



2026 Indiana Kelley – SKK GSB Executive MBA Admission Document List for Interview Candidates

Mandatory items

Document	Quantity	V	Remark
Certificate(s) of graduation or Degree Certificate Original Document Korean University: in Korean <u>only</u> International University: In English	1	<input type="checkbox"/>	For overseas universities that do not issue graduation certificates, a scanned copy of the diploma may be submitted. However, the original academic transcript is required.
Academic transcript(s) English, Original	1	<input type="checkbox"/>	
Certificate of employment Korean or English, Original	1	<input type="checkbox"/>	If you have no prior work experience before your current job, only the certificate of employment needs to be submitted.
Certificate of previous career Korean or English, Original	1	<input type="checkbox"/>	

Optional items

Document	Quantity	V	Remark
Test score sheet(s) English tests, GMAT, GRE	1	<input type="checkbox"/>	An original test score report or an official e-score report.
Affidavit of Support (from current employer) Korean or English, Original	1	<input type="checkbox"/>	For company-sponsored applicants
Future CEO Scholarship Application and Recommendation Letter Korean or English, Original	1	<input type="checkbox"/>	Please refer below #3 guidelines.



1. Official E-Transcript or Electronic Document

Please request the **issuing academic institution** to send an official e-transcript directly to **emba.skkgbsb@skku.edu**. The e-transcript must be an original, digitally signed document, not a scanned copy. Documents that include proof of authenticity from the issuing institution are also acceptable.

2. Certificate of Work Experience / Career

- ① The general rule is to submit employment certificates for all work experiences listed in your application. In exceptional cases, a government-issued record may be submitted instead.
- ② If Option 1 is not possible, you must submit an employment certificate along with documents proving at least 8 years of work experience. This is required to meet the Executive MBA admission criteria.
- ③ If you choose to submit government-issued records instead of employment certificates, please note that SKK GSB may not be able to verify details such as department and job position.
- ④ For overseas companies that do not provide an official certificate of employment or career verification, a copy of the employment contract and an email confirmation from the HR department can be submitted as alternatives.

3. Future CEO Scholarship applicants

- ① When applying as a **"Top Talent"** candidate, you must submit a recommendation letter (using the designated form) and a business card from one of the following: the CEO, Head of HR, or Division Head of your current employer
- ② When applying under the **Entrepreneurship or Family Business Succession category**, official documents proving your status must be submitted.
- ③ For the EMBA Alumni Recommendation Scholarship and the SKK GSB – KCMC Scholarship, hard copy recommendation letters don't need to be submitted.

4. Contact for inquiries

SKK GSB Admission Team (Tel. 82-2-740-1520 emba.skkgbsb@skku.edu)