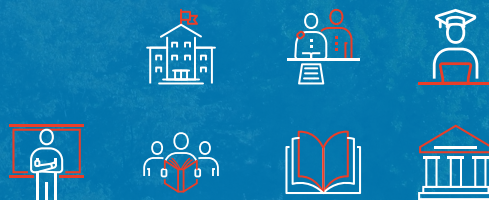


# Undergraduate Admission Guide for International Students



**2022**  
**Fall**



SEJONG UNIVERSITY





**Undergraduate  
Admission Guide  
for International Students  
Fall 2022**





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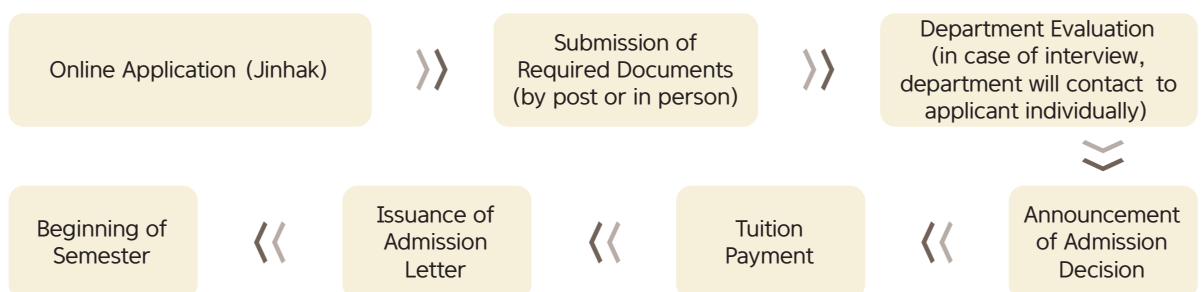
## 1 Admission Timeline

Procedure	Timeline			Important Notes
	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round	
1. On-line Application	Monday, March 28, 2022 ~ Monday, April 18, 2022 (17:00)	Monday, May 09, 2022 ~ Monday, May 23, 2022 (17:00)	Tuesday, June 07, 2022 ~ Monday, June 13, 2022 (17:00)	• Go to the SU website ( <a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a> ) and click the banner.
2. Submission of Documents (by post or in person)	Monday, March 28, 2022 ~ Friday, April 22, 2022 (17:00)	Monday, May 09, 2022 ~ Friday, May 27, 2022 (17:00)	Tuesday, June 07, 2022 ~ Monday, June 13, 2022 (17:00)	• The required documents must <b>arrive</b> at OIA by the deadline. Submission after the deadline will not be accepted. • You must complete the online application (including payment of the application fee) before you submit the documents.
3. Announcement of Admission Decision	Thursday, June 09, 2022 (17:00)	Thursday, June 30, 2022 (17:00)	Thursday, July 07, 2022 (17:00)	• The admission decisions will be posted on the SU website ( <a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a> ) for a week. Since the announcement will not be available after this period, please check out the admission decisions and guidelines on registration on time.
4. Tuition Payment (provisional)	Monday, July 11, 2022 ~ Friday, July 15, 2022			• To accept the admission offer, you must pay the full amounts of both the entrance 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.
5. Issuance of Admission Letter (provisional)	After Friday, July 29, 2022 (provisional)			
6. Beginning of Semester (provisional)	Thursday, September 01, 2022			

- The admission timeline is subject to change. If a change is made, it will be announced at the website (<http://eng.sejong.ac.kr>).
- If any of the required documents are incomplete or unsatisfactory, you will be disqualified for the admission.
- Any issues arising as a result of visa refusal will be solely the responsibility of the applicant.

## 2 Application Procedure

Admission decisions are made based on the candidate's previous academic achievements, study plan and other specific diploma and qualifications such as language proficiency. Study plan has some requirements and it should be filled as instructed. 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.



### Notes for Online Application

- The standard method for application is via the Undergraduate Admission for International Students banner on the Sejong website. It is only compatible with 5.0 or higher version of Internet Explorer.
- The deadline for online application is **17:00(Korea local time)**. To apply successfully, all relevant information must be entered, and the application fee must be paid in full, prior to this time.
- 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.



