SEJONG UNIVERSITY

Graduate School of Business
Admission Guide
for International Students

2025
Spring Semester

CONTENTS

・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	Important Notes
Online Application & Submitting Documents (by post/in person)	2024.09.09 ~ 2024.09.27 17:00	2024.10.21 ~ 2024.11.08 17:00	• Online Application: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) • Documents must arrive at the Sejong University One-Stop Service Center (Admissions Team) on or before the designated deadline (documents submitted after the deadline will not be reviewed) • Payment of application fee must be completed before submitting documents. • If necessary, prior online interview screening may be requested. • No individual notification on arrival of documents.
Evaluation by Department	2024.10.25 ~ 2024.10.30	2024.12.09 ~ 2024.12.12	• Each department may conduct interviews if necessary
Admission Decisions and Guide for Admitted Students	2024.11.14 17:00	2024.12.30 17:00	• Evaluation details are not disclosed other than pass/fail. • No individual notification of successful or failed admission. • Announcement confirmation: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) → My Page
Tuition Payment	2024.11.18 ~ 2024.11.22 16:30	2024.12.30 ~ 2025.01.03 16:30	• If successful applicants do not pay the full admission fee and tuition within the tuition payment period, it will be deemed that applicant does not intend to enroll and admission will be canceled without further notice.
Issuance of Certificate of Admission	2025.01.15 ~		

※ The admission timeline is subject to change. If a change is made, it will be announced at the homepage.
※ If any of the required documents is missing, your application will not be accepted.
※ Applicants will be solely responsible in case of visa refusal or any related issues while applying for the visa in their home country.

Contact Information

One Stop Service Center (Admissions Team)
• Address: (05006) Rm#209 Student Center Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
• Email: intadmission@sejong.ac.kr
• Phone: 82-2-3408-3973

② Departments and Majors

Program	Degree	Department	Major	Language	
				English	Korean
Master's	Master of business Administration	Bigdata AI	BA MBA	O	X
		Global Business	GB MBA	O	X
		Sejong-Arizona State	SAS MBA	O	X
		AI Finance	AI MBA	O	X
		K-Culture & Media	KC MBA	X	O
		Media & Arts	MA MBA	X	O

③ Tuition and Other Fees

❶ Application Fee *(Unit: KRW, 1,350KRW=1$)*

Program	Application Fee
All MBA courses	150,000

※ *The application fee is not refundable.*

❷ Tuition *(Unit: KRW, 1,350KRW=1$)*

Program	Major	Language		Semester	Admission Fee	Tuition fee
		English	Korean			
Bigdata AI	BA MBA	O	X	4	990,000	5,449,000
Global Business	GB MBA	O	X	4	990,000	7,964,000
Sejong-Arizona State	SAS MBA	O	X	4	990,000	7,783,000
AI Finance	AI MBA	O	X	4	990,000	5,019,000
K-Culture & Media	KC MBA	X	O	4	990,000	5,019,000
Media & Arts	MA MBA	X	O	3	990,000	6,692,000

❸ 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

Program	Details
Master's	• Those who have earned a bachelor's degree from a four-year university in Korea or abroad, or are planning to obtain one before the start of the semester, may apply for admission.
In Common	❶ **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. ❷ **A person who meets at least one of the following requirements:** **(1) English Track Applicants** • Official English Language Test Score

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.*
※ *The list of countries where English is the official language is attached at Appendix 2*
※ *TOEFL: MyBest Scores and iBT Home Edition accepted, It is not possible to submit TOEFL ITP scores.*

- Confirmation of academic ability (Form 6): Submit to your advising (prospective) professor and have it signed by the department chair after determining that you have research capability.

(2) Korean Track Applicants

- Official Korean Language Test Score

TOPIK / Sejong TOPIK	Level 3 or higher

※ *Excluding TOPIK iBT pilot test.*

⑤ Required Documents

※ Applicants must upload files of application documents on (https://sos.sejong.ac.kr) and send original documents by post or in person within the application period.

※ Any and all documents and materials submitted with the application belongs to the Sejong University and will not be returned to the applicant under any circumstance.

※ If it is confirmed that you have been accepted or enrolled through fraudulent means, such as falsifying submitted documents, both acceptance and admission may be canceled even after admission, and re-application is prohibited.

