

# Graduate School of Public Policy

## Master of Global Affairs / Master of Public Administration

### Admission Guide for International Students

**MGA**  
**MPA**

**SPRING**  
**2023**



SEJONG UNIVERSITY





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## 1 Admission Timeline

Step	Deadline		Important Notes
	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	
<b>1. Application and Submission of Documents</b> (by post or in person)	September 19 <sup>th</sup> (Mon) ~ October 5 <sup>th</sup> (Wed), 2022 17:00	November 14 <sup>th</sup> (Mon) ~ November 30 <sup>th</sup> (Wed), 2022 17:00	<ul style="list-style-type: none"> <li>Admission for Spring 2023 (Starting March 2, 2023)</li> <li>The applicant must pay the application fee of KRW 120,000 (non refundable) to apply successfully.</li> <li>Go to the SJU homepage. Click on the Admissions for International Students banner and proceed as instructed to apply.</li> <li>The applicant must complete the online application before submitting the documents.</li> <li>Once you have completed the online application, submit the required documents to the SJU Office of International Admissions - Address : #209 SJU Office of International Admissions Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea.(05006) - or in person by the indicated deadline.</li> <li>It is strongly recommended that you submit the documents as early as you can because the Office is expected to be extremely busy close to the deadline.</li> </ul>
<b>2. Screening by Department</b>	October 24 <sup>th</sup> (Mon) ~ November 4 <sup>th</sup> (Fri), 2022	December 12 <sup>th</sup> (Mon) ~ December 16 <sup>th</sup> (Fri), 2022	<ul style="list-style-type: none"> <li>Department will contact you individually for the screening/interview details if needed.</li> </ul>
<b>3. Announcement of Admission Decision</b>	November 17 <sup>th</sup> (Thur) 2022, 17:00 (or later)	December 29 <sup>th</sup> (Thur) 2022, 17:00 (or later)	<ul style="list-style-type: none"> <li>The admissions decisions will be posted on the SJU homepage. Click on Announcement for Admission Decision for Spring 2023 banner to find out.</li> </ul>
<b>4. Tuition Payment</b>	January 2 <sup>nd</sup> (Mon) ~ January 6 <sup>th</sup> (Fri), 2023 (tentative)		<ul style="list-style-type: none"> <li>To accept the admission offer, you must pay the entire amount of both the admission fee and the tuition within the registration period. Failure to do so will be considered a rejection of the offer and the offer of admission will be revoked without notice.</li> </ul>

- 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

### SJU Office of International Admissions

- Address: #209 SJU Office of International Admissions Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea. (05006)
- Email: [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)
- Phone: 82-2-3408-3973



## ② Departments and Majors

Program	Language	Department	Major	Note
Master's	English	Global Affairs	Global Affairs	Evening Classes
		Public Administration	Public Administration	

• A total of 5 semesters is required to be granted for a master's degree.

## ③ Tuition and Other Fees

### 1. Application Fee (Unit: KRW)

Program	Application Fee
Global Affairs (Master's) Public Administration (Master's)	120,000

.. The application fee is not refundable.

### 2. Tuition (per semester, provisional, Unit: KRW)

Admission Fee	Tuition	Total
990,000	5,283,000	6,273,000

### 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	<ul style="list-style-type: none"><li>• A person who has received a bachelor's degree from a 4-year university based either in or outside of Korea or is expected to receive a bachelor's degree by February 2023.</li></ul>							
In Common	<ul style="list-style-type: none"><li>• <b>International applicants must meet both of the following requirements :</b></li></ul>							
	<ul style="list-style-type: none"><li>1. A non-Korean national whose parents are BOTH non-Korean nationals.<ul style="list-style-type: none"><li>• Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.</li><li>• A Korean citizen who is a dual national is not considered a non-Korean national.</li></ul></li></ul>							
	<ul style="list-style-type: none"><li>2. A person who meets at least one of the following requirements:<ul style="list-style-type: none"><li>• <b>Official English Language Test Score</b></li></ul></li></ul>							
	<table><tr><th>IELTS</th><th>TOEFL iBT</th><th>New TEPS</th><th>PTE-A</th></tr><tr><td>5.5</td><td>80</td><td>327</td><td>53</td></tr></table> <ul style="list-style-type: none"><li>• 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.</li><li>• List of countries where English is the official language is attached at Appendix 2</li><li>• 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).</li></ul>	IELTS	TOEFL iBT	New TEPS	PTE-A	5.5	80	327
IELTS	TOEFL iBT	New TEPS	PTE-A					
5.5	80	327	53					





