

Graduate School of Public Policy

Master of Global Affairs / Master of Public Administration

Admission Guide for International Students

Spring 2022

English

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Admission Timeline

Step	Deadline	Important Notes
1. Application	October 12 th (Tue), 2021 - October 25 th (Mon), 2021, 17:00	<ul style="list-style-type: none"> * Admission for the Spring 2022 (Starting March 2, 2022) * You must pay the application fee of ₩120,000 KRW (non refundable) to apply successfully. * Go to the SJU website (http://eng.sejong.ac.kr). Click on the Spring Admission for International Students banner and proceed as instructed to apply. * You must complete the online application before you submit the documents.
2. Submission of Documents (by post or in person)	October 12 th (Tue), 2021 - October 29 th (Fri), 2021, 17:00	<ul style="list-style-type: none"> * Once you have completed the online application, submit the required documents to the SJU CISS(The Center for International Students & Scholars) - Address : #209 SJU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea.(05006) - or in person by the indicated deadline. * 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.
3. Screening by Department	Mid November (Provisional)	<ul style="list-style-type: none"> * Department will contact you individually for the screening/interview details if needed.
4. Announcement of Admission Decision	December 16 th (Thur) 2021, 17:00 (or later)	<ul style="list-style-type: none"> * The admissions decisions will be posted on the SJU website (http://eng.sejong.ac.kr) Click on Announcement for Admission Decision for Spring 2022 banner to find out.
5. Tuition Payment	January 10 th (Mon) - January 14 th (Fri), 2022 (tentative)	<ul style="list-style-type: none"> * To accept the admission offer, you must pay the entire amount of both the admission fee and the tuition within the Spring term registration period. Failure to do so will be considered a rejection of the offer and the offer of admission will be revoked without notice.

※ 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 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 CISS(The Center for International Students & Scholars)

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

Email : intadmission@sejong.ac.kr

Phone : 82-2-3408-3973

II Departments and Majors

Program	Language (Track)	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.

III Tuition and Other Fees

1. Application Fee

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

※ The application fee is not refundable.

2. Tuition (Provisional)

Admission Fee	Tuition	Total
990,000 KRW	5,032,000 KRW	6,022,000 KRW

3. Other Estimated Expenses (per year)

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

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.

IV Qualifications

Program	Details										
Master's	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 before March 2022.										
In Common	<p>International applicants must meet both of the following requirements :</p> <p>A. A non-Korean national whose parents are BOTH non-Korean nationals.</p> <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. <p>B. A person who meets at least one of the following language proficiency requirements :</p> <table border="1"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>TEPS</th> <th>New TEPS</th> <th>PTE-A</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>80</td> <td>600</td> <td>326</td> <td>53</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. ※ List of countries where English is the official language attached. 	IELTS	TOEFL iBT	TEPS	New TEPS	PTE-A	5.5	80	600	326	53
IELTS	TOEFL iBT	TEPS	New TEPS	PTE-A							
5.5	80	600	326	53							

V Required Documents

No.	Program 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. ※ The score must be from a test taken later than October 12th, 2019 (2 years from the starting date of application period)</p> <p>B. 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.</p>
3	Certificate of a Bachelor's Degree & Transcript	<p><Graduates from Universities in China (Submit all of the below ①~④)> ① Verification from China Academic Degree & Graduate Education Development Center (CDGDC) ② Certificate of Bachelor's Degree ③ Certificate of Graduation ④ Transcript If the above documents are issued in English, submit the originals. If these are issued in Chinese, submit the English or Korean translation & notarization copy.</p> <p><Graduates from Universities in Korea (Submit both ① and ②)> ① Certificate of Graduation or Certificate of Bachelor's Degree (Original) ② Transcript (Original)</p> <p><Graduates from Universities in countries other than China and Korea (Submit both ① and ②)> ① Certificate of Bachelor's Degree (Verified by Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled) ② Transcript : If it is issued in English, submit the Original Copy. Otherwise, submit English or Korean translation& Notarization copy.</p> <p>※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than February, 2022 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before February, 2022 for the issuance of Certificate of Admission.</p>
4	Study Plan	※ Form 2
5	A Copy of the Applicant's Passport	-
6	Each Copy of the Applicant's Parents' Passports	※ Any official document that verifies the parents' nationality is accepted.
7	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	<p>※ 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. ※ If you are Chinese, submit Parent-Child Relationship Documents and a Notarized Household Register (居民戶口簿)</p>
8	The Applicant's Verification of Deposit (VOD) of a Minimum of USD 20,000 Maintained for at least 1 Month	<p>※ Another currency is acceptable (e.g. RMB 145,000, KRW 23,000,000 etc.) ※ Validity Period Standards: - Date of Issuance: after September 27th, 2021 - Frozen Date: until March 1st, 2022 ※ 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. ※ Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance.</p>
9	The Agreement for Verification of Academic Record	※ Form 3

※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.