### ③ Departments and Majors

College	Admission Unit	Admission		Major
		Freshman	Transfer	
Liberal Arts	Korean Language and Literature	○	○	
	International Studies	○	○	English Language and Literature, Japanese Language and Literature, Chinese Trade and Commerce
	History	○	○	
	Education	○	○	
	Law	○	○	Law
Social Sciences	Public Administration (Korean Track)	○	○	
	Public Administration (English Track)	○	○	
	Media and Communication (Korean Track)	○	○	
	Media and Communication (English Track)	○	×	
Business and Economics	Faculty of Business Administration (Korean Track)	○	○	
	Faculty of Business Administration (English Track)	○	○	
	Economics (Korean Track)	○	○	
	Economics (English Track)	○	○	
Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management (Korean Track)	○	○	Hospitality and Tourism Management, Food Service Management
	Faculty of Hospitality, Tourism and Food Service Management (English Track)	○	○	Hospitality and Tourism Management
Natural Sciences	Mathematics and Statistics	○	○	Mathematics, Applied Statistics
	Physics and Astronomy	○	○	
	Chemistry	○	○	
Life Sciences	Faculty of Biological Systems (Korean Track)	○	○	Food Science and Biotechnology, Integrative Bioscience and Biotechnology, Bioindustry and Bioresource engineering
	Faculty of Biological Systems (English Track)	○	×	Plant Engineering
	Integrative Biological Sciences and Industry	○	×	
Electronics and Information Engineering	Electrical Engineering	○	○	
Software and Convergence Technology	Computer Science and Engineering (Korean Track)	○	○	
	Computer Science and Engineering (English Track)	○	○	
	Computer and Information Security	○	○	
	Software	○	○	
	Creative Studies (Design Innovation)	○	○	
	Creative Studies (Comics and Animation Tech)	○	○	
	Artificial Intelligence	○	×	
Engineering	Architectural Engineering	○	○	
	Architecture	○	○	(5-Year program)
	Civil and Environmental Engineering	○	○	
	Environment, Energy & Geoinformatics	○	○	
	Energy & Mineral Resources Engineering	○	○	
	Energy Resources and Geosystems Engineering	○	○	
	Faculty of Mechanical and Aerospace Engineering	○	○	Mechanical Engineering, Aerospace Engineering
	Nano Technology and Advanced Materials Engineering	○	○	
	Quantum and Nuclear Engineering	○	○	



### ③ Departments and Majors

College	Admission Unit	Admission		Major
		Freshman	Transfer	
Arts and Physical Education	Painting	○	○	Western Painting, Korean Painting
	Fashion Design	○	○	
	Music (Korean Track)	○	○	Voice, Piano, Violin, Applied Music
	Music (English Track)	○	○	Applied Music
	Physical Education	○	○	
	Dance	○	○	Korean Dance, Modern Dance, Ballet
	Film Art	○	○	Directing & Producing, Acting
ENGLISH TRACK				
Social Sciences	Public Administration	○	○	
	Media and Communication	○	×	
Business and Economics	Faculty of Business Administration	○	○	
	Economics	○	○	
Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management	○	○	Faculty of Hospitality, Tourism and Food Service Management
Life Science	Faculty of Biological Systems	○	×	Plant Engineering
Software and Convergence Technology	Computer Science and Engineering	○	○	
Arts and Physical Education	Music	○	○	Applied Music

.. English Track programs provide entire courses in English.

### ④ Application Fee and Tuition

#### 1. Application Fee

- Application fee: Total 128,000 KRW
- Withdrawal of application and refund of application fee
  - ① For withdrawal of application before the application due date, total application fee is refunded. Withdrawal of application after the application due date is not allowed, and the application fee is not refundable unless any of SU's acceptable reasons for a refund is satisfied.
  - ② Acceptable reasons for a refund: Any reason that is not attributable to the applicant or outside the applicant's control, including a natural disaster, the applicant's hospitalization or injury from an accident and SU's mistake, is considered acceptable.

.. In case that all or any of required documents are not submitted or an applicant is disqualified, the applicant will fail to the admission and the application is not refundable.

#### 2. Tuition (as of 2022, subject to change, per semester, KRW)

Program	Admission Fee	Tuition	Preliminary Deposit*	Total
Liberal Arts; Social Sciences; Business Administration; Hospitality and Tourism Management	198,000	4,164,000	200,000	4,562,000
Natural Sciences; Physical Education (PE)	198,000	4,959,000	200,000	5,357,000
Life Sciences; Electronics & Information Engineering; Software and Convergence Technology; Engineering	198,000	5,724,000	200,000	6,122,000
Arts (excluding PE)	198,000	5,772,000	200,000	6,170,000

.. Actual payable amount will be varied depending on each individual due to scholarship amount.

.. 1 USD = around KRW 1,200

.. Preliminary Deposit: It must be paid with the tuition due to possible exchange rate fluctuations, remittance fees and tuition fee increase and etc. If any remaining occurs, the refund will be made.



