



## Kukkiwon Application Guidelines

Effective from [24<sup>th</sup> January 2021](#)

### Contents

Applying for applications by post .....	1
Applying for applications by email: .....	1
Dan jump applications .....	2
Applications requiring detail changes .....	2
Applications for re-issued certificates .....	2
General Notes for submitting applications.....	3
6 <sup>th</sup> and 7 <sup>th</sup> Dan applications .....	3
High Dan Promotion Tests – 8 <sup>th</sup> and 9 <sup>th</sup> Dan - Regulations specified by the “Kukkiwon” .....	4

### **The following requirements must be observed when making applications for Kukkiwon certificates**

#### **Applying for applications by post**

- You must to send the following documents when making an application
  - ✓ a “Kukkiwon Application for promotion test form” for each applicant.
  - ✓ one passport photo with each application, with student’s name written on back and attached to the form
  - ✓ Application Summary Sheet – completed with all details for each applicant.
  - ✓ For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card attached to the application form.
  - ✓ Payment receipt from an electronic bank transfer to the AT bank account or a cheque for the total amount made payable to: “Australian Taekwondo Ltd”.

#### **Applying for applications by email:**

Applications may be submitted via email to the Customer Services Manager for processing.

Applications must be complete with all required documentation and sent to:

[admin@austkd.com.au](mailto:admin@austkd.com.au)

#### **Email applications must be sent in with the following documentation:**

- ✓ KKW Application form for every applicant in PDF Format
- ✓ Passport style photo in JPG format in the following dimensions: 236px wide by 295px high.
- ✓ Application Summary Sheet – completed with all details for each applicant
- ✓ For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card attached to the application form.
- ✓ EFT Payment receipt to the AT bank account



## Dan jump applications

- Poom Ranks **cannot** apply for a jump in their certification.
- Dan jump applications cannot be applied for after 4<sup>th</sup> Dan
- Applicants can only apply to jump one level and only once in their career.
- Correct time periods must be observed for each Dan level.
- Reason for the application must be submitted by the recommending Instructor.
- Certification will only be issued for the highest certificate applied for.
- Fees must be paid for each Dan level applicable to the Dan jump application.
- You must to send the following documents when making an application
  - ✓ a “Kukkiwon Application for promotion test form” for each applicant.
  - ✓ one passport photo with each application, with student’s name written on back and attached to the form
  - ✓ Application Summary Sheet – completed with all details for each applicant.
  - ✓ For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card attached to the application form.
  - ✓ Payment receipt from an electronic bank transfer to the AT bank account or a cheque for the total amount made payable to: “Australian Taekwondo Ltd”.

## Applications requiring detail changes

- The following will apply to applications requiring changes to Name, Date of Birth and Nationality.
  - ✓ a “Kukkiwon Application for promotion test form” for each applicant.
  - ✓ one passport photo with each application, with student’s name written on back and attached to the form
  - ✓ Application Summary Sheet – completed with all details for each applicant.
  - ✓ For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card attached to the application form.
  - ✓ Payment receipt from an electronic bank transfer to the AT bank account or a cheque for the total amount made payable to: “Australian Taekwondo Ltd”.
  - ✓ Changes to an applicant’s name require official documentation of the correct name. Birth Certificate, Name change document, passport or divorce notice depending on the nature of the change required.
  - ✓ Changes to a Date of Birth must be submitted with the applicants Birth Certificate of Passport
  - ✓ Nationality Changes require the following – If the applicant is **NOT** an Australian Citizen then you must include: a copy of the applicant’s current passport, Australian Visa and a letter from their school / place of employment confirming that they have resided in Australia for over 6 months. If they are applying for 5<sup>th</sup> Dan or higher, they must provide letter from their Embassy in Australia confirming their travel to Australia.

