FORMAT REQUIRED FOR THE UPLOAD OF WTF GMS MEMBER'S REQUIRED DOCUMENTS

Please read the below instructions carefully first before uploading your documents online to ensure they are correctly formatted and you are uploading the correct documents.

1. Colour Potrait ID picture with white background for Global Membership card

As the WTF Global Membership card will be used to verify athlete's at tournaments, the quality and size of the picture is **very important** and photos that do not meet the criteria below will be rejected online.

Please refer to this LINK for instructions on format required for WTF GMS ID picture

7. **A sample of the correct and incorrect ID picture can be seen below as Appendix A**.

NB: To check whether your photos meet the above criteria or not, you can right click on the photo and go to properties to ensure the image is in the correct quality (300dpi) and size (236 x 295 pixels) as shown below in Appendix A.

If the ID picture is too big in size, the online system will automatically detect this and bring up a cropping tool which you can highlight the head and neck of the athlete and double click on the photo. The cropped image must include the full head of the athlete to be approved. If it does not then you must first resize and/or crop your picture in an appropriate program. The online cropping tool will not be useful for images that are too small or not in good quality.

2. Passport or National ID card with athletes photo page and signature (Passport only)

The following criteria must be met before uploading any passport or National ID copies for your athletes.

1. If scanning the passport/National ID, it must be cropped after it has been scanned so only the image you are uploading is the saved passport/National ID.
2. The passport/National ID image must be saved as an individual JPEG format or PDF document.
3. The name of the passport/National ID image file must be saved as the name of the passport holder and the word passport e.g. Jack Morlan passport or Jack Morlan National ID.
4. The passport/National ID should show the photo page and the signature page (Passport only) and must be saved as one file.
5. **A sample of the Passport and National ID required can be seen below as Appendix B.**

NB: Passport copy is required to compete in all WTF Promoted Championships and therefore passport is recommended to be uploaded. National ID should only be uploaded if member does NOT HOLD a Passport.

3. Kukkiwon Dan/Poom certificate or card OR Gup Certificate/card

The following criteria must be met before uploading any Kukkiwon Dan or Poom certificates/cards copies or Gup certificates/cards for your athletes.

1. If scanning the Kukkiwon or Gup certificate/card, it should be cropped after it has been scanned so the only image you are saving is the Kukkiwon or Gup certificate/card
2. The Kukkiwon/National certificate/card image must be saved as an individual JPEG format.
3. The name of the image file must be saved as the name of the Kukkiwon or Gup certificate/card holder and the word kkw or gup e.g. Jack Morlan kkw or Jack Morlan gup.
4. Regarding Kukkiwon you can provide either the old or new Kukkiwon Dan certificate, the Kukkiwon Dan card or a confirmation letter from Kukkiwwon. You only need to provide only ONE of these formats.
5. **A sample of the 4 available options that can be received for the Kukkiwon Dan or Poom Certificate/card can be seen below as Appendix C1, 2,3 and 4.**

NB: Kukkiwon certificate/card copy is required to compete in all WTF Promoted Championships and therefore is highly recommended to be uploaded online. GUEP certificate is optional and should only be uploaded if member does NOT HOLD a Kukkiwon Dan certificate.