## 5 Eligibility and Qualification

Program	Eligibility																								
Both	<ul style="list-style-type: none"><li>• <b>A non-Korean national whose parents are BOTH non-Korean nationals</b><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 holds dual citizenships is not considered as foreigners.</li></ul></li></ul>																								
Fresh -man	<ul style="list-style-type: none"><li>• <b>International applicants must meet ALL of the following requirements:</b><ol style="list-style-type: none"><li>1. A student who has completed, or is expected to complete primary and secondary education at the time of application (Vocational schools are included).<ul style="list-style-type: none"><li>.. If a student is educated in two or more countries, total education period should be 12 years or more.</li></ul></li><li>2. A non-Korean national who satisfies <b>language proficiency requirements</b> specified below;<ol style="list-style-type: none"><li>(1) English Track: Business Administration, Hospitality Tourism and Food Service Management, Computer Science and Engineering, Public Administration, Media and Communication, Music, Economics and Trade<ul style="list-style-type: none"><li>• A person who meets at least one of the following language proficiency requirements<table><tr><th></th><th>IELTS</th><th>TOEFL iBT</th><th>New TEPS</th></tr><tr><td>All Majors (excluding Music)</td><td>5.5</td><td>80</td><td>326</td></tr><tr><td>Music</td><td>5.0</td><td>60</td><td>262</td></tr></table><ul style="list-style-type: none"><li>.. Students from a country which use English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)</li></ul></li><li>(2-1) Korean Track: Applying with TOPIK Score<ul style="list-style-type: none"><li>• A person who meets minimum TOPIK score below or applying with the score of Korean proficiency test conducted by Center for International Education at Sejong University<table><tr><th>Creative Studies, Arts and Physical Education majors</th><th>Korean Language and Literature, Media and Communication, Business Administration</th><th>Others</th></tr><tr><td>Level 2</td><td>Level 4</td><td>Level 3</td></tr></table><ul style="list-style-type: none"><li>.. Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.</li><li>.. The Korean language proficiency test conducted by Sejong University International Education Center will be held on Tuesday, April 05, 2022 (provisional).</li><li>[Mandatory Orientation: Friday, April 01, 2022 (2:00 – 4:00 PM)]</li></ul></li><li>(2-2) Korean Track: Applying with Sejong Korean Language Program Completion<ul style="list-style-type: none"><li>• A person who has registered and completed two or more semesters in the Center for International Education at Sejong University, and recommended by the Head of the Center will meet the following requirements<table><tr><th>Creative Studies, Arts and Physical Education majors</th><th>Korean Language and Literature, Media and Communication, Business Administration</th><th>Others</th></tr><tr><td>Level 2 Completion</td><td>Level 4 Completion</td><td>Level 3 Completion</td></tr></table><ul style="list-style-type: none"><li>.. If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) instead of the Korean Proficiency Test at Sejong University. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.</li><li>.. Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.</li></ul></li></ul></li><li>(3) Preliminary Admission Process: The application can be submitted for preliminary admission process even the condition (2-1) is not satisfied. However, those who are selected for the pre-admission course can re-apply and get enrolled after having fulfilled the language requirement.</li></ul></li></ul></li></ol></li></ol></li></ul>		IELTS	TOEFL iBT	New TEPS	All Majors (excluding Music)	5.5	80	326	Music	5.0	60	262	Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others	Level 2	Level 4	Level 3	Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others	Level 2 Completion	Level 4 Completion	Level 3 Completion
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	Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others																						
	Level 2 Completion	Level 4 Completion	Level 3 Completion																						
	<b>[Important notes on Preliminary Admission Process]</b>																								
	<ul style="list-style-type: none"><li>• Students who do not meet the language requirements will also be able to pass the evaluation for Preliminary Admission Process on the basis of other academic skills.</li><li>• Students who have accepted for the preliminary admission process will be awarded a "Letter of Preliminary Acceptance" and will not need to pay tuition fees.</li><li>• Students who have accepted for the preliminary admission process must continue studying for at least two semesters at the International Education Center at Sejong University before entering Sejong University undergraduate program, immediately after selection (afterwards, a certificate of attendance is required)</li><li>• If the applicant wishes to be admitted to the university, he/she must meet the TOPIK requirements and apply online (re-apply) to the same department again in the next or the following application period.<ul style="list-style-type: none"><li>.. Applicants must submit the "Letter of Preliminary Acceptance", the TOPIK score sheet in accordance with the admission requirements, and the certificate of attendance at Sejong University's International Education Center. Sejong University will submit the application fee for the re-application on students behalf.</li></ul></li><li>• Those who are accepted for the preliminary admission process will be required to pay the tuition at the payment period for the re-applying semester and get enrolled for the undergraduate course.</li><li>• The preliminary admission certificate is valid only for the online application period of the next semester and the following semester, and the eligibility for admission on the preliminary admission process will be canceled afterwards.</li><li>• Even if a preliminary accepted applicant submits TOPIK score before the registration (tuition fee payment), it is not possible to get enrolled in that applying semester. The enrollment is possible only through re-application for the next semester or the following semester.</li><li>• The Office of International Admissions may request additional documents such as proof of the deposit balance for the visa issuance period at the time of re-application.</li></ul>																								