## Applications for re-issued certificates

- The following will apply to applications made for the re-issue of a certificate.
  - ✓ a “Kukkiwon Application for promotion test form” for each applicant.
  - ✓ one passport photo with each application, with student’s name written on back and attached to the form



- ✓ Application Summary Sheet – completed with all details for each applicant.
- ✓ For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card attached to the application form.
- ✓ Payment receipt from an electronic bank transfer to the AT bank account or a cheque for the total amount made payable to: “Australian Taekwondo Ltd”

## General Notes for submitting applications

- Print clearly on the application form. This is how the name will appear on the Kukkiwon Certificate
- Date of Birth – to avoid mistakes write the month in full. E.g. “May 15<sup>th</sup> 1985”
- TIME PERIOD - Time period between Dan/Poom applications must be correct. Applications must not be sent unless the correct time period has been observed. **Applications sent in before the correct waiting period has been observed will be returned.**
- For 2<sup>nd</sup> Dan/Poom applications and above you must supply a copy of the previous Dan/Poom Certificate or Card, attached to the application form.
- **NATIONALITY** – If the applicant is **NOT** an Australian Citizen then you must include: a copy of the applicant’s current passport, Australian Visa and a letter from their school / place of employment confirming that they have resided in Australia for over 6 months. **If they are applying for 5<sup>th</sup> Dan or over they must provide letter from their Embassy in Australia confirming their travel to Australia.**
- On the Kukkiwon Application form: The “*Applicant*” is the Student who graded and the “*Recommender*” is the Head Instructor applying for the certificate.

## 6<sup>th</sup> and 7<sup>th</sup> Dan applications

Kukkiwon regulations have changed regarding applying for 6<sup>th</sup> and 7<sup>th</sup> Dan certification.

- Applications may be submitted by **ONLY BY MAIL**
- AT is now required to only apply to the Kukkiwon by regular post. Applications can no longer be made using the Kukkiwon KMS system.
- Applications will only be accepted if the applicants due date has been reached.
- Applications must include the following:
  - ✓ a “Kukkiwon Application for promotion test form” for each applicant.
  - ✓ one passport photo with each application, with student’s name written on back and attached to the form
  - ✓ Application Summary Sheet – completed with all details for each applicant.
  - ✓ A copy of the previous Dan/Poom Certificate or Card attached to the application form.
  - ✓ Payment receipt from an electronic bank transfer to the AT bank account or a cheque for the total amount payable to: “Australian Taekwondo Ltd”.
  - ✓ Thesis on any subject relating to Taekwondo.
    - The applicant should choose an essay topic related to the technical, historical or philosophical aspects of the art. Essays may include a short precis of your own history but should not focus on this as the main



topic for your essay. An essay at this level should focus on your understanding of the art

- Thesis must include a title, applicants name, and the date the essay was written. Thesis **MUST** be at least 10 A4 pages long (typed, single spacing), 400 to 500 words per page.
- In English
- Essays may be submitted via email in PDF format.
- Thesis must be your own, a thesis containing any plagiarised material will be rejected.

✓ **NEW REQUIREMENT**

From 1<sup>st</sup> March 2021 applications for 6<sup>th</sup> and 7<sup>th</sup> Dan must be submitted with a video record, supplied on USB of the examination. Specific requirements of the video record are as follows:

### How to video record

- The video record has to be done in the center of the front, 1 meter from the court.
- The number of records: Total of 5 videos. (3 Designated Poomsae, 1 mandatory Poomsae, 1 Gyeongugi)
- The video quality must set to 720p (1289x720) or higher.

### Contents of tests

Dan	Designated Poomsae	Mandatory Poomsae	Gyeongugi	Thesis
6 <sup>th</sup>	Taebaek, Pyeongwon, Shipjin	Jitae	1 minute or more	Free topic related to Taekwondo
7 <sup>th</sup>	Pyeongwon, Shipjin, Jitae	Cheongwon		

\* Gyeongugi: Wear full protective gear and practice with a person of similar physique and training period/experience.

## High Dan Promotion Tests – 8<sup>th</sup> and 9<sup>th</sup> Dan - Regulations specified by the “Kukkiwon”

Masters requiring promotion to 8<sup>th</sup> and 9<sup>th</sup> Dan need to be recommended by AT and travel to Korea and be graded by the Kukkiwon. Kukkiwon Requirements for the High Dan promotion test can be found at the following link:

[http://www.kukkiwon.or.kr/front/pageView.action?cmd=/eng/evaluate/promotion\\_test](http://www.kukkiwon.or.kr/front/pageView.action?cmd=/eng/evaluate/promotion_test)