

## ANEXO 6

### **Important Notes: APOSTILLE Requirements**

Those who are newly admitted to KAIST should submit Apostille certificates within 15 days after enrollment in KAIST. Read the instruction carefully and prepare for the required certificates before you leave your country.

Public documents issued by public schools or institutions ***outside of Korea*** such as

- 1) High school graduation diplomas,**
- 2) High school transcripts, and**
- 3) Standardized official tests (high school leaving exam, university entrance exam or other nationally/internationally recognized exam results –only to those who have submitted these documents)** should have attached Apostille certificates.

Public documents from private schools or institutions should have notarial attestations before applying for Apostille certificates. All of the documents should be written in English or Korean. If written in another language, it should be translated into English or Korean and notarized by a notary office before applying for an Apostille certificate.

### **1. What is an Apostille?**

Public documents, such as birth certificates, judgments, patents or notarial attestations of signatures, frequently need to be used abroad. However, before a public document can be used in a country other than the one that issued it, its origin must often be authenticated. The traditional method for authenticating public documents to be used abroad is called legalization. Because this legalization process is frequently, slow, cumbersome and costly, a large number of countries all over the world have signed a treaty that greatly simplifies the authentication of public documents to be used abroad. This treaty is called the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents. It is commonly known as the Apostille Convention. The treaty reduces the authentication process to a single formality: the issuance of an authentication certificate by an authority designated by the country where the public document was issued. This certificate is called an Apostille