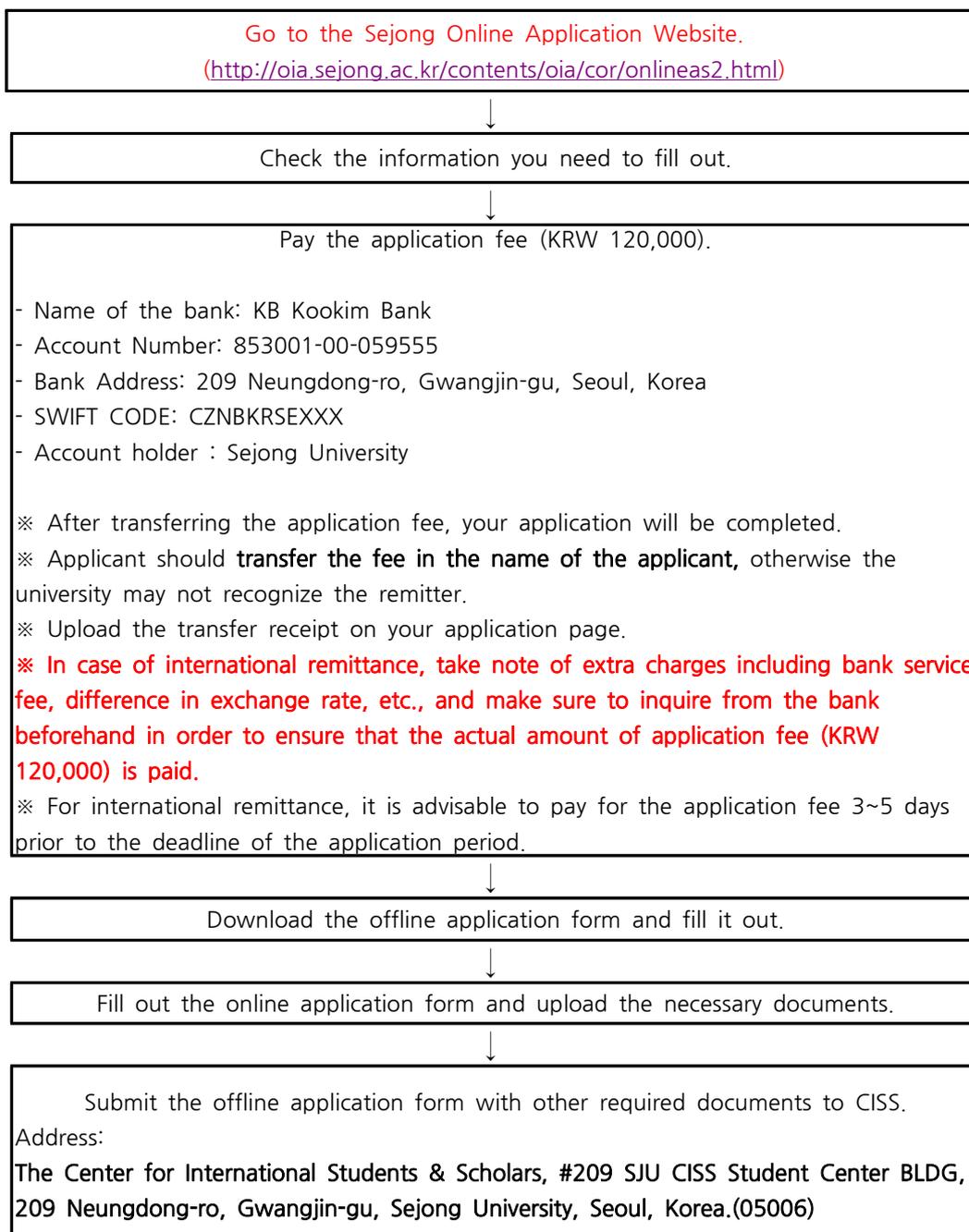
VI Screening Criteria

- 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

VII How to Apply



1. Online Application

- The standard method for application is via **Sejong University Website (<http://eng.sejong.ac.kr>) Admission banner**. It is only compatible with 5.0 or higher version of Internet Explorer.
- 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 might be able to 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 CISS (The center for International Students & Scholars) by **5:00 PM, October 29th, (Friday), 2021 (Korea local time)**.

[Contact Information]

SJU CISS(The Center for International Students & Scholars)

Address : #209 SJU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea. 05006)

Email : 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.

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.

IX Scholarship Application

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by 17:00PM, October 29th (Friday), 2021 (Korea Standard Time). For details regarding scholarships, please refer to Section X. 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 (October 12th, 2019 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 X.
 - To apply for a scholarship, submit one of the official language test score (TOEFL, TEPS, IELTS, PTE-A)

X 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 **30%** 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	387	85	57

- ※ 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. Faculty at Sejong University are eligible for a 70% scholarship on Admission and Tuition fees.
 4. In all cases, scholarships will be discontinued if the recipient's GPA falls below 3.0 in the preceding semester.
 5. Recipients of foreign government scholarships may be excluded from Sejong scholarships.

X I Dormitory

Sejong University dormitories accommodate more than 700 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.

XII 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
- 3) Confirmed academic background documents from China Academic Degree & Graduate Education Development Center (<http://www.cdgd.edu.cn>): Only for students who graduated from Chinese institutes and are applying for transfer. 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	CDGDC 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			

[CDGDC - Certificate Authority]

China Academic Degree & Graduate Education Development Center (教育部学位与研究生教育发展中心)

- Website: <http://www.cdgd.edu.cn>
- Address: 北京市海淀区王庄路1号同方科技广场B座18层(우편번호 : 100083)
- E-mail: zhc@mail.cdgd.edu.cn / cqv@cdgd.edu.cn - 전화: +86-10-8237-9480

[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

- 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

3. Procedure of Issuing Apostille

Document Issued by University → Visit Apostille Issuing Organization → Apply for Apostille → Evaluation Process → Apostille Issued

4. Apostille Convention Countries (Based on 2021.06)

Area	Members
Asia, Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Australia, India, Japan, Macau, Hong Kong, the Cook Islands, Tajikistan, Tonga, Fiji, Philippines and 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 and Tunisia
Middle East	Oman, Israel, Bahrain, Morocco

XIII Appendix 2
*** List of countries where English is an official language**

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.