## 5 Eligibility and Qualification

Program	Eligibility														
Transfer	<div>• International applicants must meet ALL of the following requirements:</div> <div>1. Applicants who have completed 2 or more years of the coursework in a 4-year university or received a degree in a 2/3-year junior college (those who expect completion of course work or reception of degree by August, 2022 are also eligible.)<div>• If you are enrolled in a 4-year university, you are eligible to apply in case you have earned more than 50% of the credits required for graduation.</div><div>• Graduates of Chinese school must submit academic verification stating that the diploma holder is able to continue their study in senior years of undergraduate program for a Bachelor's degree.</div><div>• Students who have enrolled to SU are not eligible for transfer admission.</div></div> <div>2. A non-Korean national who satisfies <u>language proficiency requirements</u> specified below:</div> <div>(1) English Track: Business Administration, Hospitality Tourism and Food Service Management, Computer Science and Engineering, Public Administration, Music<div>• A person who meets at least one of the following language proficiency requirements</div><table><tr><th>IELTS</th><th>TOEFL iBT</th><th>New TEPS</th></tr><tr><td>5.5</td><td>80</td><td>326</td></tr></table><div>• Students from a country which use English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)</div></div> <div>(2-1) Korean Track: Applying with TOPIK Score<div>• A person who meets minimum TOPIK score or applying with the score of TOPIK conducted by Center for international Education at Sejong University</div><table><tr><th>Creative Studies, and Arts and Physical Education majors</th><th>Others</th></tr><tr><td>Level 3</td><td>Level 4</td></tr></table></div> <div>(2-2) Korean Track: Applying with Sejong Korean Language Program Completion<div>• A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and recommended by the head of the Center for International Education in Sejong University will meet requirement as a substitution. (• A recommendation letter from the head of the Center for International Education in Sejong University is required.)</div><table><tr><th>Creative Studies, and Arts and Physical Education majors</th><th>Others</th></tr><tr><td>Level 4 Completion</td><td>Level 5 Completion</td></tr></table><div>• If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) instead of the Korean Proficiency Test at Sejong University. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.</div><div>• Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.</div></div>	IELTS	TOEFL iBT	New TEPS	5.5	80	326	Creative Studies, and Arts and Physical Education majors	Others	Level 3	Level 4	Creative Studies, and Arts and Physical Education majors	Others	Level 4 Completion	Level 5 Completion
	IELTS	TOEFL iBT	New TEPS												
	5.5	80	326												
	Creative Studies, and Arts and Physical Education majors	Others													
	Level 3	Level 4													
	Creative Studies, and Arts and Physical Education majors	Others													
	Level 4 Completion	Level 5 Completion													

Admissions for both freshmen and transfer students require academic records on regular programs offered by educational institutions accredited under the education laws of foreign countries (The following courses and exams do not qualify: language courses, university preparatory courses, continuing [lifelong] education courses, adult university courses, correspondence courses, Internet courses, high school diploma equivalency exams in the U.S. and Canada (like GED), and the Higher Education Self-taught Examination System of China [gaodengjiaoyu zixuekaoshi]).

