



2024

Spring

**Graduate
Admission
Guide
for International
Students**



SEJONG UNIVERSITY



**Graduate
Admission Guide
for International Students
Spring 2024**



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About Sejong University

Established in 1940, Sejong is a highly reputable private university located in Seoul, Korea. It consists of ten colleges, with 11,000 undergraduate students and 2,500 graduate students. Currently, as many as 2,800 international students are studying at Sejong as degree-seeking students, exchange students, or Language School students. Sejong University is ranked 436th in 2023 the QS Ranking worldwide, and also be ranked 251st–300th in the THE(Times Higher Education) World University Rankings 2022.

Facilities and Services

- Prayer room for Muslim students
- Weight training facilities for students
- Free evening classes for improving TOPIK
- Global Buddy and International Student Association

1 Admission Timeline

Step	Deadline	Important Notes
1. Online Application & Document Submission	Thur, September 14 th ~ Wed, September 27 th 17:00	<ul style="list-style-type: none"> Go to the SJU website (http://sos.sejong.ac.kr). Click on the [Spring 2024 Graduate School Admission for International Students] banner and proceed as instructed to apply. You must pay the application fee to apply successfully. You must complete the online application before submitting the documents The Spring semester of 2024 starts at March 4th, 2024 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. It is strongly recommended that you submit the documents as soon as you can before the deadline. Online submission of documents (PDF, etc.) is not accepted.
2. Evaluation by Department	Thur, October 26 th ~ Tues, October 31 st	<ul style="list-style-type: none"> Interviews can be held depending on each department
3. Admission Decisions	Fri, November 17 th	<ul style="list-style-type: none"> The admission decision will be posted on the SJU website (http://sos.sejong.ac.kr)
4. Tuition Payment	Mon, November 20 th ~ Fri, November 24 th	<ul style="list-style-type: none"> Individuals that do not register within the given time period will be considered as those that do NOT want to proceed with admissions, and will have their admission cancelled without notice.
5. Issuance of Certificate of Admission	Wed, Decmeber 20th, ~ Fri, December 22th	<ul style="list-style-type: none"> Please send me the updated passport information in advance.

* The schedule for the 2nd round of applications will be posted later

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

One Stop Service Center

- Address: (05006) Room #209, Student 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)
- Fax: 82-2-3408-3813
- Office Hours : 10:00~16:00 on Weekdays

2 Departments 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	0				0		
		Korean Language Education	0					0	X
	English Language and Literature	English Linguistics, Translation Studies,	0				0	0	0
		Japanese Language and Literature	Japanese Linguistics, Japanese Literature	0				0	0
	Chinese Trade and Commerce	Korea-China Trade and Commerce, Korea-China Political Economics, Korea-China Cultural Studies	0				0	0	0
		Korea-China Trade and Commerce, Korea-China Political Economics, Korea-China Cultural Studies			0	0	0		
	Education	Educational Psychology/Counseling (short term/bilingual)			0	0	0		
		Educational Administration (short term/bilingual)							
	History	Educational Psychology/Counseling	0				0	0	0
		Korean History, Archeology, European History	0				0	0	0
	Economics	Economics(Short-term/bilingual program)			0	0	0		
		Economics	0				0	0	0
	Media and Communication	Media and Communication, Advertising & Public Relations	0			0	0		
		Media and Communication, Advertising & Public Relations	0				0	0	0
	Business	Business Administration, ESG Management	0	0			X	0	0
Business Administration, Sustainable Business		0				0			
Business Administration(Short-term/bilingual program)				0	0	0			
Public Administration	Public Administration, Public Policy	0				0	0	0	
	Public Administration, Public Policy		0		0	0			
Hospitality, Tourism, Culinary and Food Service Management	Hospitality and Tourism Management	0	0			0	0		
	Food and Culinary	0	0			0	0		
Natural Sciences	Physics	Physics	0	0			0	0	0
	Chemistry	Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry, Biochemistry	0	0			0	0	0
		Astronomy and Space Science	Astronomy and Space Science	0	0			0	0
Engineering	Food Science and Biotechnology Engineering	Food Science and Biotechnology Engineering	0	0			0	0	0
	Computer Science and Engineering	Computer Science and Engineering	0	0		0	0	0	0
	Information and Communication Engineering	Information and Communication Engineering	0	0			0	0	0
	Computer and Information Security	Computer and Information Security	0	0			0	0	0
	Electronics Engineering	Electronics Engineering	0	0			0	0	0
	Architectural Engineering	Architectural Structure, Architectural Materials, Architectural Environment and Building Systems, Building Information Technology/Construction Management	0	0			0	0	0
		Architecture	Architectural Planning·Urban Design, Architectural Management, Architectural History & Theory	0	0			0	0
	Civil and Environmental Engineering	Structural Engineering, Hydro Engineering, Geotech and Pavement Engineering, Environmental Engineering	0	0			0	0	0
	Environment and Energy	Climate Change, Environmental Science	0	0			0	0	0
	Integrative Bioscience and Biotechnology	Integrative Bioscience and Biotechnology	0	0			0	0	



Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Engineering	Bioresources Engineering	Bioresources Engineering	0	0			0	0	0
	Mechanical Engineering	Mechanical Engineering	0	0			0	0	0
	Aerospace Engineering System	Aerospace Engineering System	0	0			0	0	0
	Semiconductor Systems Engineering	Semiconductor Systems Engineering	0	0			0	0	0
	Optical Engineering	Optical Engineering	0	0			0	0	0
	Software	Data Science, Software	0	0			0	0	0
	AI Robotics	AI Robotics	0	0			0	0	0
	Artificial Intelligence	Artificial Intelligence	0	0			0	0	0
	Nanotechnology and Advanced Materials Engineering	Nanotechnology and Advanced Materials Engineering	0	0			0	0	0
	Geoinformation Engineering	GIS (Geographic Information System), Advanced Geodesy and GNSS, Photogrammetry, Remote Sensing, Geological and Geohazard Information Engineering	0	0			0	0	0
	Energy & Mineral Resources Engineering	Energy & Mineral Resources Engineering	0	0			0	0	0
	Nuclear Engineering	Nuclear Engineering	0	0			0	0	0
Arts and P.E.	Fine Arts	Korean Painting, Painting	0				0	X	X
	Design Innovation	Design	0	0			0	0	0
	Music	<ul style="list-style-type: none"> • 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) 	0		0		0	0	0
	Physical Education	Physical Education	0				0	0	0
	Dance	Korean Traditional Dance, Modern Dance, Ballet	0				0	0	0
	Fashion Design	<ul style="list-style-type: none"> • Master's : Fashion Design • Doctorate: Fashion Design, Aesthetics of Costume, Fashion Marketing, Stage Costume Design, Digital Fashion Design, Textile Design 	0				0	0	0
	Comics & Animation	Animation, Comics <i>1) For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation</i>	0				0	X ¹⁾	X
	Film Arts	Scenario-Visual Contents Planning, Film Directing and Production(Global Program), Acting, Theater Directing & Staff <i>2) For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation</i>	0				0	X ²⁾	X
	Cooperative Course of Performance, Film & Animation	Performing Art, Film Art, Comics & Animation, Arts Management	0				X	0	X
	AI Language Engineering	AI Language Engineering	0				0	X	X
학과간 협동과정	Department of Integrative Biological Sciences and Industry	Integrative Biological Sciences and Industry	0	0			0	0	0
	Integrative Climate Energy	Climate Energy Policy, Climate Energy Science, Climate Energy Engineering	0	0			0	0	0
	Integrative Climate Environment	Climate Environment Policy, Climate Environment Science, Climate Energy Engineering	0	0			0	0	0
	Cooperative Course for Urban, Real Estate and Distribution Study	Cooperative Course for Urban, Real Estate and Distribution Study	0				X	0	X
	Department of Ocean Systems Engineering	Underwater Acoustics and Signal Processing, RADAR and Electronic Warfare, Control Engineering	0	0			0	0	0
	Cooperative Course for Welfare and Communications	Social Welfare	0				X	0	X
	Korean Translation	Korean as a Foreign Language for Translation	0			0	0	X	X

※ 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), Chinese Trade and Commerce, Music, Economics(Short-term)

3 Tuition and Other Fees

1. Application

- 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 for admissions once the application has been received (i.e., the application fee has been paid), and the application fee is not refundable.
- ② The application fee is refundable only under following circumstances:

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

※ The application fee is not refundable once the application timeline is over

- Application Fee(Provisional)

Program	Application Fee
Master's, PhD and Master-PhD Joint	KRW 150,000

2. Tuition(Based on Academic Year 2023, Provisional) *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) (Education, Business, Economics)	990,000	9,000,000	9,990,000

※ Applicants for bilingual program(Music, Chinese Trade and Commerce) or Short-term program(Business, Education), that does not have TOPIK score must take Korean language lesson from Sejong University Language Education Center. The tuition fee for language course will be included in your invoice.