No.	Required Documents	Notes
1	**• Application Form** `Required` ※ Print after completing online application.	**One original**
2	**• A Copy of the Applicant's Passport** `Required` ※ Print it out on a A4 size paper and submit. Cutting the size of the paper is prohibited. ※ **Applicants from countries that has difference between domestic and foreign passports must submit only their foreign passports (domestic passports are prohibited).**	One photocopy
3	**• Back-to-back Alien Registration Card (ARC) copy** `Applicable only` ※ **Only applicable to domestic applicants.**	One photocopy
4	**• Language Proficiency Certificate** `Required` ※ One applicable document from ①~② below *④ *Refer to application qualifications* ① IELTS/TOEFL iBT/New TEPS/TOPIK/TOPIK iBT/Sejong TOPIK - Language certificate should be within the validity period of 2 years after 20days from the application start date -(different for each round) (excluding TOPIK iBTpilot test) ② Confirmation of academic ability (Form 6): Submit to your advising (prospective) professor and have it signed by the department chair after determining that you have research capability. ***Only for English Track applicants.**	**One original**

5	**• Academic Certification Documents** `Required` *⑫ *Refer to Appendix 1*
	❶ **Graduate of a university based in Korea**
	   ① Certificate of Graduation / ② Transcripts
	❷ **Graduate of a university based in China**
	   ① CHSI *issued in English / ② Certificate of Degree / ③ Certificate of Graduation
	   ④ Transcripts(Chinese should be translated and notarized in English)
	❸ **Graduate of a university based in other countries**
	   ① Certificate of Graduation: Consulate approval or Apostille
	   ② Transcripts: English translation with notarization if not in Korean.
	❹ **Expected graduates**
	   ① Certificate of expected graduation: The expected graduation date must be clearly stated.
	   ② Transcript of grades (Chinese university graduates: including CHSI)
	※ **You must upload your graduation certificate and final transcript to sos.sejong.ac.kr and submit the original to the admissions team before the deadline stated in the notice for successful applicants to issue a Certificate of Admission. If you do not graduate by the admission date, your admission will be canceled.**
	※ 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.
		One original

6	**• An Official Document that shows the Parent-Child Relationship between the Applicant and his/her parents** `Required` ※ The document must clearly reveal the nationality of the parents and their relationship with the applicant. ※ In case of divorce or death of parents, additional government-issued documents must be submitted to prove this. ※ For countries that do not issue family relationship certificates, it can be replaced with an official document (original/notarized copy) that states the parents' nationality, such as a birth certificate. ※ For Chinese applicants, if necessary, they may request submission of a notarized original copy of the family register.	**One original**
7	**• Each Copy of the Applicant's Parents' Passports** `Required` ※ Official ID card that states the parent's nationality can be substituted ※ National ID cards issued in languages other than English or Chinese require translation and notarization.	One photocopy

⑤ Required Documents

No.	Required Documents	Notes
8	• The Applicant's Verification of Deposit (VOD) (in the applicant's name, a minimum of KRW 20,000,000/ USD 16,000/RMB 110,000) Successful Applicants Only ※ For further details regarding the issuance date, please check the notice for successful applicants. ※ For the Verification of Deposit documents that are not written in English or Korean, the original and notarized translation must be submitted. ※ All documents must be scanned, uploaded, and submitted as originals/physical copies. The scanned copy and the actual submitted copy must match. If the original is not confirmed, a Certificate of Admission cannot be issued. ※ In principle, proof of finances is the applicant's own account, and only parents are recognized as financial guarantors only in unavoidable cases. ※ Copy of bankbook/transaction statement/bank statement of two or more bank account numbers cannot be submitted. ※ Alien registration card (ARC) holders residing in Korea must submit the original bank balance certificate issued in their name by a domestic Korean bank. ※ If an alien registration card (ARC) holder is unable to obtain a balance certificate from a bank in Korea due to unavoidable reasons, submit supporting documents (e.g., certificate of entry and exit from Korea).	One original
9	• The Agreement for Verification of Academic Record Required ※ Form 3	One original
10	• Scholarship application documents Applicable only *⑩ Refer to International student scholarship system ※ Official language proficiency certificate (TOEFL, IELTS, TOPIK, etc.) - Language certificate should be within the validity period of 2 years after 20days from the application start date (different for each round). ※ Sejong University undergraduate graduation certificate	One original

※ Documents not in Korean or English must be translated into English and notarized before submission.
※ For Chinese university graduates, both CHSI ①~② must be submitted.
① Online Verification Report of Higher Education Degree Certificate
② Online Verification Report of Higher Education Qualification Certificate or Online Verification Report of Student Record
※ **Document validity period**