## 6 Required Documents

	No.	Documents	Required	
			Freshman	Transfer
Academic Background Documents	1	<b>• Application Form</b> .. Print out after completing the online application.	Required	Required
	2	<b>• A Copy of the applicant's passport</b> .. Print or copy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut the marginal space.	Required	Required
	3	<b>• Documents verifying the applicants' proficiency of the Korean or English language</b> .. Valid only if it is issued before the deadline of the online application period. .. You can submit two or more kinds of official language test score and it will be included in evaluation. .. Those who cannot submit the language proficiency test score within the submission due date should apply for the admission as "preliminary assessment". .. A recommendation letter from the head of the Center for International Education at Sejong University is required for Korean Track: Applying with Sejong Korean Language Program Completion. .. A test score of the TOPIK conducted by the Center for International Education at Sejong University is accepted.	If applicable	If applicable
	4	<b>• Official certificate of university enrollment or official certificate of completion/graduation – For Transfer</b> 1. Korean University certificate of completion/(expected)graduation (1) Original copy of diploma / (2) Transcript 2. Chinese University Complete/Graduate(Expected) (1) Original Copy of CDGDC or CHSI (2) Certificate of Degree (3) Certificate of Graduation (4) Transcript (5) High School Diploma and CHSI. 3. Other Countries(Except Korea/China) (1) Official diplomas: Embassy Attestation / Apostille (2) Official transcripts: if not in English, it must be translated into English and notarized. 4. Current Students, #1-3 Documents must be in English or Korean (if not, translated and notarized) (1) Korean University: a) Certificate of enrollment / b) Official transcript (2) Other countries(except Korea and China): a) Certificate of enrollment / b) Official transcript(embassy attestation/ Apostille) (3) Chinese University: a) Certificate of enrollment / b) Official transcript / c) CHSI (Original in English) d) High school diploma and CHSI .. Any document that is not in Korean or English must be translated into Korean or English and notarized.	Required	
	5	<b>• Official diplomas, certificates of (expected) graduation or transcripts of all years of high school original or translated and notarized</b> 1. Korean High School diploma (expected graduation) (1) Official diplomas / (2) Official transcripts 2. Other countries Official diplomas of high school (except Korean/Chinese) (1) Official diplomas: Embassy Attestation/ Apostille (2) Official transcripts: if not in English, it must be translated into English and notarized. .. Any document that is not in Korean or English must be translated into Korean or English and notarized. .. Expected Graduation, (1)~(2) documents must be translated into Korean or English and notarized. Other countries (except Korea /China ) Certificates of (expected) graduation, Transcripts After acceptance (official diplomas(Embassy Attestation/ Apostille), official transcripts (must be translated into English and notarized) must be submitted to OIA by Monday June 13, 2022. If not release of Admission Letter is not possible. .. Any document that is not in Korean or English must be translated into Korean or English and notarized.	Required	If applicable
	6	<b>• Secondary School Graduation Exam / College Entrance Exam Scores</b> .. If submitted, it will be included in evaluation.	Optional	Optional
	7	<b>• Qualification Review Request Form</b> .. Print out after completing the online application	Required	Required
	8	<b>• Study Plan</b> .. Type in English or Korean	Required	Required



## 6 Required Documents

	No.	Documents	Required	
			Freshman	Transfer
Documents for Education Certification and Evaluation by Department	9	<b>Portfolio of the applicant's artwork/accomplishments</b> .. College of Arts and Physical Education (excluding the Department of Physical Education) and the Department of Creative Studies only. .. Free format. (Paper forms are only accepted as A4 size, and soft copies are only accepted in USB drive)	If applicable	If applicable
	10	<b>Recommendation letters</b> .. If submitted, it will be included in evaluation.	Optional	Optional
	11	<b>Transcripts and attendance records from Korean Language Program</b> .. If a preliminary accepted student satisfies the language proficiency requirement, the student must submit transcripts and attendance records of ALL period from Sejong Center for International Education.	If applicable	Optional
Documents for Eligibility	12	<b>An official document that shows the parent-child relationship</b> .. 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. .. Chinese applicants should submit both family registration document and HOKUBU(must be notarized). .. For countries with no such documents, you can submit other official government-issued document (notarized) such as your official birth certificate with your parents' nationality in it.	Required	Required
	13	<b>A Copy of the both parents' passport</b> .. If you do not have a parent's passport, submit a copy of your parents' ID card.	Required	Required
	14	<b>Applicant's verification of deposit (VOD) of a minimum of USD 20,000</b> .. Must be issued within one month from the date of submission .. In the case of a financial certificate with validity period, the validity period is accepted up to 6 months. .. The statement must be under the applicants name, but only parents are considered as an exception when inevitable	Required	Required
	15	<b>Agreement for Verification of Academic Record</b> .. Signature required	Required	Required

### Important Guide

How to Submit	Documents must be submitted by post or in person. Submitting by e-mail will not be accepted.	All the documents must be original and where the original is not available, the copy must be notarized with embassy attestation / apostille .. Additional documents can be requested if the submitted documents found to be not sufficient.
Submit by	Must be arrived(NOT shipped) by <b>the respective deadline.</b>	The required documents must arrive at OIA by the deadline. Submission after the deadline will not be accepted.
Send to	(05006) Office of International Admissions, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea	E-mail: intadmission@sejong.ac.kr Phone: +82-2-3408-3353 (Chinese, Korean) +82-2-3408-4408 (Uzbek, English, Russian) +82-2-3408-4407 (Vietnamese, English, Korean) +82-2-3408-4406 (English) Office Hours: 10:00-16:00 Weekdays

## Notes for Submission of Required Documents

1. All the documents must be submitted within application period. After the deadline submission of documents are not possible (except : who applied with expected graduation certificate).
2. Any document that is not in Korean or English must be translated into Korean or English and notarized.
3. Individual notification of the arrival of documents and insufficient documents is not provided. If all documents are not submitted within the document submission period, will be disqualified due to failure to meet the requirements for application.
4. In principle, all submittal documents should be submitted in A4 size. In particular, the passport copy should not be cut and submitted.
5. Your passport must be a passport with a sufficient expiration date at the time of admission, and the applicant is responsible for the disadvantages such as the delay of the visa due to the change (extension) of the passport.
6. There is no need to submit additional photo of the applicant if uploaded online when online application.
7. The applicant's achievements, such as portfolio, picture of work, and recording materials, are 'free format' and the OIA will not receive questions regarding the applicant's submission form.
8. Accepted students for preliminary assessments who satisfy the language proficiency requirement later should confirm list of required documents with OIA before submission (Letter of Preliminary Acceptance, attendance certificate of Center of International Education of Sejong University, etc. will be required.).

## Important notes related to Notarization, Embassy Attestation and Apostille documents

1. All documents notarized / embassy attestation / apostille must be held in the country in which the documents are issued or at the respective consulates in Korea.
2. Any document that is not in Korean or English must be translated into Korean or English and notarized. The notarization must be held in the country in which the documents are issued.
3. Unless stated as "copy", all the above documents should be original. In case documents are not allowed for re-issuance or original documents are not available, notarized copies can be acceptable.

## 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 keep photocopies of all completed forms. **Any documents and/or materials submitted with the application become the property of SU and will not be returned to the applicant.** If any of the submitted documents are required for visa application, you should additionally prepare them.
3. Among the new applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be automatically changed to Preliminary Admission. Among the transfer applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be canceled automatically due to the lack of eligibility requirements. Freshmen/transfer applicants on the English track, if they do not submit their language proficiency test score during the application period, their admission will be canceled automatically due to the lack of eligibility requirements.
4. Documents must be submitted by post or in person. Submitting by e-mail will not be accepted.
5. The OIA may request additional documents individually for the purpose of issuing an admission certificate or visa. It is necessary to submit the document to the OIA as soon as possible, if requested.
6. A detailed information of any individual admissions decision will not be disclosed.
7. If any of the submitted materials contains false information, admission will be rescinded.
8. If a graduate-to-be fails to graduate prior to the beginning of a semester, admission will be cancelled. If a graduate-to-be do not submit graduation certificate (Embassy Attestation or Apostille) after graduation, admission will be cancelled.
9. Be sure to understand that the University issues only the Certificate of Admissions for student visa (Type: D2) application for the admitted students.
10. 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.
11. Important notice will be provided by email only. Please write down your primary email address correctly in the application form. Announcement of admission decision and following notices also will be posted the bulletin board (<http://eng.sejong.ac.kr>).



