



*Excellence In Lifelong Learning*

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## Proof of Eligibility to Attend a Private School in Korea

School eligibility documentation is required for families in which one or both parents hold Korean citizenship. Please gather and scan documents in preparation for submitting KFS.

### Category 1: At least one of the parents holds a foreign passport

- Copy of Passports
- Copy of front and back of alien registration card or domestic residence card for parents

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### Category 2: Parents have Korean or dual citizenship

- Copy of passports
- Copy of Certificate of the Facts Concerning the Entry and Exit for the applicant, issued by the Seoul Immigration Office (for proving that the applicant stayed (3 x 365days) 1095 days outside of Korea)

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### Category 3: Transfer from an international school within Korea

- Scan of official letter from current school stating that the applicant was enrolled and attending prior to February 6, 2009 and stating what eligibility was met upon enrollment
- Scan of eligibility document that met former requirement

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