※ Tuition fees may increase according to the standards of the year 2024

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

Program	Details														
Master's & Master-Ph.D Joint	<ul style="list-style-type: none"> 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 March 2024 														
Ph.D	<ul style="list-style-type: none"> 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 March 2024 <p>International applicants must meet ALL of the following requirements:</p> <ol style="list-style-type: none"> A non-Korean national whose parents are BOTH non-Korean nationals. <ul style="list-style-type: none"> * 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. A person who meets at least one of the following requirements: <ol style="list-style-type: none"> English Track Applicants <table border="1" data-bbox="429 790 1460 882"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>71</td> <td>327</td> </tr> </tbody> </table> <ul style="list-style-type: none"> * 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 *appendix 2 Korean Track Applicants <ul style="list-style-type: none"> Students who meet the following TOPIK Level <table border="1" data-bbox="429 1075 1460 1184"> <thead> <tr> <th>Liberal Arts and Social Sciences Natural Sciences, Engineering</th> <th>Arts and P.E.</th> </tr> </thead> <tbody> <tr> <td>Level 4 or Above</td> <td>Level 2 or Above</td> </tr> </tbody> </table> Bilingual Program Applicants <table border="1" data-bbox="429 1254 1460 1361"> <thead> <tr> <th>Education(short-term), Chinese Trade and Commerce, Business(short-term), Music</th> <th>Economy(short-term)</th> </tr> </thead> <tbody> <tr> <td>Level 4 or Above</td> <td>Level 3 or Above</td> </tr> </tbody> </table> <ul style="list-style-type: none"> *Bilingual Track students who have not met language requirement must register and complete two regular courses at Sejong University International Language Institute upon admission. However, short-term(Education, Business) students may complete only one regular course at Sejong University International Language Institute. A person who the advisor-to-be determines to be in possession of the ability to carry out research and obtains the department head's approval to submit the Letter of Verification of Research Capability (Form 6). <ul style="list-style-type: none"> * Only English Track Applicants can submit form6 for graduate school admission. * Students that would like to apply for Korean Track should take [Graduate school prep-course] instead of submitting form6. <p>[Important notes for Sejong University Graduate School Prep-course application]</p> <ul style="list-style-type: none"> Students who do not meet the language requirements, however, meet other academic abilities can apply for the Sejong University Graduate School prep-courses. Students who have been accepted for the Sejong University Graduate School prep course must apply for admission(1st round admission) that follows immediately. Those who are accepted for the Sejong University Graduate School prep- course must study for at least two semesters at the Sejong University Language Education Center(upon acceptance, course completion certificate is required for the admission) before entering the Sejong University Graduate School. Those who are accepted for the Sejong University Graduate School prep-course complete their course(70% of grades, 80% of attendance) and get TOPIK level 2 within two years from application, upon fulfilling these 2 conditions (or the recommendation for Dean of KLP), students can immediately get accepted to the graduate school on September or March without any additional procedure. If more than two years have passed as of application for graduate school prep-course, students must re-apply for the prep-course due to the expiration of application materials previously submitted. 	IELTS	TOEFL iBT	New TEPS	5.5	71	327	Liberal Arts and Social Sciences Natural Sciences, Engineering	Arts and P.E.	Level 4 or Above	Level 2 or Above	Education(short-term), Chinese Trade and Commerce, Business(short-term), Music	Economy(short-term)	Level 4 or Above	Level 3 or Above
IELTS	TOEFL iBT	New TEPS													
5.5	71	327													
Liberal Arts and Social Sciences Natural Sciences, Engineering	Arts and P.E.														
Level 4 or Above	Level 2 or Above														
Education(short-term), Chinese Trade and Commerce, Business(short-term), Music	Economy(short-term)														
Level 4 or Above	Level 3 or Above														

In Common

* 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

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) ※ Copied transcripts are NOT acceptable ※ Only scores acquired after March 1st, 2022 will be valid. ② The original copy of the Letter of Verification of Research Capability (Form 6) signed off by both the Sejong University advisor-to-be and the head of the department ※ Only Research Assistants can submit Letters 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	●	●	<ul style="list-style-type: none"> Graduate of a university based in Korea <ol style="list-style-type: none"> Certificate of Graduation / ② Transcripts Graduate of a university based in China <ol style="list-style-type: none"> Certificate from CHSI issued in English / ② Certificate of Graduation / ③ Degree / ④ Transcripts(Chinese should be notarized) Graduate of a university based in other countries <ol style="list-style-type: none"> Certificate of Graduation: Consulate approved or Apostille Transcripts: English or notarized ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than February Revolution 24th of November, 2024 (including CHSI Certificate 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 before November 24th, 2023 for the issuance of Certificate of Admission. ※ 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		●	<ul style="list-style-type: none"> Graduate of a university based in Korea <ol style="list-style-type: none"> Certificate of Graduation / ② Transcripts Graduate of a university based in China <ol style="list-style-type: none"> Certificate from CHSI issued in English / ② Certificate of Graduation / ③ Degree / ④ Transcripts(Chinese should be notarized) Graduate of a university based in other countries <ol style="list-style-type: none"> Certificate of Graduation: Consulate approved or Apostille Transcripts: English or notarized ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than 24th of November, 2024 (including CHSI Certificate 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 before November 24th, 2023 for the issuance of Certificate of Admission. ※ 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 form / mandatory submission + Employment Certificate: if applicable															
7	Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.	If applicable	If applicable	※ Additional materials for applicants to programs in Fine Arts, Music and Physical Education to demonstrate their talent in the respective areas ※ Art department applicant(except music major) can submit their portfolio in free format(Please use A4 for printed documents, upload URL ※ Music department audition requirements <table border="1"> <tbody> <tr> <td>Piano</td> <td>2 prepared pieces from different eras. (Must be memorized, created music not allowed)</td> </tr> <tr> <td>Wind</td> <td>2 prepared pieces</td> </tr> <tr> <td>String</td> <td>2 prepared pieces</td> </tr> <tr> <td>Violin pedagogy</td> <td>2 prepared pieces</td> </tr> <tr> <td>Voice</td> <td>As many classical art songs or opera arias as possible, at least 3 songs (must be in 2 different languages, except Chinese)</td> </tr> <tr> <td rowspan="2">Conducting</td> <td> • Orchestra Conducting Master's L.v. Beethoven Symphony No. 5 4mvt. ① A fast tempo song with your major instrument (in case there isn't one, a fast movement from Beethoven's piano sonata) Ph.D ② W.A. Mozart Overyure, J.Brahms Symphony No. 1, 4mvt. </td> </tr> <tr> <td> • Choir Conducting Master's Until the end of 'Worthy is the lamb' in the G.F. Handel Messiah 'Worthy is the lamb' Ph.D ① 1 Art song from Italy, Germany or France ② J.A. Bruckner </td> </tr> <tr> <td>Applied Music</td> <td>2~3 prepared pieces (includes K-POP)</td> </tr> </tbody> </table>	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. ① A fast tempo song with your major instrument (in case there isn't one, a fast movement from Beethoven's piano sonata) Ph.D ② W.A. Mozart Overyure, J.Brahms Symphony No. 1, 4mvt.	• Choir Conducting Master's Until the end of 'Worthy is the lamb' in the G.F. Handel Messiah 'Worthy is the lamb' Ph.D ① 1 Art song from Italy, Germany or France ② J.A. Bruckner	Applied Music	2~3 prepared pieces (includes K-POP)
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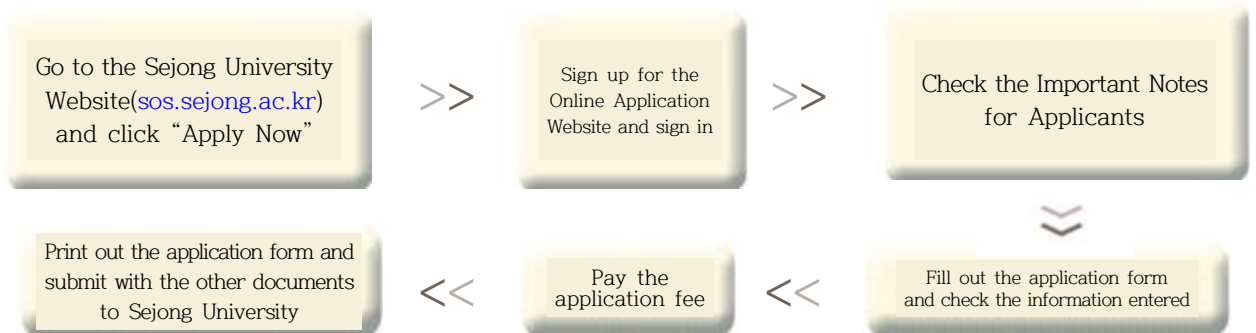
5 Required Documents