## 8 Scholarship

No.	Classification	Eligibility	Benefits																														
1	Sejong International Scholarship A (First semester)	Meet one of the language score qualifications	<p><b>[English Track]</b></p> <ul style="list-style-type: none"><li>A scholarship of the corresponding % of the first semester's tuition fees, if satisfies one of the following language scores</li></ul> <table><tr><th>Benefits</th><th>TOEFL iBT</th><th>IELTS</th><th>New TEPS</th></tr><tr><td>80%</td><td>112</td><td>8.0</td><td>498</td></tr><tr><td>50%</td><td>100</td><td>6.5</td><td>398</td></tr><tr><td>30%</td><td>80</td><td>5.5</td><td>327</td></tr><tr><td>20%</td><td>60</td><td>5.0</td><td>262</td></tr></table> <p>· · 30%, if a student is from a country whose <u>mother tongue</u> is the English language.</p> <p><b>[Korean Track]</b></p> <ul style="list-style-type: none"><li>A scholarship of the corresponding % of the first semester's tuition fees, if satisfies one of the following language scores</li></ul> <table><tr><th>Benefits</th><th>TOPIK</th></tr><tr><td>100%</td><td>Level 6</td></tr><tr><td>70%</td><td>Level 5</td></tr><tr><td>50%</td><td>Level 4</td></tr><tr><td>30%</td><td>Level 3</td></tr></table>	Benefits	TOEFL iBT	IELTS	New TEPS	80%	112	8.0	498	50%	100	6.5	398	30%	80	5.5	327	20%	60	5.0	262	Benefits	TOPIK	100%	Level 6	70%	Level 5	50%	Level 4	30%	Level 3
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50%	Level 4																																
30%	Level 3																																
2	Sejong International Scholarship B (First semester)	Students from Center of International Education of Sejong University	<ul style="list-style-type: none"><li>have registered in the Center of International Education of Sejong University for more than 2 semesters and ii) recommended by Dean of Center of International Education are exempt from enrollment fee in addition to tuition benefits from the Sejong International Scholarship A.</li><li>have selected and registered in “Sejong Prep Course” of the Center of International Education of Sejong University for more than 2 semesters, and recommended by Dean of Center of International Education are exempt from both enrollment fee and tuition fee (100%).</li></ul>																														
3	Sejong International Scholarship Outstanding Academic (Enrolled student)	Scholarships for excellent grades based on school records while attending school	<ul style="list-style-type: none"><li>20% ~ 50% of tuition fee (also applicable to transfer students)<ul style="list-style-type: none"><li>· · Need to earn more than 15 credits(10 credits if the previous semester is the final grade) in the previous semester.</li></ul></li></ul>																														

.. Sejong international Scholarship A~B is limited only to the documents (Language proficiency test score, recommendation letter, etc.) submitted by **Monday, June 13, 2022**.

.. Successful applicants who pass the preliminary assessment will be eligible for scholarships at the time of enrollment.

.. The scholarship will be suspended upon change of nationality.

.. Transfer students are not eligible for freshmen scholarships, but eligible to "Sejong international Scholarship Outstanding Academic."

## 9 International Students Dormitory

Sejong University has dormitory facilities that can accommodate about 255 international students. It is selected on a semester (six months) basis, and applications are accepted every January and July a month before the semester begins. The dormitory fee for six months is about 1.6 million won. More information will be provided later on the bulletin board of the International Affairs (for inquiries: [dormitory@sejong.ac.kr](mailto:dormitory@sejong.ac.kr)).

## 10 Appendix 1: Guide to Document Certification

### 1. Instruction of submitting academic background documents

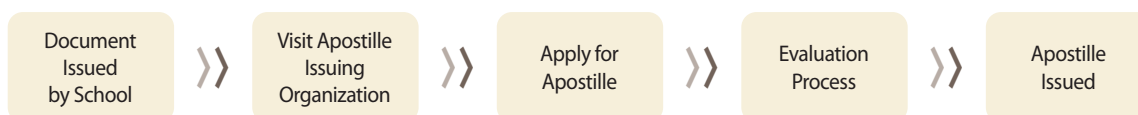
Applicant must submit a certificate of graduation and a transcript from high school selecting one of the documents as below during the application period. If there is a delay of submission under unavoidable circumstances, submit the documents within the specified deadline after announcement of admission.

- 1) Confirmed academic background documents(certificate of graduation and transcript from high school) of Apostille from one's country Apostille
- 2) Confirmed academic background documents(certificate of graduation and transcript from high school) by Korean Embassy
- 3) For China, enrollment/completion/graduation certificate and the report of China Ministry of Education (CHSI)  
 ·· For details for Chinese academic background verification, please refer to the Korean or Chinese version of Admission Guide

### 2. Information of Apostille Convention

- 1) Apostille Convention
  - a) 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
  - b) 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
  - c) 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](http://www.hcch.net)

### 3. The procedure of issuing Apostille



### 4. Apostille Convention Countries (As of September 06, 2021)

Area	Country
Asia/Oceania	Australia, part of China (Macau, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore
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, Kirghizstan, Macedonia, Ukraine, Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America	United States
Latin America and the Caribbean	Argentina, Mexico, Panama, Suriname, Venezuela, Antigavada, Bahamas, Barbados, Belize, Colombia, Dominican Federation, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitsunevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica
Africa	South Africa, Botswana, Brundi, Lesotho, Liberia, Namibia, Saint-Tume Principe, Swaziland, Malawi, Caboberde, Seychelles
Middle East	Oman, Israel, Bahrain, Morocco, Tunisia



## 11 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

·· During the admission, applicants for English Track from the country where English is the second language will be exempted from language proficiency score. However, before graduation, an official English Language proficiency certificate must be submitted to the University.