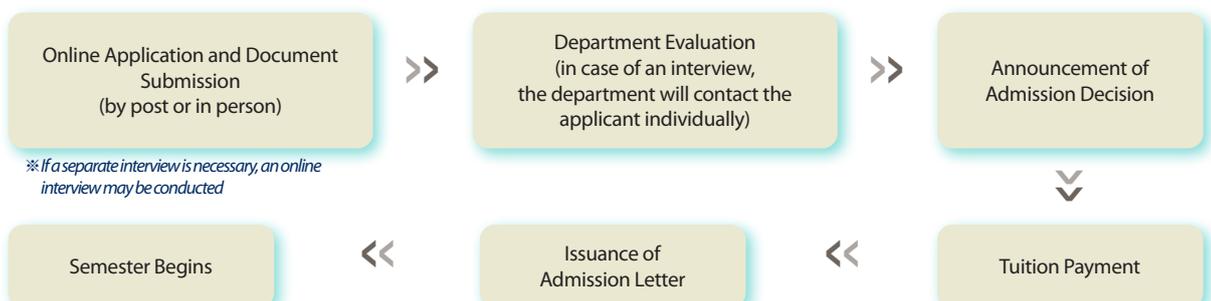| Documents	Valid Date
Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Documents	Translation&Notarization: Six Months from the start date of application for the first round
Verification of Deposit(After being admitted)	Please refer to the acceptance notification for each round of admissions

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

Admission decisions are made based on the candidate's previous academic achievements and other reference documents submitted during admission such as language proficiency, etc. Interviews, auditions, and/or additional documents may be required as dictated by the policy of the individual college or department, and the individual college or department will directly contact the applicant if required.

Online Application and Document Submission (by post or in person) >> Department Evaluation (in case of an interview, the department will contact the applicant individually) >> Announcement of Admission Decision

※ If a separate interview is necessary, an online interview may be conducted

Semester Begins << Issuance of Admission Letter << Tuition Payment

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(Admissions Team) within the informed deadline.

  One Stop Service Center(Admissions Team)
  (05006) Rm#209 Student Center Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, 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 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 All scholarship application documents must be submitted via post/in person to the One-Stop Service Center (Student Center, Room 209) by 17:00 (KST) on the document submission deadline. After this time, documents should be submitted to the Graduate School of Business Administration (Gwanggaeto-gwan, Room 417). Only scholarship documents submitted within the deadline will be considered, and scholarships approved by the Dean of the Graduate School of Business Administration based on these documents will be reflected in the Certificate of Admission (COA).

2 The scholarship is only applicable to a minimum of 2 years (4 semesters) of study, or 1 year and 6 months (3 semesters) for MA Masters degree program.

3 The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.

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 submitted in original form, and in the case of language proficiency scores, only scores within the standard validity period of 2 years after 20days from the start date of admission application are accepted (different for each round).

7 To apply for a scholarship, see **Section 10.**
   - To apply for a scholarship, submit one of the official language test scores (TOEFL, TEPS, IELTS).

⑩ Scholarship for International Students

1 English Track
A person who satisfies one or more of the language proficiency requirements below will be eligible for **a 50% scholarship of tuition fee and admission fees.**

IELTS	New TEPS	TOEFL iBT
5.5	327	71

※ *Persons from countries where English is the official language are exempted from language proficiency requirements for admission. However, students should submit appropriate language score to apply for the scholarship.*

2 Korean Track

TOPIK	Scholarship
Level 4 or higher	Full waiver of admission fee and 50% scholarship of tuition fee
Level 3	Full waiver of admission fee and 40% scholarship of tuition fee

3 Those who wish to receive a scholarship based on language proficiency certificate must submit the official language proficiency test score obtained within the standard validity of 2 years after 20days from the start date of admission application (different for each round).

4 Students who meet the language proficiency requirements during their time at Sejong will begin to receive the scholarship the following semester.

5 A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.

6 A person who works for an embassy will be eligible for a 50% scholarship of tuition fee.
(It is essential to submit a proof of employment.)

7 If the previous semester's GPA is 3.5 or higher, the admission scholarship for the tuition will be paid as academic scholarship within the regular semester.

8 Duplicate benefit of scholarships is not allowed.

⑪ Dormitory

Sejong University dormitories accommodate international students in double, triple and quadruple rooms and provides global and multi-cultural living environment. Sejong University also provides housing with a kitchenette for those who need to cook their own food due to dietary restrictions.

⑫ Appendix 1: Guide to Document Certification

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 a Chinese institutes; takes approximately 3 to 4 weeks to be issued.

