**Korean Applications: AISG School Documents Request Form**

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| Last Legal Name: | First Legal Name: |

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| I am a (please highlight/circle): 2% track applicant – 12+ track applicant – International applicant |

Please remember you are limited to 10 university applications globally, and this includes any applications to Korean universities. All universities should be listed in Maia Learning and moved over to the ‘Applying’ page after discussion with your University Counsellor. This means the University Counsellor will be cross checking your list below with Maia Learning before issuing the exact number of documents.

There are certain school documents all Korean universities require. There will be additional documents not all universities require. Some documents you will download and print yourself because they are available online. Please indicate the documents needed below with a tick mark.

Request documents for September intake (2nd semester entry) universities separate from March intake (1st semester entry). In other words, use a separate form.

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|  | University Name | Sept/2nd or March/1st Semester app | Cover Page for Consulate | Official Transcript | Predicted Grades Report | Certificate of Enrollment | Certificate of (Expected) Graduation | Awards Confirmation Form | Extracurriculars Confirmation Form | Explanatory Letter for online learning (S1 2022). | Elementary Report Cards | Middle School Report Cards | High School Report Cards | Current/Old School Profile | Current/Old School Calendar | Letters of Recommendation | Other(s): Indicate Below |
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| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Only 2nd semester September entry documents will be processed first. If you are applying 1st semester March entry, complete a separate form and your documents will be ready AFTER you graduate to ensure you have complete Grade 12 S1 AND S2 transcripts.
2. Once you have your scanned soft copies, you may submit your applications online.
3. After receiving an email, you may pick up your hard copies (transcript, PG report, Certificate of Enrollment, and Certificate of Expected Graduation) to take to the consulate. All other documents do NOT require an apostille.
4. It is your responsibility to ensure your programme is available for second semester entry starting in September. Not all universities offer programmes starting in September and/or allow new students to begin in September.

Standard documents issued

Issued only upon request

Downloadable from your parent’s VC portal or from our school’s University Counselling website.

Request made with the University Counsellor. Provide your university with the email – [acheung@aisgz.org](mailto:acheung@aisgz.org)

Other documents not listed: