2024 Fall Semester

Graduate Admission Guide for International Students

SEJONG UNIVERSITY

Graduate
Admission Guide
for International Students
Fall 2024

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• This admission guide is available in English and Chinese. In the event of any conflict or discrepancy in meaning between the Korean version and any of its translation, the Korean version will prevail.

1 Admission Timeline

Step	1st Round	2nd Round	3rd Round	Important Notes
1. Online Application & Document Submission	Tue, March 5 ~ Mon, March 18, 2024 (5:00PM)	Thu, April 25 ~ Thu, May 9, 2024 (5:00PM)	Thu, July 11~ Wed, July 17, 2024 (5:00PM)	• Go to the SJU website (http://sos.sejong.ac.kr) to apply [Fall 2024 Graduate School Admission for International Students]. • You must complete the online application before submitting the documents. • Once you have completed the online application, submit the required documents to SJU One Stop Service Center by **post or in person by the indicated deadline.** • Online submission of documents (PDF, etc.) is **not accepted.** • The Spring semester of 2024 **starts on September 2, 2024**
2. Evaluation by Department	Fri, April 12 ~ Tue, April 16, 2024	Mon, June 10 ~ Wed, June 12, 2024	Mon, July 29 ~ Tue, July 30, 2024	• Each department may conduct interviews if needed.
3. Admission Decisions	Thu, May 2, 2024 (5:00PM)	Fri, June 28, 2024 (5:00PM)	Fri, August 16, 2024 (5:00PM)	• Admission decision will be posted on the SJU website (http://sos.sejong.ac.kr)
4. Tuition Payment	Tue, May 7 ~ Tue, May 14, 2024 (4:30PM)	Mon, July 1~ Fri, July 5, 2024 (4:30PM)	Fri, August 16 ~ Mon, August 19, 2024 (4:30PM)	• Individuals who do not enroll within the given time period will be considered NOT to proceed with the admission, and thus will have their admission cancelled without notice.
5. Issuance of Certificate of Admission	From Tue, July 16, 2024	From Tue, July 16, 2024	From Mon, August 26, 2024	• In the case of any updates and/or changes in the applicant's passport, please send us the updated passport information in advance.

※ *The schedule is subject to change. Any changes will be notified on http://sos.sejong.ac.kr*

2 Deparments and Majors

Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Liberal Arts and Social Science	Korean Language and Literature	Korean Language Education	○			○	○		
		Korean Language Education	○					○	
	English Language and Literature	• English Linguistics Convergence • AI Translation Convergence • English Education Technology Convergence	○				○	○	○
	Japanese Language and Literature	• Japanese Linguistics • Japanese Literature	○				○	○	○
	Chinese Trade and Commerce	• Korea-China Trade and Commerce • Korea-China Political Economics • Korea-China Cultural Studies	○				○	○	○
		• Korea-China Trade and Commerce • Korea-China Political Economics • Korea-China Cultural Studies			○	○	○		
	Education	• Educational Psychology/Counseling (short term/bilingual)			○	○	○		
		• Educational Psychology/Counseling • Educational Meausrement and Evaluation • Educational Technology • Lifelong Education • Early Childhood Education	○				○	○	○
	History	Korean History, Archaeology, European History	○				○	○	○
	Economics	Economics (short-term/bilingual)			○	○	○		
		Economics	○				○	○	○
		Economics		○				○	○
	Media and Communication	• Media and Communication • Advertising & Public Relations	○			○	○		
		• Media and Communication • Advertising & Public Relations	○				○	○	○
	Business	Business Administration, ESG Management	○	○				○	○
		Business Administration, ESG Management	○				○		
		Business Administration (short-term/bilingual)			○	○	○		
	Public Administration	Public Administration, Public Policy	○				○	○	○
		Public Administration, Public Policy		○		○	○		
	Hospitality, Tourism, Culinary and Food Service Management	Hospitality and Tourism Management	○	○			○	○	
		• Food Service Management • Culinary Food Science	○	○			○	○	
Natural Science	Physics	Physics	○	○			○	○	○
	Chemistry	Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry, Biochemistry	○	○			○	○	○
	Astronomy and Space Science	Astronomy and Space Science	○	○			○	○	○
Engineering	Food Science and Biotechnology Engineering	Food Science and Biotechnology Engineering	○	○			○	○	○
	Computer Science and Engineering	Computer Science and Engineering	○	○		○	○	○	○
	Information and Communication Engineering	Information and Communication Engineering	○	○			○	○	○
	Computer and Information Security	Computer and Information Security	○	○			○	○	○
	Electronics Engineering	Electronics Engineering	○	○			○	○	○
	Architectural Engineering	Architectural Structure, Architectural Materials, Architectural Environment and Building Systems, Building Information Technology/Construction Management	○	○			○	○	○
	Architecture	Architectural Planning·Design, Architectural Planning·Urban Design, Construction Management, Architectural Theory & History	○	○			○	○	○
	Civil and Environmental Engineering	Structural Engineering, Hydro Engineering, Geotech and Pavement Engineering, Environmental Engineering	○	○			○	○	○
	Environment and Energy	Climate Change, Environmental Science	○	○			○	○	○
	Integrative Bioscience and Biotechnology	Integrative Bioscience and Biotechnology	○	○			○	○	○
	Bioresources Engineering	Bioresources Engineering	○	○			○	○	○
	Mechanical Engineering	Mechanical Engineering	○	○			○	○	○

② Deparments and Majors

Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Engineering	Aerospace Engineering System	Aerospace Engineering System	○	○			○	○	○
	Semiconductor Systems Engineering	Semiconductor Systems Engineering	○	○			○	○	○
	Optical Engineering	Optical Engineering	○	○			○	○	○
	Software	Data Science, Software	○	○			○	○	○
	Artificial Intelligence and Robotics	Artificial Intelligence and Robotics	○	○			○	○	○
	Artificial Intelligence	Artificial Intelligence	○	○			○	○	○
	Nanotechnology and Advanced Materials Engineering	Nanotechnology and Advanced Materials Engineering	○	○			○	○	○
	Geoinformation Engineering	GIS (Geographic Information System), Advanced Geodesy and GNSS, Photogrammetry, Remote Sensing, Geological and Geoharzard Information Engineering	○	○			○	○	○
	Energy & Mineral Resources Engineering	Energy & Mineral Resources Engineering	○	○			○	○	○
	Nuclear Engineering	Nuclear Engineering	○	○			○	○	○
Art and P.E.	Fine Art	Korean Painting, Painting	○				○		
	Design Innovation	Design	○	○			○	○	○
	Music	• **Master's Program**: Voice, Wind, String, Piano (Performance, Pedagogy, Accompanying), Violin Pedagogy, Applied Music, Conducting (Orchestra, Chorus) • **Ph.D Program**: Voice, Wind, String, Piano (Performance, Pedagogy), Applied Music, Conducting (Orchestra, Chorus)	○	○	○		○	○	○
		• **Master's Program**: Applied Music (Music Business, Sound Engineering)	○	○	○	○	○		
	Physical Education	Physical Education	○				○	○	○
	Dance	Korean Traditional Dance, Modern Dance, Ballet	○				○	○	○
	Fashion Design	• **Master's**: Fashion Design • **Doctorate**: Fashion Design, Aesthetics of Costume, Fashion Marketing, Stage Costume Design, Digital Fashion Design, Textile Design	○	○	○		○	○	○
	Comics & Animation	Animation, Comics [1] *For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation*	○				○	[1]	
	Film Arts	Scenario-Visual Contents Planning, Film Directing and Production(Global Program), Acting, Theater Directing & Staff [2] *For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation*	○				○	[2]	
Collaborative Program	Cooperative Course of Performance, Film & Animation	Performing Art, Film Art, Comics & Animation, Arts Management	○					○	
	AI Language Engineering	AI Language Engineering	○				○		
	Integrative Biological Sciences and Industry	Integrative Biological Sciences and Industry	○	○				○	○
	Integrative Climate Energy	Climate Energy Policy, Climate Energy Science, Climate Energy Engineering	○	○			○	○	○
	Integrative Climate Environment	Climate Environment Policy, Climate Environment Science, Climate Energy Engineering	○	○			○	○	○
	Cooperative Course for Urban, Real Estate and Distribution Study	• Urban Studies • Real Estate • Distribution and Commerce	○				○	○	○
	Ocean Systems Engineering	Underwater Acoustics and Signal Processing, RADAR and Electronic Warfare, Control Engineering	○	○				○	
	Cooperative Course for Welfare and Communications	Social Welfare	○					○	
	Korean Translation	Korean as a Foreign Language for Translation	○			○	○		

※ *For Korean Language and Literature, students may apply for the Korean Education Master's program regardless of their majors*
※ *Film Arts is an MFA program*
※ *Bilingual Track: Education (short-term), Business Administration (short-term), Economics (short-term), Chinese Trade and Commerce, Music, Fashion Design*
※ *Degrees for Master's programs based on credit based can be obtained through the completion of non-thesis credit courses*

3 Tuition and Other Fees

1 Application Fee

• Withdrawal of Application and Refund of Application Fee

① In order to ensure fairness in the admissions process, applicants are not allowed to withdraw their application once the application has been submitted (i.e., the application fee has been paid). Application fee is not refundable.

② The application fee is refundable only under following circumstances: The applicant is able to present documentary proof showing that he/she was prevented from proceeding with the admissions process due to a natural disaster, the applicant's admission to a hospital, other accidents and/or the University's mistake, and it is determined that such withdrawal would not undermine the fairness of the admission process.

Application Withdrawal	Refund Amount
During the Online Application Period	100% of Application fee
After the Online Application Period	Non-refundable

• Application Fee (Provisional)

Program	Application Fee
Master's, PhD and Master-PhD Joint	KRW 170,000

2 Tuition (Based on Academic Year 2024) *per semester(Unit: KRW)*

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000	6,019,000	7,009,000
Hospitality and Tourism Management	990,000	6,508,000	7,498,000
Natural Sciences, Physical Education, Culinary and Food Service Management	990,000	6,997,000	7,987,000
Engineering	990,000	7,821,000	8,811,000
Arts	990,000	7,890,000	8,880,000
Music(Bilingual Program)	990,000	8,390,000	9,380,000
Short term (*1-year program*)	990,000	9,000,000	9,990,000

※ *Applicants for bilingual program (Music, Chinese Trade and Commerce, Fashion Design) or Short-term program (Business, Education, Economics) that do not have TOPIK score must take the Korean language course(s) at Sejong University Language Education Center. The tuition fee for language course(s) will be included in the tuition invoice.*

3 Other Estimated Expenses *per year(Unit: KRW)*

Housing + Living Expenses	Miscellaneous	Total
13,800,000	1,200,000	15,000,000

4 Medical Insurance

• All international students residing in Korea are subjected to mandatory subscription to the National Health Insurance of Korea.
• Details on medical insurance fee will be notified after admission.

4 Qualifications

<table>
<tr><th>Program</th><th>Details</th></tr>
<tr><td>Master's &
Master-Ph.D Joint</td><td>• A person who has received a bachelor's degree from a full-time university based either in or outside Korea,
or is expected to receive a bachelor's degree before September 2024</td></tr>
<tr><td>Ph.D</td><td>• A person who has received a master's degree from a full-time university based either in or outside Korea,
or is expected to receive a master's degree before September 2024</td></tr>
<tr><td>In Common</td><td>

• International applicants must meet ALL of the following requirements:

1 A non-Korean national whose parents are BOTH non-Korean nationals.

※ *Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.*
※ *A Korean citizen who is a dual national is not considered a non-Korean national.*
※ *The 3rd round of admission is only for Sejong Prep Course students or for applicants who are currently staying in Korea with the korean ARC number.*

2 A person who meets at least one of the following requirements:

(1) English Track Applicants

(1-1) A person who meets at least one of the following language proficiency requirements

IELTS	TOEFL iBT	New TEPS
5.5	71	327

※ *Students from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores, but must also be acknowledged for language proficiency through further interviews.*
※ *TOEFL: MyBest Scores and iBT Home Edition scores are acceptable for submission. TOEFL ITP scores are not accepted.*

(1-2) A person who has been approved by the advisor-to-be to possess the ability to carry out research and has obtained the department head's approval to submit the Letter of Verification of Research Capability (Form 6).

(2) Korean Track Applicants

(2-1) A person who meets the minimum TOPIK or Sejong TOPIK score(TOPIK iBT is acceptable except trial tests)

Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E
Level 3 or Above	Level 2 or above

(2-2) A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and is recommended by the Dean of the Center for International Education in Sejong University will meet the following requirements

Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E
Level 4 Completion	Level 2 Completion

(2-3) Sejong University Graduate School Prep-Course application
Students who do not meet the language requirements but meet the other academic abilities can apply for the Sejong University Graduate School Prep-Course

(3) Bilingual Program Applicants

Education (short-term), Chinese Trade and Commerce, Business (short-term), Music	Economy (short-term)	Fashion Design
No requirement	Level 3 or Above	TOPIK 2

※ *Students admitted without official language proficiency must complete two regular semesters at the Center for International Education concurrently with their admission. This can be shortened to one semester through a short-term program, which must be completed within six months of admission*
※ *Students majoring in Chinese Trade Studies, Business Administration(short-term), Education(short-term), Economics(short-term) must submit TOPIK Level 3 and by Friday August 23, 2024 to be exempt from completing regular semesters at the Center for International Education. If they achieve TOPIK Level 3(or Level 2 for Music and Fashion Design) by Friday, August 23, 2024, the Center for International Education can be exempt. If a student achieves TOPIK Level 3(or Level 2 for majors in the Arts) during their first semester, they can shorten their attendance at the Center for International Education to one semester.*

</td></tr>
</table>

※ *Students who obtain the degree through Lifelong Education System or GED (General Equivalency Diploma) in foreign countries are not eligible for applying.*

5 Required Documents

- Applicants must upload files of application documents on(https://sos.sejong.ac.kr) and send original documents by post before the application deadline.
  - Documents for application: Submit all of the listed documents below in order from 1~14
- Please keep photocopies of every application document and material. Any and all documents and materials submitted with the application become the property of Sejong University and will not be returned to the applicant under any circumstance.

No.	Required Documents	Program		Notes
		Master's & Master-Ph.D Joint	Ph.D	
1	**Application Form**	●	●	※ *Print out after completing the online application*
2	**Eligibility Documents**	●	●	**Any one of the following:** ① An official copy of the language test score (TOEFL, New TEPS, IELTS or TOPIK) ※ *Photocopy is NOT acceptable* ※ *Only scores acquired after September 1, 2022 will be accepted.* ※ *When applying for the doctoral program concurrently with the completion of the master's program at Sejong University Graduate School, the language proficiency scores submitted during the master's program application process remain valid* ② The original copy of the Letter of Verification of Research Capability (Form 6) signed by both the Sejong University advisor-to-be and the head of the department ※ *Only Research Assistants can submit Lettors of Verification of Research Capability* ③ Sejong University Language Proficiency Test (Sejong TOPIK)
3	**Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended**	●	●	• **Graduate of a university based in Korea** ① Certificate of Graduation / ② Transcripts • **Graduate of a university based in China** ① **CHSI issued in English*** / ② Certificate of Graduation / ③ Certificate of Degree ④ Transcripts (Chinese should be translated and notarized in English) • **Graduate of a university based in other countries** ① Certificate of Graduation: Consulate approved or Apostille ② Transcripts: English or notarized ※ *Students expected to graduate should submit certificate of expected graduation with the graduation date (including CHSI for those graduating from a university in China). Certificate of graduation and final version of transcripts should be uploaded on http://sos.sejong.ac.kr and submitted by post by August 16, 2024 for the issuance of Certificate of Admission.* ※ *Certificate of expected graduation must also obtain consulate approval or Apostille* ※ *For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.* ※ *Students with a Master's Degree at Sejong University are not required to submit the academic documents of their Bachelor's Degree, but are required to submit the academic documents of their Master's Degree.*
4	**Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended**		●	• **Graduate of a university based in Korea** ① Certificate of Graduation / ② Transcripts • **Graduate of a university based in China** ① **CHSI issued in English*** / ② Certificate of Graduation / ③ Certificate of Degree ④ Transcripts (Chinese should be translated and notarized in English) • **Graduate of a university based in other countries** ① Certificate of Graduation: Consulate approval or Apostille ② Transcripts: English or notarized ※ *Students expected to graduate should submit certificate of expected graduation with the graduation date (including CHSI for those graduating from a university in China). Certificate of graduation and final version of transcripts should be uploaded on http://sos.sejong.ac.kr and submitted by post by August 16, 2024 for the issuance of Certificate of Admission.* ※ *Certificate of expected graduation must also obtain consulate approval or Apostille* ※ *For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.*
5	**Research Accomplishments List**		●	※ *Form 4*
6	**Curriculum Vitae, Employment Certificates**		●	※ *CV: free format / mandatory submission + Employment Certificate: if applicable*
7	**Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.**	Only those in Arts, Music & PE	Only those in Arts, Music & PE	※ *Art department applicant(except music major) can make their portfolio in a free format, but must upload it in a URL. Hard drives or physical copies (i.e., USB, booklet) will not be accepted.* ※ *Applicants in the Department of Cooperative Course of Performance, Film & Animation must submit portfolio.* ※ *Music department audition requirements:* Piano: 2 prepared pieces from different eras. (Must be memorized, created music not allowed) Wind: 2 prepared pieces String: 2 prepared pieces Violin pedagogy: 2 prepared pieces Voice: As many classical art songs or opera arias as possible, at least 3 songs (must be in 2 different languages, except Chinese) Conducting: • Orchestra Conducting Master's: L.v. Beethoven Symphony No. 5 4mvt. Ph.D: ① A fast tempo song with your major instrument (in case there isn't one, a fast movement from Beethoven's piano sonata) ② W.A. Mozart Overyure, J.Brahms Symphony No. 1, 4mvt.

5 Required Documents

No.	Required Documents	Program		Notes
		Master's & Master-Ph. D Joint	Ph.D	
7	**Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.**	Only those in Arts, Music & PE	Only those in Arts, Music & PE	Conducting — • Choir Conducting Master's: ① Conducting Practical (Designated Piece): Ave Verum Corpus, K.618 (W.A. Mozart) - Conducting the choir or piano performance ② Piano Practical: Select one movement from a Sonata or Sonatina ③ Vocal Practical: Select one song from Italian, German, or French art songs ※ *Conducting ① is mandatory, while you can choose only one between Piano ② and Vocal ③ practicals.* Ph.D: ① Conducting Practical (Free Choice Piece): Conducting the choir ② Conducting Practical (Designated Piece): Tanz from Carmina Burana (Carl Orff) - Conducting the piano performance ③ Piano Practical: Select one movement from a Sonata for piano ④ Vocal Practical: Select one song from Italian, German, or French art songs ※ *Conducting ① and Conducting ② are mandatory, while you can choose only one between Piano ③ and Vocal ④ practicals.* Applied Music — 2~3 prepared pieces (includes K-POP)
8	A Copy of the Applicant's Passport	●	●	
9	Each Copy of the Applicant's Parents' Passports	●	●	※ *Can be replaced by any official document stating the parents' nationality* ※ *All other IDs in languages other than English or Chinese must be notarized*
10	A Notarized Household Register (居民戶口簿)	if applicable	if applicable	※ *Chinese applicants only (father, mother, oneself)*
11	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	●	●	※ *If the parents are divorced, please submit a certificate of divorce or birth certificate* ※ *If one or both of the applicant's parents are deceased, please submit a certificate of death or birth certificate*
12	The Applicant's Verification of Deposit (VOD) of a Minimum of KRW 20,000,000 Maintained for at least 1 Month	●	●	※ *Another currency is acceptable (e.g. RMB 110,000, USD 16,000 or more etc.)* ※ *Validity Period:* *Issued after March 5, 2024, In the case of VOD with an expiration date, validity is recognized up to 6 months prior to the issuance date. When setting the freezing date, it should extend until after the beginning date of semester.* ※ *For Chinese applicants, within 30 days of receiving the Certificate of Admission(CoA) after acceptance, they are required to upload and submit the original balance certificate, as stated in the acceptance notification. Other international applicants are required to submit once at the time of application and once after receiving the CoA after acceptance, as outlined in the acceptance notification. In total, two-time submissions are required.* ※ *All documents must be scanned and uploaded, and the original copies must be submitted. The scanned copies and the actual submitted copies must match exactly. Failure to verify the original documents will result in the inability to issue the CoA.* ※ *Foreign residents who are already registered in Korea must submit a bank statement issued by a Korean local bank only.* ※ *If a foreigner residing in Korea and holding an alien registration card is unable to obtain a VOD from a bank in Korea due to unavoidable circumstances, they can submit a letter of explanation along with supporting evidence (e.g., certificate of entry and exit) as proof.* ※ *For RA applicants only, if you do not have bank statement with a minimum balance of KRW 20,000,000 it can be substituted with the Financial Support Form (Form 5) signed by your advising faculty member at Sejong University.* ※ *The Financial Support Form (Form 5) may not be accepted by the consulate/embassy. Additional supporting documents, such as bank statements, employment certificate, business registration, property taxpayment certificate, may be required by the authorities for visa issuance.* ※ *VOD must be under the applicant's name, only in some inevitable cases can be by parents*
13	Agreement for Verification of Academic Records	●	●	※ *Form 3*
14	Scholarship Application Document	if applicable	if applicable	① A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher of the project (Form 7) ② An official language test score (TOEFL, New TEPS, IELTS, TOPIK,) ※ Only scores acquired after March 1st, 2022 will be valid ③ A certificate of completion of two semesters at the Korean Language Institute of Sejong University ④ Graduation Certificate at Sejong University (Undergraduate or Graduate School)

※ *Applicants who graduated from university(ies) in China must submit both of the following CHSI: (1) Online Verification Report of Higher Education Degree Certificate, (2) Online Verification Report of Higher Education Qualification Certificate*

※ *Document Validity Period*

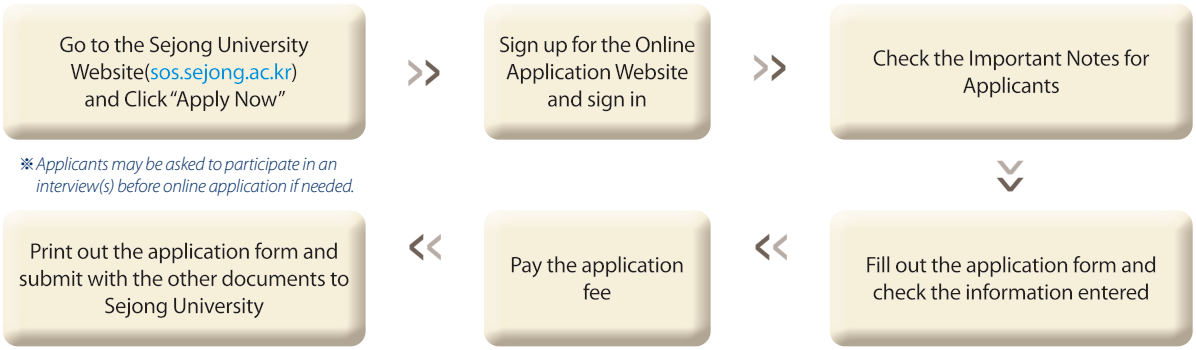
- *Academic related docuemnts: 24 months from March 5, 2024*
- *Nationality and family related documents: 12 months from March 5, 2024*
- *English translation and notarization / Consulate approval / Apostille: Six months from March 5, 2024*

※ *All documents notarized / consulate certification / apostille must be held in the country in which the documents are issued or at the respective consulates in Korea.*

6 Screening Criteria

The admissions decisions will be made based on the academic records, accomplishments and other reference documents. The Admissions Committee will review a number of factors – academic accomplishments, academic activities, perceived fit with academic major, adaptability, language proficiency and artistic/physical skills. **Interviews, audition, and/or major-specific tests may be required** based on the policy of a specific college or department, in which case **the details will be individually notified to the applicant.** **Any details relevant to document screening will not be disclosed.**

7 How to Apply



1 Online Application

- The standard method for application is via the Graduate Admission for International Students banner on the Sejong homepage.
- To apply successfully, all relevant information must be entered, and the application fee must be paid.
- If any of the contents entered contains false information, admission might be rescinded. It is strongly recommended that you complete the online application as early as you can because the system might become unstable or go down close to the deadline due to the rush of hits.

2 Submission of Required Documents

- How to submit documents: After completing your online application, print out the application form and send your application packet to the following address via registered mail or via in-person visit. Your application packet must arrive at the One Stop Service Center within the informed deadline.

<우편번호 05006> 서울시 광진구 능동로 209 세종대학교 원스탑서비스센터(학생회관 209호)

<Zip Code 05006> One Stop Service Center, Room #209, Student Center, Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul 143-747, Korea

※ *The admissions staff reserves the right to require additional documents from the applicant, should there arise a need to verify the authenticity of submitted materials.*
※ *All the documents must be original unless specified otherwise. When the original is not available and a copy is being submitted, it must be **certified by the official institutions** before it is submitted.*
※ *Any document that is not in Korean or English must be accompanied by a notarized English translation. Please submit the original document as well.*
※ ***When the deadline of submission is over, any document will not be accepted.***

8 Important Notes for Applicants

1. Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application. Please be reminded that, in principle, any modification or cancellation will not be accepted after completing the application.
2. Be sure to make and keep photocopies of all completed forms. **Any and all documents and materials submitted with the application become the property of SJU and will not be returned to the applicant under any circumstance.**
3. A detailed account of any individual admissions decision will not be disclosed.
4. If any of the submitted materials contains false information, admission will be rescinded.
5. If an applicant fails to graduate as scheduled, the admission for the applicant will be automatically cancelled.
6. An applicant who is admitted to two or more departments will be required to choose one over the other before registration.
7. Be sure to understand that the University issues only the Certificate of Admissions for student visa (Type: D-2) application for the admitted students.
8. If an applicant applies from outside Korea and is admitted to the University but his/her application for a D-2 student visa is rejected by the Ministry of Justice, the admission for the applicant will be cancelled.
9. Admitted students may not defer admission to a later semester. Students who wish to defer admission must re-apply.
10. Depending on the nationality, some applicants may be asked to participate in an interview(s) before or during the application/screening period. In this case, please proceed as instructed.
11. Applicants of the following cases may be excluded from screening by the department, and **the details of the evaluation will not be notified or disclosed to the applicant.**
    - Cases where there is any missing document or where the document is not submitted within the deadline (online submission of documents not accepted)
    - Cases where the information on the online application form is found to be false or unfaithful
    - Cases where the purpose of application other than studying abroad is suspected
    - Cases where the applicant's academic ability or financial ability seems to be insufficient

9 Scholarship Application

1. Documents for scholarship application must be submitted to the One Stop Service Center by the deadline of document submission and to the Office of Graduate School (Room 905, Gwanggaetogwan) after the above informed timeline. Those whose scholarship documents have been approved by the Dean of the Graduate School will have the scholarship details applied to the Certificate of Admission. **For submission of scholarship application documents after the admission period, the documents are acceptable only by August 30, 2024(Fri) 17:00 (KST) at the Office** of Graduate School. For details regarding scholarships, please refer to Section 10. Scholarships for International Students.
2. Scholarships are paid for regular semesters only. A regular semester is defined as: the 1st through the 4th semester for the Master's and PhD degree programs and the 1st through the 8th semester for the Master-Ph.D Joint program. The scholarship will not exceed the tuition fees designated for the semester.
3. Scholarship recipient will be billed the amount after the scholarship is deducted.
4. If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
5. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.5.
6. All documents must be accompanied by the original document. The language test scores must be obtained within 2 years prior to the commencement of the semester for which the scholarship application is submitted to be valid. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded the following semester.
7. To apply for a scholarship, see Section X. Scholarships for International Students to find out the documents that apply to you and submit only those documents to the Office of International Admissions.

Required Documents for Scholarships

– Submit only the documents that apply to you –

- A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher (SJU professor) of the project
  * Must fill out all the required information and have it signed by the advisor
- An official language test score (TOEFL, New TEPS, IELTS, TOPIK)
- A certificate of completion of two semesters at the Korean Language Institute of Sejong University
- Graduation Certificate at Sejong University (Undergraduate or Graduate School)

10 Scholarships for International Students

1. International student who satisfies the following requirement will be eligible for a scholarship of 85% of tuition fee. However, a full scholarship (100% of admission fee + tuition fee) can be awarded in the 1st semester.
   - A person who is recommended as a researcher (assistant researcher) for an external research project by the leading researcher (SJU professor) of the project
2. A person who satisfies one or more of the language proficiency requirements below will be eligible for a 30% scholarship of tuition fee):

TOPIK	IELTS	TOEFL iBT	New TEPS
Level 5	5.5	71	327

※ *Persons from countries where English is used as mother tongue or is the official language are exempt from language proficiency requirement, but might be asked for an additional interview(s).*
※ *20% scholarships for TOPIK Level 4*

3. Students who have completed 2 or more semesters at Sejong University International Language Institute (ILI) are eligible for 100% scholarship of their admission fee and for scholarship of their tuition fee based on their TOPIK scores as specified in the table below:

Level	Level 3	Level 4	Level 5	Level 6	Level 6+ an English language score that is equal to or higher than Section II
Scholarship (Tuition)	10%	20%	30%	40%	100%

4. Graduate school Prep-Course students who have completed more than 2 semesters at Sejong University International Langauge Institute (ILI) and have language level as below, are eligible for full exemption for admission fee and 30% scholarship for the first semester tuition fee.

Liberal Arts, Social Sciences, Business Management, HospitalityandTourismManagement, Natural Sciences and Engineering	Music, Arts & P.E.
TOPIK Level 4 or Above	TOPIK Level 2 or Above

5. Official language test scores must be obtained within 2 years prior to the commencement of the semester in order for it to be accepted as a scholarship document.
6. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded from the following semester
7. An applicant who is recommended by the head of a school with which Sejong University has an exchange agreement or has a sister university relationship may be awarded a scholarship under such agreement.
8. A recipient of a foreign government scholarship can be excluded from any Sejong University scholarship.
9. Those who graduated or will graduate Sejong University's undergraduate or master's program are eligible for a 30% scholarship of tuition fee when they are admitted to Sejong University's master's program; and 20% of scholarship of tuition fee when they are admitted to Sejong University's PhD program. (Daeyang Foundation Scholarship)
10. **For dual-language programs (short-term programs), even if the above conditions are met, scholarships will not be provided. Receiving more than 2 types of scholarship is not allowed.**

11 Internatonal Students Dormitory

Sejong University dormitories consist of rooms for 2, 3, or 4 individuals, fostering a global living environment where diverse cultures coexist. Sejong University provides apartment-style dormitories equipped with kitchens for individuals who need to cook for religious or health reasons. Further details will be provided to enrolled students. Due to the delayed admission schedule for the third round, dormitory applications are not available.

12 Appendix 1

1 Instructions on submitting academic background documents

Applicant must submit a Certificate of Graduation and a Transcript from university selecting one of the documents below during the submission period.

① Academic background documents (certificate of graduation and transcript from university) with Apostille based in the country of the university
② Academic background documents (certificate of graduation and transcript from university) approved by Korean Embassy in one's country or the Embassy of one's country in Korea
③ Academic background documents from China Higher Education Student Information(www.chsi.com.cn): Only for students who graduated from Chinese institutes.

Type		University in Korea	University in China	University in other countries
Graduated	CHSI Certificate	N/A	Printed Copy	N/A
	Degree Certificate	Original	Original Notarized	Original Apostille or Consular Authentication
	Certificate of Graduation			
	Transcript			English or English translation + Notarization
Expected to Graduate	CHSI Certificate	N/A	Printed Copy	N/A
	Certificate of Expected Graduation	Original	Original Notarized	Original Apostille or Consular Authentication
	Transcript			English or English translation + Notarization

[CHSI – Certificate Authority]

China Higher Education Student Information（中国高等教育学生信息网(学信网)）
- Homepage: www.chsi.com.cn
- E-mail: xlrz.@moe.edu.cn
- Phone: +86-10-6113-9123

※ *Issuance of a certificate is also available through [Confucius Institute in Seoul] in Korea*
- Homepage: http://renew.kongzi.co.kr/?c1=4&c2=00 (China Education Accreditation Center)
- Phone: +82-2-554-2688
- E-mail: cis88@cis.or.kr

2 Information of Apostille Convention

- Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007.
  - Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
- Apostille convention countries abolish the complex consular procedures to ensure the smooth mutual authentication of public and official documents.
- Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law. You can check detailed and updated information regarding regional authorities at www.hcch.net.

3 Procedure of Issuing Apostille

Document Issued by University ›› Visit Apostille Issuing Organization ›› Apply for Apostille ›› Evaluation process ›› Apostille Issued

4 Apostille Convention Countries (As of 2024.1.11)

Area	Country
Asia / Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, China (including Macau and Hong Kong), Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, Korea
Europe	Greece, Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, North Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, United Kingdom, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland, Hungary
North America	United States (including Guam, Mariana Islands, Puerto Rico), Canada
Latin America	Guyana, Guatemala, Grenada, Nicaragua, Dominican Republic, Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, Saint Lucia, Saint Vincent, Saint Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Paraguay, Jamaica
Africa / Middle East	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Eswatini, Cabo Verde, Burundi, Tunisia, Morocco, Bahrain, Saudi Arabia, Oman, Israel

13 Appendix 2

List of countries where English is an official language

Region	Total	Country
Africa	24	Botswana, Cameroon, Ethiopia, Eritrea, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe
Asia	7	Brunei, Hong Kong, India, Malaysia, Pakistan, Philippines, Singapore
Australia/ Oceania	14	Australia, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia,Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Europe	3	Ireland, Malta, United Kingdom
Americas	14	Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

※ *Students from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores for admission. However, submission of an official English test score is required for graduation.*

14 Appendix 3 – Regarding Visas for New Students

Case	Change in Visa Types	Details
Applicants with D4	D4 ➔ D2	Required documents and schedule for changing visa will be announced at the University Website. (to be announced before the commencement of a new semester) ※ *When changing the type of visa, certificate of the highest level of education (Bachelor's or Master's) is required. It is advisable for applicants to prepare the documents beforehand.*
Applicants with D10	D10 ➔ D2 (Applying for Master's)	Persons with Master's degree (applying for Master's program) cannot apply for a change of visa type in Korea. (Available only in one's own country.)
	D10 ➔ D2 (Applying for PH.D)	Persons with Master's degree (applying for PhD) can apply for a change of visa type in Korea. Required documents will be announced at the University website.

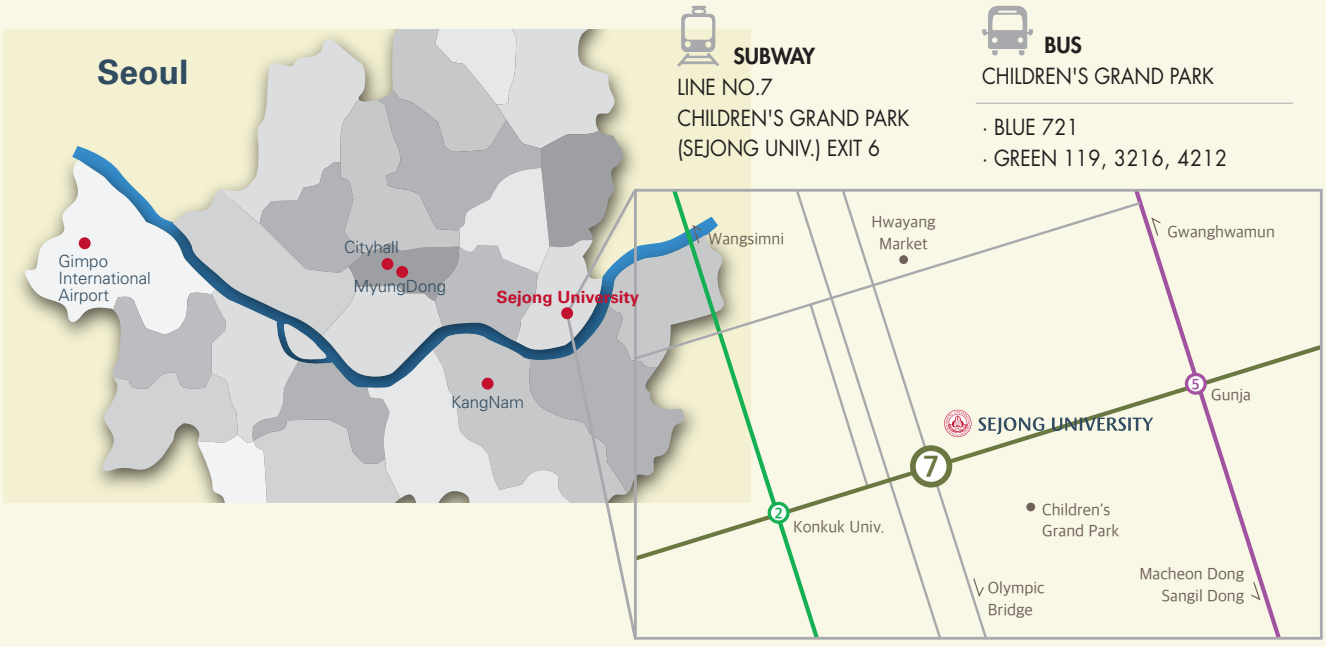
※ *For details, kindly contact +82-1345*

- *Announcement Board: http://board.sejong.ac.kr/boardlist.do?bbsConfigFK=674*
- *E-mail: intadmission@sejong.ac.kr*
- *Phone: (82-2)-3408-3973*

CAMPUS MAP

1 Jiphyeon-gwan
2 Daeyang Hall
3 Mozart Hall
4 Gunja-gwan
5 Gwanggaeto-gwan
6 Yidang-gwan
7 Jingwan Hall
8 Yongdeok-gwan
9 Hong Jin Structure Research Center
10 Sejong Elementary School
11 Continuing Education Annex
12 Sejong Elementary School Auditorium
13 Yeongsil-gwan
14 Chungmu-gwan
15 Yulgok-gwan
16 Dasan-gwan
17 Parking Garage
18 Dongcheon-gwan(University Library)
19 Ujeong-dang
20 Sejong University Museum
21 Asadal Pond
22 Daeyang Tower
23 Aejiheon Chapel
24 Daeyang AI Center
25 Athletics Field
26 Sejong-gwan
27 Student Center
28 Saenal-gwan(Continuing Education Center)
29 Mubang-gwan(Sejong Cyber University)

SEJONG UNIVERSITY



One Stop Service Center

- Address: (05006) One Stop Service Center, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
- Email: intadmission@sejong.ac.kr
- Phone: 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00