## 12 Appendix 3: Visa

Applicant	Visa Status	Visa information
Freshman /Transfer (Having Korean language student visa during the admission )	D4 → D2	Required documents with visa renewal schedule information will be announced on the notice board of Sejong University . Please check the below link. <a href="http://board.sejong.ac.kr/boardlist.do?currentPage=&amp;menuGubun=1&amp;siteGubun=19&amp;bbsConfigFK=674&amp;searchLowItem=ALL&amp;searchField=D.TITLE&amp;searchValue=">http://board.sejong.ac.kr/boardlist.do?currentPage=&amp;menuGubun=1&amp;siteGubun=19&amp;bbsConfigFK=674&amp;searchLowItem=ALL&amp;searchField=D.TITLE&amp;searchValue=</a> ·· for changing visa status, it is required to submit the final academic background certificate/diploma. This document should be prepared in advance.
Freshman/Transfer (From other universities in Korea → Sejong University)	D2 → D2	Receiving a new D2 visa is not possible in Korea, have to apply from home country (For more information, contact the Immigration Office 1345)

# CAMPUS MAP

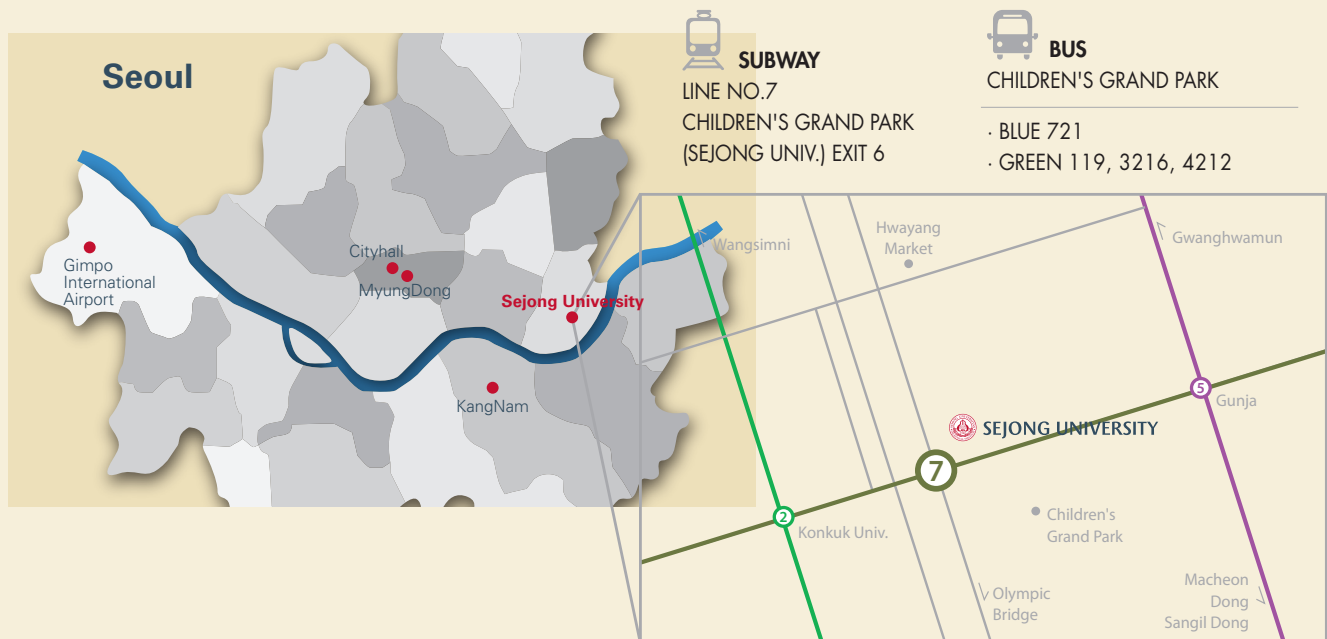


- |                                      |                                       |  |
|--------------------------------------|---------------------------------------|--|
| ① Jiphyeon-gwan                      | ⑪ Continuing Education Annex          | ⑲ Asadal Pond                              |
| ② Daeyang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





# SEJONG UNIVERSITY



## The Office of International Admissions (OIA)

- Address: (05006) Office of International Admissions, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
- Email: [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)
- Phone: 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese),  
+82-2-3408-4408(English, Uzbek, Russian)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00