

Apostille

KDI SCHOOL does not have any authority related to apostille. Please refer to the information below when applying for.

1. What is apostille?

- Apostille is a certificate that authenticates the origin of public document. The document issued in a signatory country of the Apostille Convention can be certified for legal purposes in all the other signatory states.

2. Why do you need it?

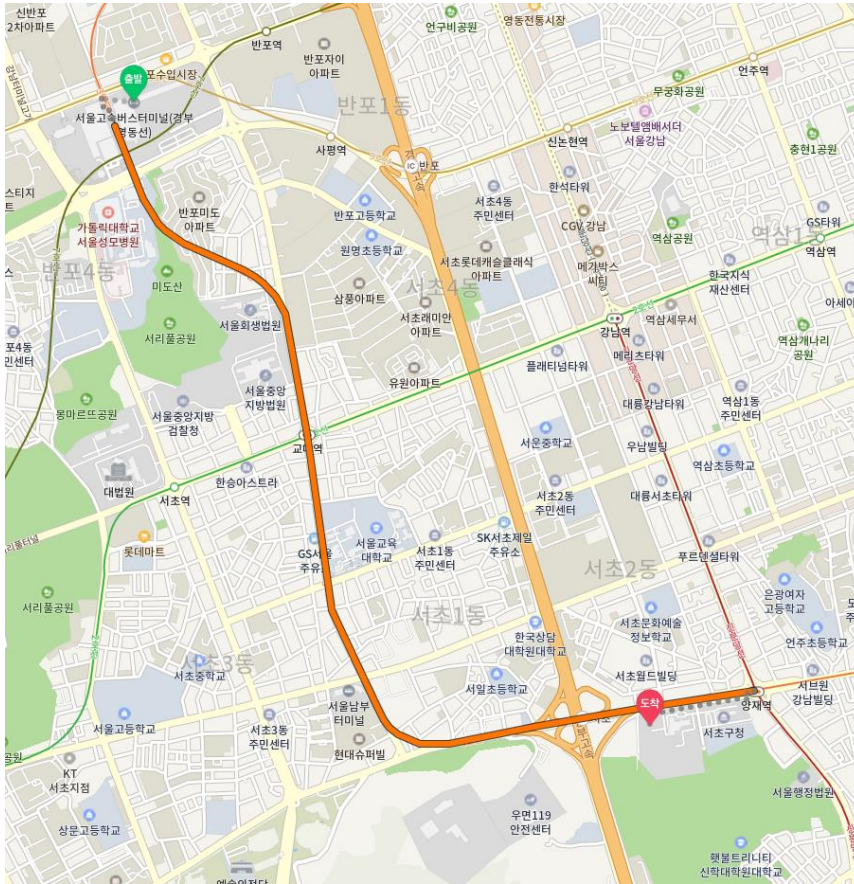
- International students usually request this service to submit their diplomas to their governments. It is also used by those considering another degree program abroad.

3. What do I need to prepare?

- Diploma
- Passport
- Revenue stamp (1,000 KRW, can be purchased from Diplomatic Center)
- Application format (can be found from Diplomatic Center)
- Notarization fee (27,000 KRW)
- In case someone else has to request the service on behalf of you...
 - The person's ID, driver license, or passport

4. Where can I get it?

- You can request the apostille service at Diplomatic Center in Seoul.
- Route 1. From Seoul Express Bus Terminal



- Take the subway line no.3 (orange) for 3 stations
- Take off at Yangjae station exit no.12 and walk for around 8 minutes.

■ Route 2. From Suseo SRT Station



- Take the subway line no.3 (orange) for 7 stations.