Type		University in Korea	University in China	University in other countries
Graduated	**CHSI Certificate**	N/A	Printed Copy	N/A
	Degree Certificate	Original	English Translation + Notarization	Original Apostilled or Consular Authentication
	Certificate of Graduation			
	Transcript			English Translation + Notarization
Expected to Graduate	**CHSI Certificate of expected graduate**	N/A	Printed Copy	N/A
	Certificate of Academic Achievement	Original	English Translation + Notarization	English Translation + Notarization
	Transcript			

[CHSI – Certificate Authority]

China Higher Education Student
- Homepage: www.chsi.com.cn
- E-mail: xlrz.@moe.edu.cn
- Phone: +86-10-6113-9123

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

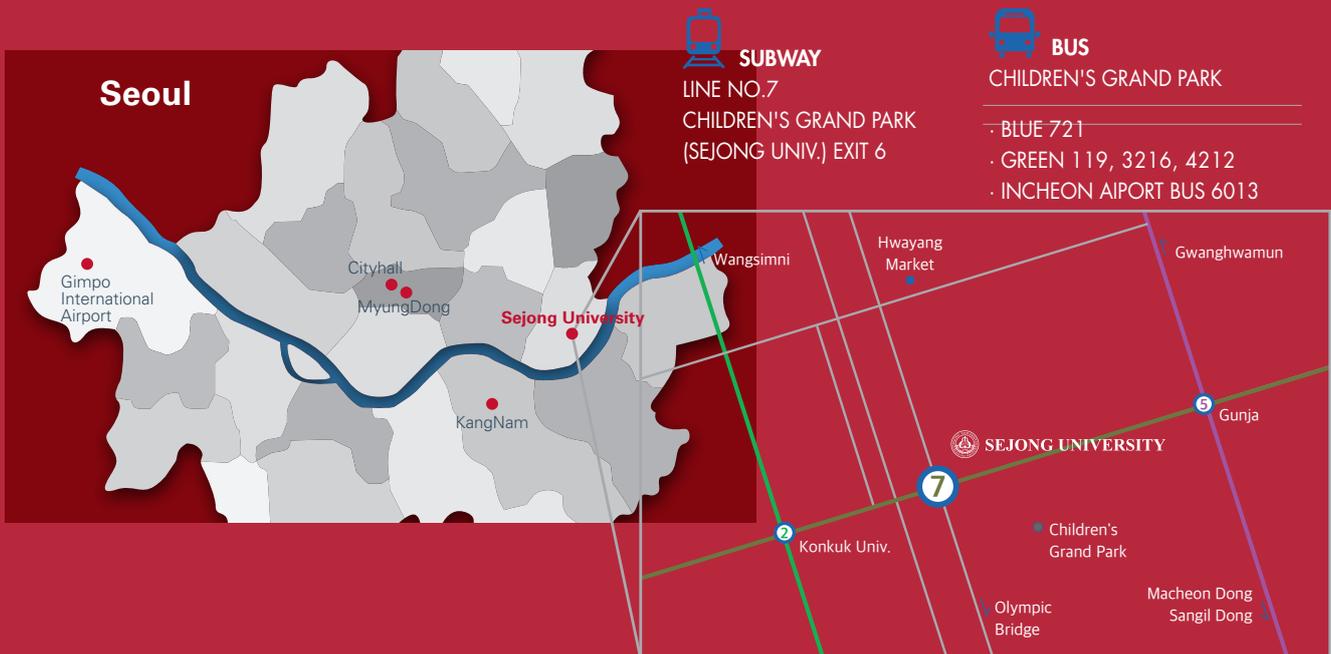4 Apostille Convention Countries (As of 2024.6.)

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, South 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, Northern Mariana Islands, Saipan, 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, São Tomé and Príncipe, Senegal, Seychelles, Eswatini, Cape Verde, Burundi, Tunisia, Rwanda, Morocco, Bahrain, Saudi Arabia, Oman, Israel

※ *Country Scheduled to Enforce the Apostille Convention: Bangladesh(March 30, 2025)*

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.*

Seoul

Gimpo
International
Airport

Cityhall

MyungDong

Sejong University

KangNam

Wangsimni

Hwayang
Market

Gwanghwamun

⑤ Gunja

ⓂSEJONG UNIVERSITY

⑦

② Konkuk Univ.

Children's
Grand Park

Olympic
Bridge

Macheon Dong
Sangil Dong

One Stop Service Center(Admissions Team)

· **Address:** (05006) One Stop Service Center (Admission Team), Room 209, Student union Bldg., Sejong University,
   209 Neundong-ro, Gwangjin-gu, Seoul, Korea
   (05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)

· **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**