study Plan [O]
- [] Form 4 — Letter of Recommendation x2 [O] (sealed, signed across the flap)
- [] Form 5 — GKS Applicant Pledge [O]
- [] Form 6 — Personal Medical Assessment [O]
- [] Form 7 — Certificate of Overseas Korean (only if applicable)

Academic documents

- [] Bachelor's degree certificate [C][A][T]
- [] Bachelor's full transcripts, all semesters [C][A][T]
- [] Master's degree + transcripts (for doctoral applicants) [C][A][T]
- [] Class XII certificate and marksheet [C][A]
- [] Grading-scale / percentage conversion certificate on university letterhead [O]
- [] Proof of expected graduation, if still studying [O]

Identity and nationality

- [] Applicant passport bio page [C]
- [] Birth certificate [C][A][T]
- [] Proof of Indian nationality for applicant and BOTH parents (passport copies, or birth certificate + Aadhaar/PAN as supporting) [C][A]
- [] Family relationship proof linking you to your parents [C][A][T]

Language and extras (optional but scored)

- [] TOPIK certificate [C]
- [] IELTS / TOEFL certificate [C]
- [] Awards, publications, research experience [C]

- ☐ Volunteer / work certificates [C]

Apostille order in India

1. Notary attestation (where required)
2. State Home Department (personal docs) or State HRD (educational docs)
3. MEA apostille — Branch Secretariat or MEA-outsourced agency

Pre-submission sanity check

- ☐ Every form is typed, signed and dated
- ☐ Names match EXACTLY across passport, transcripts and forms
- ☐ Documents ordered exactly as listed in the guideline, with the checklist on top
- ☐ 1 original set + 3 copy sets, each clipped separately (no staples if instructed)
- ☐ Envelope labelled per that year's embassy instruction
- ☐ Full scanned backup of every page kept for yourself