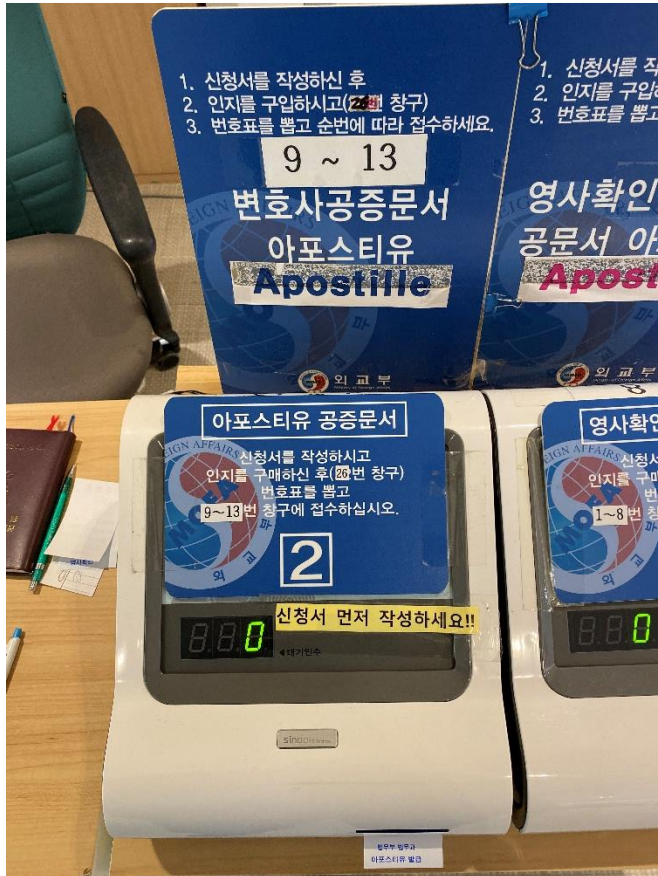
- Take off at Yangjae station exit no. 12 and walk for around 8 minutes.

5. How do I get it?

- Before you arrive Diplomatic Center, you need to visit a place shown on the image below.



- From there, your diploma should be notarized because it is not a public document (KDIS is private school by the Higher Education Act). Your diploma without notarization cannot be processed for apostille.
- Once you fill out the form and pay notarization fee, the office will give you the document back soon.



- Go to the window no.26 to purchase a revenue stamp.



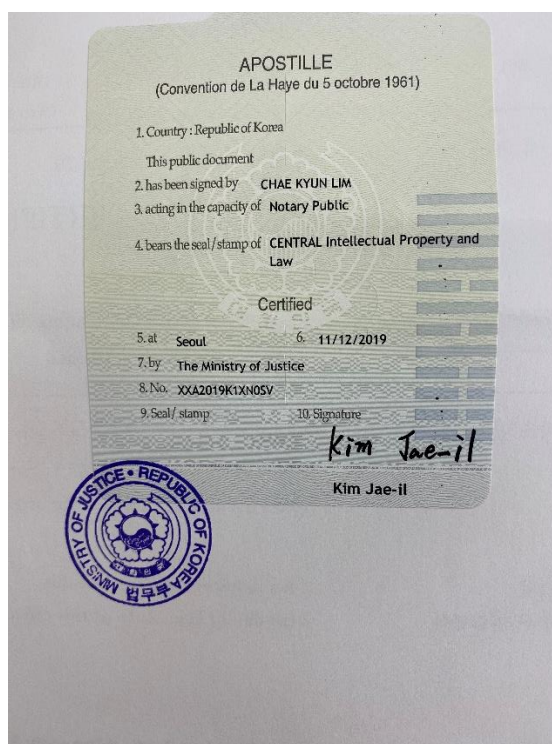
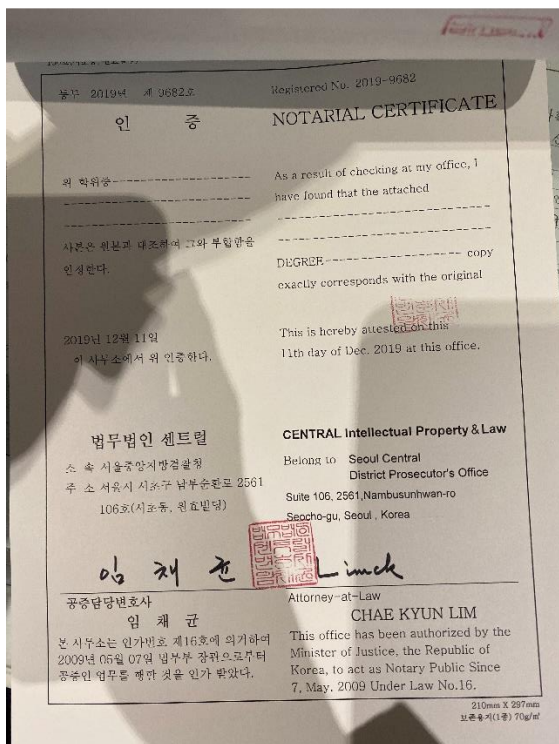
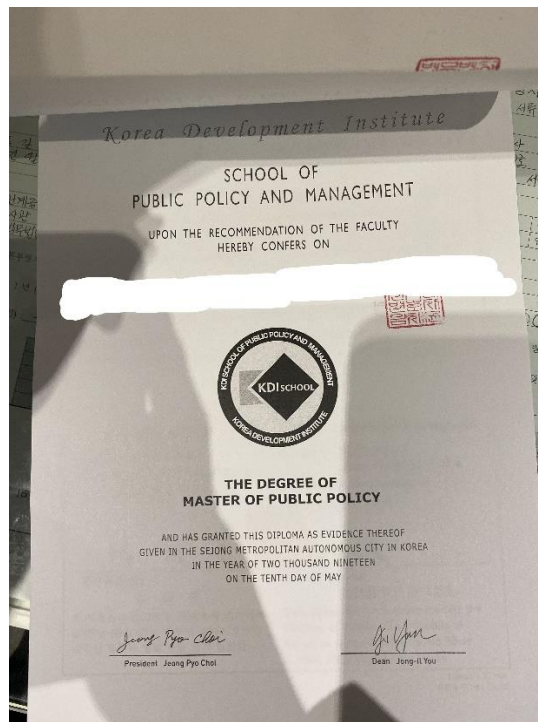
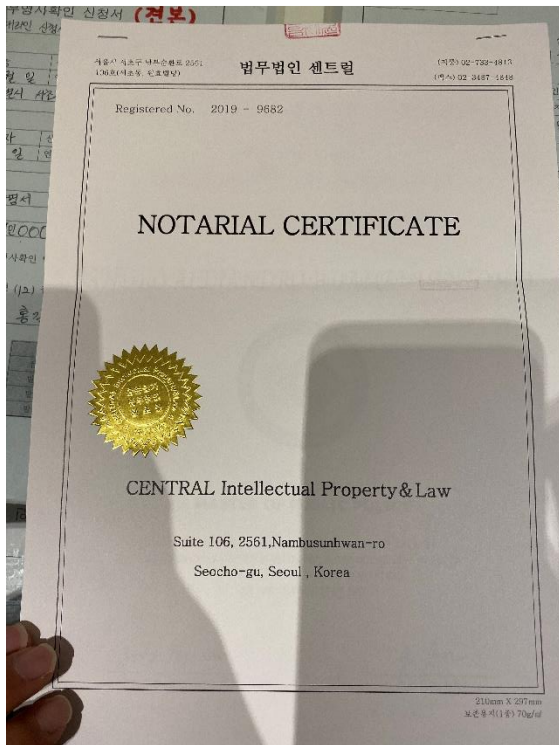
- Fill out the application form with your name, birth of date, contact info, address, type of document, your country, name of organization issued the document, and the name of dean.