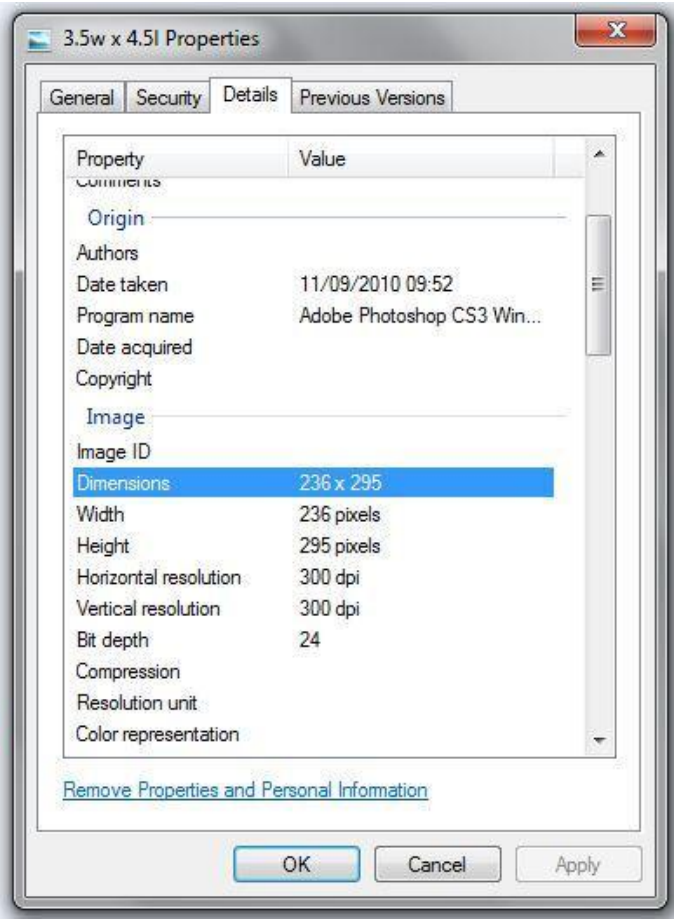
4. Signed Licence application form

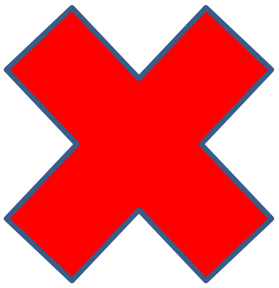
The signed licence application form must be completed by all minors as determined by the individual country regulations and uploaded online on the WTF GMS. Please click on link below to access a copy of the signed form which must be printed, filled in, scanned and uploaded online.