## 5 Required Documents

No.	Required Documents	Notes
1	Application Form	Complete the online application and print out the application form.
2	Eligibility Document (Language)	<p>A. An official copy of the language test score.  <i>· The score must be from a test taken later than September 19<sup>th</sup>, 2020 (2 years from the starting date of application period)</i></p> <p>B. 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  <i>· If you are from countries where English is the official language, you are exempted from these language proficiency requirements. However, if you have one, submit it. It will be considered favorably during screening.</i></p>
3	Certificate of a Bachelor's Degree & Transcript	<p>• <b>Graduates from Universities in China (Submit all of the below A ~ D) :</b></p> <p>A. Verification from China Higher Education Student Information (CHSI)            B. Certificate of Bachelor's Degree            C. Certificate of Graduation            D. Transcript  <i>· If the above documents are issued in English, submit the originals. If these are issued in Chinese, submit the English or Korean translation &amp; notarization copy.</i></p> <p>• <b>Graduates from Universities in Korea (Submit both A and B) :</b></p> <p>A. Certificate of Graduation or Certificate of Bachelor's Degree (Original)            B. Transcript (Original)</p> <p>• <b>Graduates from Universities in countries other than China and Korea (Submit both A and B) :</b></p> <p>A. Certificate of Bachelor's Degree (<i>Verified by Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled</i>)            B. Transcript : If it is issued in English, submit the Original Copy. Otherwise, submit English or Korean translation &amp; notarization copy.</p> <p><i>· Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than February, 2023 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before February, 2023 for the issuance of Certificate of Admission.</i></p> <p><i>· 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.</i></p>
4	Study Plan	<i>· Form 2</i>
5	A Copy of the Applicant's Passport	
6	Each Copy of the Applicant's Parents' Passports	<i>· Any official document that verifies the parents' nationality is accepted.</i>
7	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	<p><i>· If one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted.</i></p> <p><i>· If you are Chinese, submit Parent-Child Relationship Documents and a Notarized Household Register (居民户口簿)</i></p>
8	The Applicant's Verification of Deposit (VOD) of a Minimum of USD 20,000 Maintained for at least 1 Month	<p><i>· Another currency is acceptable (e.g. RMB 145,000, KRW 26,000,000 etc.)</i></p> <p><i>· Validity Period Standards:</i>  <i>- Date of Issuance: after September 19<sup>th</sup>, 2022</i>  <i>- Frozen Date: until March 2<sup>nd</sup>, 2023</i></p> <p><i>· Must be issued within one month from the date of submission.</i></p> <p><i>· In the case of a financial certificate with validity period, the validity period is accepted up to 6 months.</i></p> <p><i>· The statement must be under the applicant's name, but only parents are considered as an exception when inevitable.</i></p> <p><i>· Foreign residents who are already registered in Korea must submit a bank statement issued only by a Korean local bank.</i></p> <p><i>· Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance.</i></p>
9	The Agreement for Verification of Academic Record	<i>· Form 3</i>

- Any document that is not in Korean or English must be translated into Korean or English and notarized before submission.
- If any of the required documents is missing, your application will not be accepted and your application fee is non-refundable.

## 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.
- [Interviews are required](#), in which case the details will be individually notified to the applicant. Notification will be delivered to the contact information filled out by the applicant, so kindly make sure to [double check the information when filling out the application form](#). If the applicant does not receive any notification during the screening period, check your spam mail boxes or contact the Office of Graduate School of Public Policy.
- [Graduate School of Public Policy: pubsejong@sejong.ac.kr](mailto:pubsejong@sejong.ac.kr)

## 7 How to Apply

Go to the Sejong Online Application. (<http://oia.sejong.ac.kr/contents/oia/cor/onlineas2.html>)



Check the information you need to fill out.



Pay the application fee (KRW 120,000).

- Name of the bank: KB Kookmin Bank
- Account Number: 853001-00-059555
- Bank Address: 209 Neungdong-ro, Gwangjin-gu, Seoul, Korea
- SWIFT CODE: CZNBRSEXXX
- Account holder : Sejong University

- .. After transferring the application fee, your application will be completed.
- .. Applicant should transfer the fee in the name of the applicant, otherwise the University may not recognize the remitter.
- .. Upload the transfer receipt on your application page.
- .. In case of international remittance, take note of extra charges including bank service fee, difference in exchange rate, etc., and make sure to inquire from the bank beforehand in order to ensure that the actual amount of application fee (KRW 120,000) is paid.
- .. For international remittance, it is advisable to pay for the application fee 3~5 days prior to the deadline of the application period.



Download the offline application form and fill it out.



Fill out the online application form and upload the necessary documents.



Submit the offline application form with other required documents to the Office of International Admissions.