[별지 제3호서식]

접수번호			
아포스티유(Apostille) 신청서			
1. 신청인 인적사항			
신청인 성명		신청인 영문성명	
생년월일		연락처	
주소			
2. 대리인 인적사항			
대리인 성명		신청인과의 관계	
생년월일		연락처	
3. 신청 문서 관련			
문서의 명칭			
제출대상 국가			
문서발급기관 (국문)	(영문)		
기관장 성명 (국문)	(영문)		
<p>「외국공문서에 대한 인증의 요구를 폐지하는 협약의 이행을 위한 법무부장관 소관 업무에 관한 규칙」 제5조에 따라 이상과 같이 아포스티유(Apostille) 발급을 신청합니다.</p> <p style="text-align: right;">년 월 일</p> <p style="text-align: right;">신청인(또는 대리인) : (서명)</p>			
수입인지	공용란 (Official Only)		
	접수일자		
	발급여부	발급 (), 불허 ()	
	발급일자		
		발급번호	

210mm×297mm(일반용지 60g/㎡제할용품)

- Once the application is filled out, attach the revenue stamp on the lower left corner.
- The staff will let you know when you can pick up your diploma with apostille later.



6. When can I get my documents back?

Application Submission Time	Time of Issuance
09:00-14:30	In 30 mins
11:30-13:00	After 13:30 at once
After 14:30	After 09:30 next day

7. Visit the following websites for more information

- Wikipedia “Apostille Convention” (Eng)
Link: https://en.wikipedia.org/wiki/Apostille_Convention
- ROK e-Apostille Service (Eng)
Link: <https://www.apostille.go.kr/index.do?language=en>
Link: <https://www.apostille.go.kr/gb/app/appIndex.do?language=en>
- List of apostille convention members
Link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
- Apostille Consular Service (Kor)
Link: http://www.0404.go.kr/consulate/consul_apo.jsp