



2024 Indiana Kelley – SKK GSB Executive MBA Admission Document Checklist

Updated: February 14, 2024

Mandatory items

Document	Quantity	Type	V	Remark
Certificate(s) of graduation or Copy of the diploma (졸업증명서) Korean university: Korean International university: English	1	Original	<input type="checkbox"/>	For an international degree, <u>a photo scan of the diploma</u> and original academic transcript can replace the original certificate of graduation.
Academic transcript(s) (성적증명서)	1 English		<input type="checkbox"/>	Email submission is acceptable if the electronic documents provide proof of authenticity from the issuing authority.
Certificate of employment (재직 증명서)	1 Korean or English		<input type="checkbox"/>	
Certificate of the previous career (경력증명서)	1 Korean or English		<input type="checkbox"/>	See the below guidelines. If you don't have any prior work experience, you don't need to prepare a certificate for your previous career.

Optional items

Document	Quantity	Type	V	Remark
Test score sheet(s) English tests, GMAT, GRE	1	Original	<input type="checkbox"/>	hard copy or online reporting
Future CEO Scholarship	1	Original	<input type="checkbox"/>	Hard copy
SKK GSB – KCMC Scholarship	1	Email	<input type="checkbox"/>	Email submission by KCMC
Alumni Recommendation Scholarship	1	Email	<input type="checkbox"/>	Email submission by SKK GSB alumni

* Please find the guidelines on the next page.



1. Official e-transcript or electronic document.

You can request the university you graduated from to send an e-transcript to emba.skgsb@skku.edu directly. The e-transcript should be an original electronic certificate with a digital signature, not a photo scan. Also, electronic documents provide proof of authenticity from the issuing authority is acceptable.

2. Certificate of previous career

- 1) The general rule is to submit employment certificates for all the work experiences listed in your application. In case of unavoidable situations, you can replace the certificate of employment with the government records.
- 2) If 1) is not possible, a certificate of employment and documents about a minimum of 8 years of work experience is mandatory. That is to meet the Executive MBA admission requirements.
- 3) If you opt to replace these documents with government records, please note that SKK GSB will consider a lack of verification in the department and position records.

3. Others

If admitted, successful candidates must submit the following documents to Indiana University. Please be aware that preparation time may vary depending on the country where the university is located.

- Original graduation certificate(s)
- Original academic transcripts (including grades from previous university courses for exchange programs and transfer students, if applicable)
- Academic records in both English and the local language.

The university from which the applicant graduated must directly mail the documents to IU.
(The admitted student does not send them to IU)

4. Contact for inquiries

SKK GSB Admission Team

Tel. 82-2-740-1520 Email. emba.skgsb@skku.edu