

AUTHENTICATION OF LETTER OF ENROLMENT FOR STUDENT EXCHANGE TO SOUTH KOREA

Please follow the guideline below to get your Letter of Enrolment authenticated.

1. Request from Campus Central portal:-
 - Attestation Letters that include:-
 - a general Certificate of Enrolment – *to be stamped by MOHE*
 - a Certificate of Enrolment specifically for MOHE
 - a Certificate of Enrolment specifically for Ministry of Foreign Affairs (MOFA) – *to be stamped by MOHE*
 - Print out those documents and get them stamped officially by Campus Central.

2. After obtaining the stamped Letter of Enrolment documents from Taylor's:-
 - First go to **MOHE Ministry of Higher Education** to certify the document;
 - Secondly pass the document to **Ministry of Foreign Affairs** for certification;
 - Finally get the document certified at **Korean Embassy**.

(MOHE will stamp the Certificate of Enrolment, the one for MOHE they will keep for themselves, the general certificate of enrolment and the one for MOFA will stamp by MOHE for you to bring it to MOFA and Korean Embassy).

NOTE: If your host university asks for an official transcript to be authenticated instead of your Letter of Enrolment, follow the same steps, except that you DON'T have to go to MOHE. Bring your official transcript to MOFA before going to the Korean Embassy. Your official transcript can be requested through campus central (RM20 fee applies).

Online reservation (appointment) is needed before going to the Korean Embassy.
Walk-in for MOHE and MOFA.

There are fee charges when getting the documents endorsed at MOFA and Korean Embassy, they accept cash only. No fee charges for MOHE.

MOFA : RM20 for 2 pieces of documents

Korean Embassy : RM33.60 for 2 pieces of documents

(For Korean Embassy, the online reservation portal & instructions can be found on Korean Embassy website.)

Once you've received instructions from your host university on this, please follow the process accordingly.

If you need me to courier the documents for you after all the authentication is done, let me know so that I can set a appointment for you to pass me those documents (do forward the host university mailing address to me then).

Other information

Instructions from the Korean Embassy:

2. Documents originating from Malaysia such as Certificate of Origin, College/University Academic Certificate, Birth Certificate, Malaysian passport copy, etc. must be authenticated by the Consular Division, Ministry of Foreign Affairs of Malaysia (Wisma Putra) on all pages before submission to the Embassy of the Republic of Korea in Kuala Lumpur for endorsements in order for the documents to be valid for use in Korea.

Please refer to:

Consular Division
Ministry of Foreign Affairs, Malaysia
Wisma Putra
No. 1, Jalan Wisma Putra
Precinct 2, 62602 Putrajaya.

Tel : +603-8000-8000

E-mail : konsular@kln.gov.my

Web : <http://www.kln.gov.my>

- Documents should be in English, or in original language and its English translation.

Instructions from Ministry of Foreign Affairs:

4. Educational Document Endorsement

All original or photocopy of Malaysian/local institutions' certificates/documents must be endorsed/certified with a name print, position and stamp by the Ministry of Education/ Ministry of Higher Education/ Department of Education of Malaysia before submission to the Consular Division, Ministry of Foreign Affairs.

<https://www.kln.gov.my/web/guest/attestation-of-documents>

CONSULAR DIVISION
MINISTRY OF FOREIGN AFFAIRS MALAYSIA
WISMA PUTRA
NO 1, JALAN WISMA PUTRA
PRECINCT 2
62602 PUTRAJAYA

OPENING HOURS*

Monday – Thursday 9.00 am – 4.00 pm
Friday 9.00 am – 12.00 noon
2.45 pm – 4.00 pm

*Subjected to changes, please refer to the Ministry's announcement.

Bank Statement under parent's name

If the bank statement required by your host university is under one of your parent's name/account, you will need to provide additional supporting document to show proof of relationship between you and your parents. This is usually accompanied by a letter or your birth certificate. If your birth certificate is not in English, please get it translated at the following center.

Institut Terjemahan & Buku Malaysia [ITBM] / Malaysian Institute of Translation & Books (ITBM)

Address: Wisma ITBM, 2, Jln 2/27E, Seksyen 10 Wangsa Maju, 53300 Kuala Lumpur

Service options: On-site services · No online appointments

<https://www.itbm.com.my/en/servis/terjemahan>