Address:

Office of International Admissions, #209 SJU Office of International Admissions  
Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea (05006)



## 1. Online Application

- The standard method for application is via [Sejong University Homepage \(http://en.sejong.ac.kr\)](http://en.sejong.ac.kr) Admission banner.
- To apply successfully, all relevant information must be entered and [the application fee must be paid in full prior to the online application deadline](#).
- If any of the contents entered contains false information, admission can 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

- 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 SJU Office of International Admissions by the submission deadline.

[Contact Information]

SJU Office of International Admissions

Address : #209 SJU Office of International Admissions Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea. (05006)

Email : [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)

Phone : 82-2-3408-3973

- 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 documents must be original except where specified otherwise. Where the original is not available and a copy is being submitted, it must be [certified by the originating institution](#) before it is submitted.

## 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. The application fee is non-refundable even in the case of withdrawal within the application period.
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 Admission for student visa (Type: D2) application for the admitted students.
8. Admitted students may not defer admission to a later semester. Students who wish to defer admission must re-apply.



## 9 Scholarship Application

1. Documents for scholarship application must be submitted to the Office of International Admissions by the document submission deadline. For details regarding scholarships, please refer to Section 10. Scholarship for International Students.
2. Scholarships are valid for regular semesters only. A regular semester is defined as: the 1st through the 5th semester for the Master's degree programs. The scholarship amounts will not exceed the tuition fees designated for the semester.
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 3.0.
6. All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior to the beginning of the application period for which the scholarship application is submitted (September 19<sup>th</sup>, 2020 or later) 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 10.
  - To apply for a scholarship, submit one of the official language test scores (TOEFL, TEPS, IELTS, PTE-A).

## 10 Scholarship for International Students

1. Applicants currently working in Korea are eligible for a 30% scholarship on Tuition fees.
2. Applicants who satisfy any of the language proficiency requirements listed below are eligible for a **40% scholarship on Tuition fees**. Test scores must be within 2 years prior to the commencement of the application period to qualify for a scholarship. Students who meet the language proficiency requirements during their time at Sejong will begin to receive the scholarship the following semester.

Test	IELTS	New TEPS	TOEFL iBT	PTE-A
Score	5.5	327	80	53

.. 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.

3. Applicants who received or are expected to receive a Bachelor's degree from Sejong University with GPA greater than 3.5 are eligible for a 50% scholarship on Tuition fees. Applicants must submit an official letter of recommendation from their undergraduate academic advisor at Sejong University.
4. Faculty at Sejong University are eligible for a 70% scholarship on Admission and Tuition fees.
5. In all cases, scholarships will be discontinued if the recipient's GPA falls below 3.0 in the preceding semester.
6. Recipients of foreign government scholarships may be excluded from Sejong scholarships.

## 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

### 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.

- Confirmed academic background documents(Certificate of Graduation and Transcript from university) of Apostille by the country of document issuance
- Confirmed academic background documents(Certificate of Graduation and Transcript from university) by Korean Embassy to the country of issuance or Embassy of the country of issuance to Korea
- 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
Graduated	CHSI Certificate	N/A	Printed Copy	N/A
	Degree Certificate	Original	Original Notarized	Original Apostille or Consular Authentication
	Certificate of Graduation			
	Transcript			
Expected to 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))

- Homepage: [www.chsi.com.cn](http://www.chsi.com.cn)
- E-mail: [xlrz@moe.edu.cn](mailto:xlrz@moe.edu.cn)
- Phone: +86-10-6113-9123

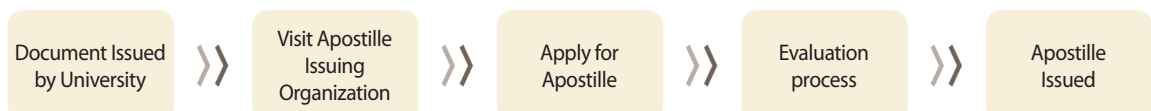
· Issuance of a certificate is also available through [Confucius Institute in Seoul] in Korea

- 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](mailto: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](http://www.hcch.net).

### 3. Procedure of Issuing Apostille



**4. Apostille Convention Countries (As of 2022.06)**

Area	Country
Asia/Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Australia, India, Indonesia, Japan, Macau, Hong Kong, the Cook Islands, Tajikistan, Tonga, Fiji, Philippines, Singapore, Korea
Europe	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, 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, Great Britain, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland and Hungary
North America	United States (Guam, including Mauri Islands, Saipan, Puerto Rico)
Latin America and the Caribbean	Guyana, Guatemala, Granada, Nicaragua, the Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru and Paraguay and Jamaica
Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Seychelles, Eswatini, Cape Verde, Burundi, Swaziland
Middle East	Oman, Israel, Bahrain, Morocco, 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.