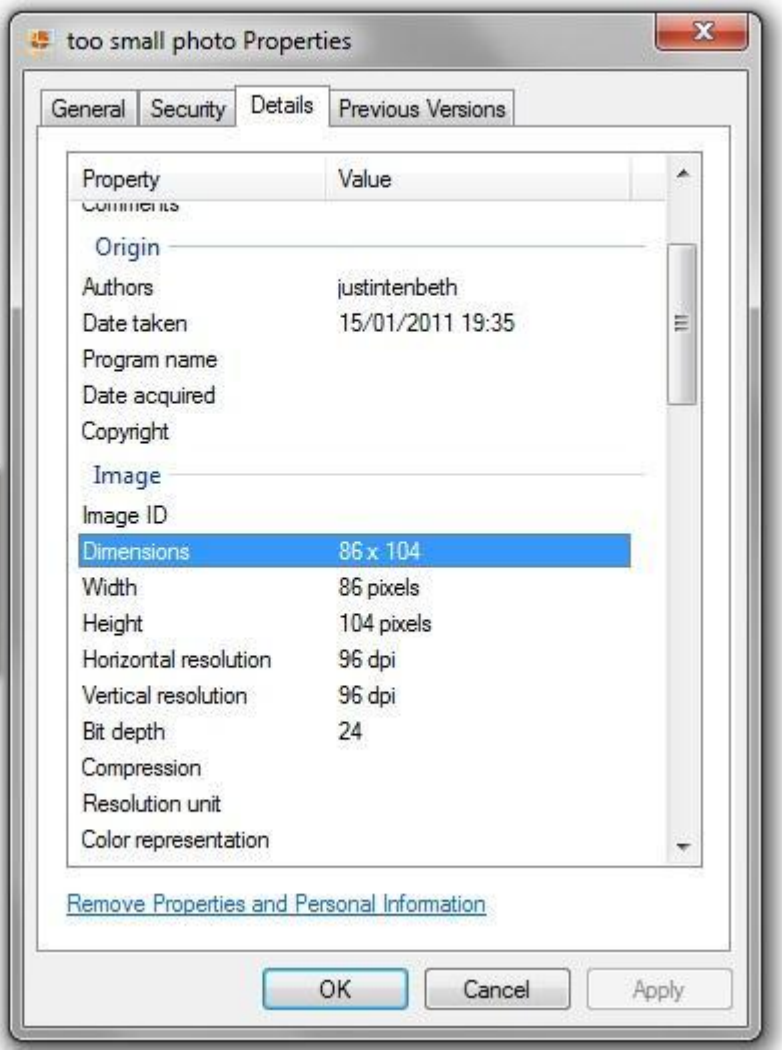
SIGNED LICENCE APPLICATION FORM

1. The signed licence form must be saved as an individual PDF document.
2. The name of the PDF file must be saved as the name of the applicant and the word application form e.g. Jack Morlan application form

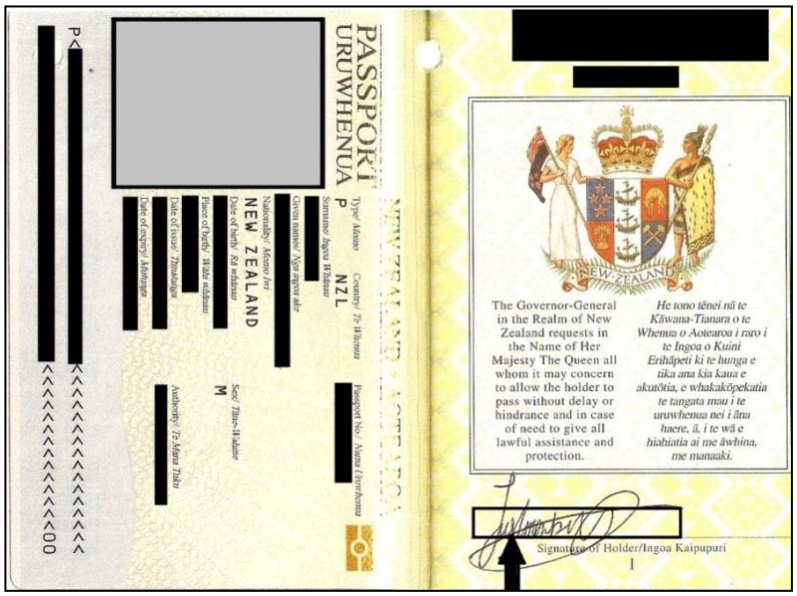
Appendix A - Sample ID picture required





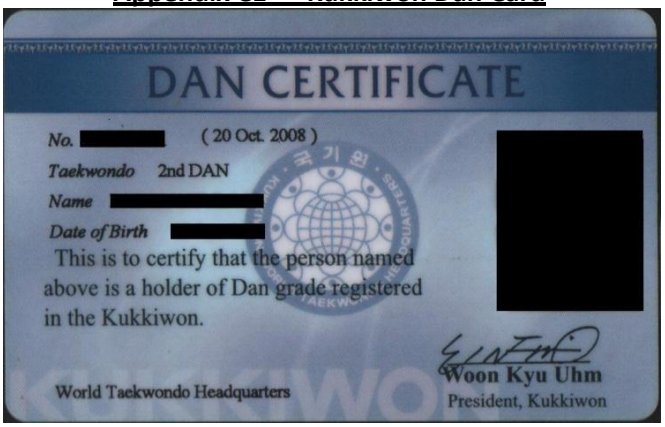


Appendix B1- Sample Passport required OR Appendix B1- Sample National ID required