No.	Required Documents	Program		Notes
		석사 및 석·박사 통합과정	박사 과정	
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.) ※ For applicants from china, you must upload your VOD 30 days before the issuance of the Certificates of Admission(not necessary to upload during online applications) ※ Validity Period Standards · Date of Issuance: after September 14th, 2023 · Frozen Date: until February 13th, 2024 ※ Foreign residents who are already registered in Korea must submit a bank statement issued only by a Korean local bank. ※ 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. *applies only to RA applicants ※ The Financial Support Form may not be accepted by the consulate/embassy. Additional supporting documents ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) 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)

6 Screening Criteria

The admissions decisions will be made based on the study plan, 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 in full, prior to this time.
- 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 submit it in person. Your application packet must arrive at the One Stop Service Center within the informed timeline.

<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 originating institution* before it is submitted.
 - Any document that is not in Korean or English must be accompanied by a notarized Korean or 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 no matter what. The application fee is non-refundable.
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 Justice Ministry, 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. Applicants for research assistants who submitted Form 5(Letter of Confirmation on Financial Support) can be required to submit extra documents for verifying the financial status of the student and/or the supporting advisor when applying for visa (e.g. bank statement, employment certificate, certificate of seal impression, etc.). Please contact the Korean embassy for details.
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

- Documents for scholarship application must be submitted to the One Stop Service Center by the deadline of document submission (**September 27th, 2023**) and to the Office of Graduate School (Room 905, Gwanggaetogwan) after the above informed timeline. Of the applications received by **September 27th, 2023 17:00 (Korea Standard Time)**, those who are 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 February 29th, 2023 (Thu) 17:00 (KST) at the Office** of Graduate School. For details regarding scholarships, please refer to Section X. Scholarships for International Students.
- 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.
- The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.
- If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
- The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.5.
- All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior to the commencement of the semester (March 4th, 2022 or later) 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.
- 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

- 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)
 - * The score must be from a test taken later than March 4th, 2022**
 - A certificate of completion of two semesters at the Korean Language Institute of Sejong University
 - Graduation Certificate at Sejong University (Undergraduate or Graduate School)
- * Submit only the documents that apply to you.

10 Scholarships for International Students

- An 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 for the first 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
- 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 receive additional interviews.
- * 20% Scholarships for TOPIK Level 4

* **Applicants for short term programs are not eligible for scholarships**

(Music and Chinese commerce and Trade bilingual track applicants are eligible for scholarship)

- Students who have completed two (2) or more semesters at Sejong University International Language Institute (ILI) may receive scholarship in the form of direct payment of their admission fee and in the form of tuition award based on their TOPIK scores as specified in the table below:

Performance	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%

- Graduate school prep-course students who have completed more than 2 semesters at Sejong Language Education Center 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, Hospitality and Tourism Management, Natural Sciences and Engineering	Arts
TOPIK Level 4 or Above	TOPIK Level 2 or Above

- 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 beginning the following semester.
- 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.
- A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.
- Sejong undergraduate applicants admitted to Sejong University Master's Program are eligible for a 30% scholarship of tuition fee. Graduates of Sejong University admitted to Sejong University PhD Program are eligible for a 20% scholarship of tuition fee(Daeyang Foundation Scholarship).
- Overlapping scholarships are not allowed.

11 International Students Dormitory

Sejong University dormitories accommodate international students in double, triple and quadruplet 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

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. In case there is a delay of submission under unavoidable circumstances, please submit the documents within the specified deadline after announcement of admission.

- ① Confirmed academic background documents(certificate of graduation and transcript from university) of Apostille by one's country
- ② Confirmed academic background documents(certificate of graduation and transcript from university) by Korean Embassy in one's country or the Embassy of one's country in Korea
- ③ Confirmed academic background documents from China Higher Education Student Information(<http://www.chsi.com.cn>): Only for students who graduated from Chinese institutes. It takes 3 to 4 weeks to issue the documents.

*Final Degree Certificate - Submission Standard

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

[CHSI - Certificate Authority]

- China Higher Education Student Information (中国高等教育学生信息网(学信网))
- Website: 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
 - Website : <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

① 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

- ② 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 website www.hcch.net

3. Apostille Process



4. Apostille Convention Countries

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

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 – Visa

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



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)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00