We would like to provide guidance on how to issue certificates.

Certificates can be issued by logging into the certificate issuance website (https://kucert.korea.ac.kr/) with your portal (KUPID) ID and password. (Plug-in installation is required.)

* For English certificates, an official stamp is required. Please visit the One-Stop Service Center in person or request postal delivery online.
* For application options ⑤ ~ ⑧ (Domestic Mail, International Mail, Overseas Institution Email Transmission, and WES Transmission), processing and dispatch will be completed on the next business day based on the application date (payment date).

[Non-Face-to-Face(Online Application)]

① Self-print
[Certificate Issuance] → [Request] → Select 'Affiliation Information for Certificate Application' → [Request] → Select the number of 'Korean/English Certificates' → [Request] → [Request] → Fill in the details → [Payment] → [Direct Print (Original)]

② E-mail Link Transmission (Send a link for one-time printing)
[Certificate Issuance] → [Request] → Select 'Affiliation Information for Certificate Application' → [Request] → Select the number of 'Korean/English Certificates' → [Request] → [Request] → Fill in the details → [Payment] → [Send Email Link (Original)]

③ FAX Transmission (Additional fee of 1,000 KRW per case)
[Certificate Issuance] → [Request] → Select 'Affiliation Information for Certificate Application' → [Request] → Select the number of 'Korean/English Certificates' → [Request] → [Request] → Fill in the details → [Payment] → [FAX Transmission (Copy)] → Fill in the details → [Payment]
* The FAX transmission fee(1,000 KRW per case) is separate from the certificate issuance fee. A certificate delivered by FAX is only regarded as a copied document, not an original one.

④ Digital Certificate (PDF)

[Digital Certificate] → [PDF Certificate Application] → Select 'Affiliation Information for Certificate Application' → [Request] → Select 'Korean/English Certificate' → [Request] → [Request] → Fill in the details → [Payment]

* The digital certificate is valid as the original when in PDF format. Printed copies are considered duplicates and do not have original validity.

⑤ Domestic Postal Delivery

[Certificate Mailing Service] → [Domestic Mail Application] → Select 'Affiliation Information for Certificate Application' → [Request] → Select the number of 'Korean/English Certificates' → [Request] → [Enter Mailing Address] → Fill in the details → [Payment]

⑥ International Postal Delivery

[Certificate Mailing Service] → [International Mail Application] → Select 'Affiliation Information for Certificate Application' → [Request] → Select the number of 'Korean/English Certificates' → [Request] → [Enter Mailing Address] → Fill in the details → [Payment]

⑦ E-mail Transmission to Foreign Institutions(Universities) (Send scanned certificate)

[Certificate Transmission] → [Overseas Institution (University) Email Application] → Select 'Affiliation Information for Certificate Application' → [Request] → Select 'Korean/English Certificate' → [Request] → [Enter Email Transmission Information] → Fill in 'Applicant Information' and 'Email Transmission Information' → [Payment]

* E-mail transmission to foreign institutions(universities) is a temporary service implemented due to COVID-19. The certificate is scanned and sent by e-mail in PDF format. Before applying, please confirm with the foreign institution(university) whether they accept certificates in this format. (Some institutions may not accept certificates via e-mail.) Only official institutional e-mail addresses(with domain name) can be used for transmission. Personal e-mail addresses cannot be used.

⑧ WES Transmission (Credential Verification for the USA and Canada)

[Certificate Transmission] → [WES Transmission Application] → Select 'Affiliation Information for Certificate Application' → Enter 'WES Reference No.' → [Request] → Select 'Korean/English Certificate' → Select 'Additional Documents (if any)' → [Request] → [Request] → Fill in the details → [Payment]

* Before applying for WES transmission, please first apply for credential verification on the WES website and obtain your WES Reference Number. If additional documents are required, please e-mail(onestop1@korea.ac.kr) them and include your name, student number, and WES Reference Number in the e-mail.

[Face-to-Face(Offline Application)]

① In-Person Visit

(1) Visit the One-Stop Service Center on the 1st basement floor of the Central Plaza(Humanities Campus). You must visit in person and bring your ID and cash payment(1,000 KRW per certificate).

(2) Operating hours: Monday to Friday 09:00~17:30 (Lunch break 12:00~13:00)

② Proxy Visit (Proxy Issuance)

(1) When visiting the One-Stop Service Center on the 1st basement floor of the Central Plaza(Humanities Campus),

please bring the completed power of attorney form(2 pages, filled out by the principal), a copy of the principal's ID, the proxy's original ID, and cash payment(1,000 KRW per certificate).

(2) Operating hours: Monday to Friday 09:00~17:30 (Lunch break 12:00~13:00)