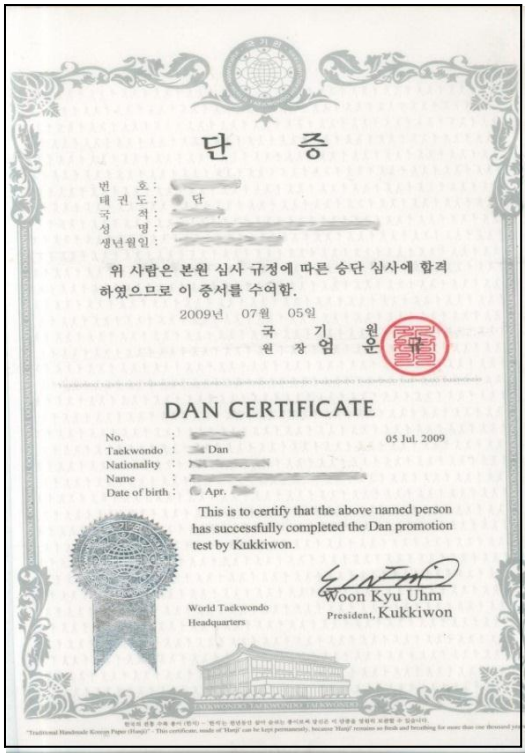


Appendix C - Sample Kukkiwon Dan Certificate/card/letter required OR National Gup Certificate/Card

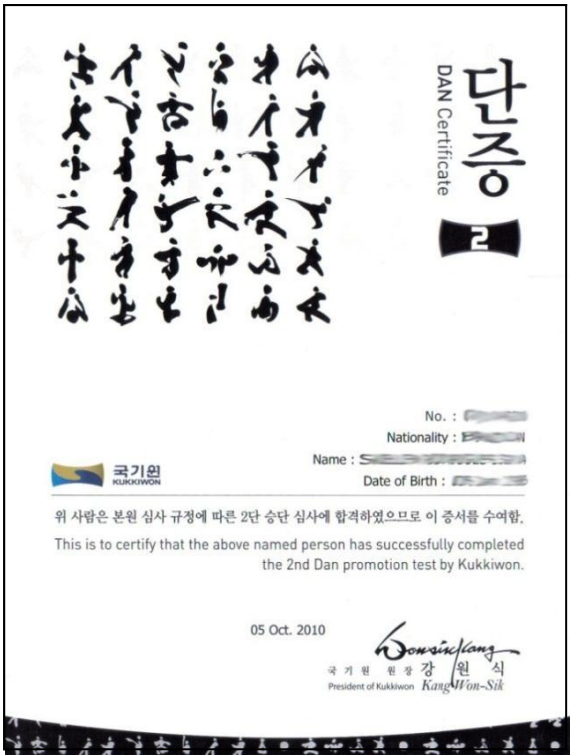
Appendix C1 – Kukkiwon Dan Card



Appendix C2 – Old Kukkiwon Dan Certificate



Appendix C3 – New Kukkiwon Dan Certificate



Appendix C4– Kukkiwon Confirmation Letter

KUKKIWON
WORLD TAEKWONDO HEADQUARTERS

Confirmation Letter

October 24, 2011

To whom it may concern.

This confirmation letter is to certify that the below named person is being processed to the KUKKIWON 1st Dan certificate. The issued date of the certificate will be October, 20, 2011.

Nation	Name	D-O-B	Apply
CUBA	[redacted]	90.10.07	1st Dan
CUBA	[redacted]	87.01.16	1st Dan
CUBA	[redacted]	89.07.21	1st Dan
CUBA	[redacted]	88.04.17	1st Dan
CUBA	[redacted]	87.01.24	1st Dan
CUBA	[redacted]	90.09.29	1st Dan
CUBA	[redacted]	83.09.16	1st Dan
CUBA	[redacted]	89.10.18	1st Dan

If you have any questions, please contact to the KUKKIWON Overseas Strategy Team. Thank you for your positive cooperation.

Sincerely Yours.

OH, Seong hoon
An Acting General Director

Appendix C5–Gup Certificate

태권도

TAEKWON-DO

BELGIUM

국기원

GEUP - CERTIFICATE

TAEKWONDO

This certificate is the proof that (name) : _____

has succesfully succeeded (grade) : _____

Trainer: _____ (name) _____ (signature)

Location: _____ Date: _____