

# <Information about Personal Reference>

Hello, this is Hongik Language Institute. An applicant who would like to enter 'Korean Language Course for international students' must find a Korean reference and ask the reference to prepare required documents relying on our institute internal regulation, and submit it by visiting the office.

## ▪ Qualification of Personal Reference

1. **Qualification: A Korean over 20-year-old who resides in Korea, economically active, and able to have smooth communication with the student.**

(Our instruction and consultation for the student is only conducted in English, Chinese, Japanese, and Vietnamese.)

※ One reference can vouch for only one applicant.

2. **Period: It must be guaranteed for two years from the date of application.**

3. **Caution and the role of the personal reference:**

It is one of the responsibilities of the applicants to find a personal reference. It is to certify that the reference will guarantee all matters on the applicant and also support financially in his or her difficult circumstances while he/she studies in our institute (If needed).

## ▪ Required Documents

1. **Sworn statement of personal reference (Essential/use a specified form)**

2. **1 notarization of personal reference letter (Essential)**

- The personal reference must bring the ID card and stamp of him/herself, visit a law or notarization office and make notarization for the personal reference letter (For submitting at our institute).

*\* By nationality, there are some consulate that asks for notarization of personal reference letter when your visa application, please check in advance and make additional notarization if needed. (We do not return the notarization that you submit to our institute.)*

3. **Certificates of financial ability (Select one)**

① **Employee:** Proof of employment, Invoice of withholding tax

② **Individual Business:** Business registration certificate, Certificate of Income Amount  
(Issued by National Tax Service)

③ **Corporate Business:** Business registration certificate, Certificate of Vat Taxation Basis  
(Issued by National Tax Service)

④ **Building owner:** Real estate registration certificate

**\* We may request additional documents depending on the situation.**

**\* The reference must visit the office and submit the documents directly.**

<Contact> \* If you have any question while preparing, please contact the below.

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