



SEJONG UNIVERSITY

# Undergraduate Admission Guide for International Students



# 2024 Fall Semester





**Undergraduate**  
**Admission Guide**  
**for International Students**  
**Fall 2024**



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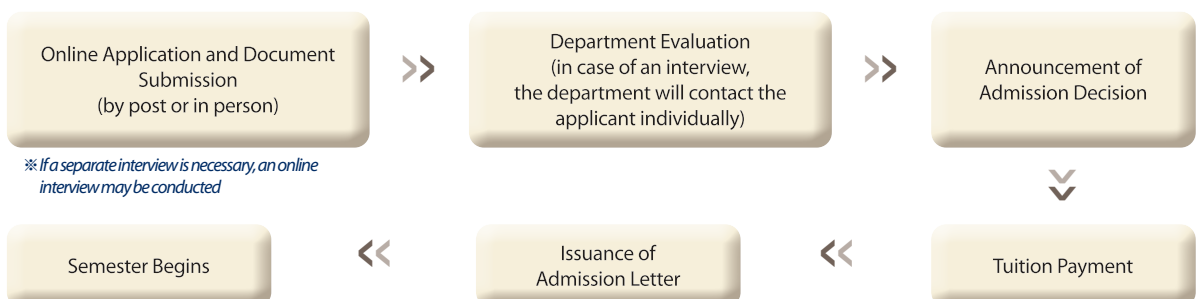
•This admission guide is available in English and Chinese. In the event of any conflict or discrepancy in meaning between the Korean version and any of its translation, the Korean version will prevail.

## 1 Admission Timeline

Procedure	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round	Important Notes
1. Online Application & Submitting Documents	Tue, March 5 ~ Mon, March 18, 2024 (5:00PM)	Thu, April 25 ~ Thu, May 9, 2024 (5:00PM)	Mon, July 15~ Wed, July 17, 2024 (5:00PM)	<ul style="list-style-type: none"> <li>Online Application:SejongOneStopServiceCenterWebsite(<a href="http://sos.sejong.ac.kr">sos.sejong.ac.kr</a>)</li> <li>Submitted documents must arrive at Sejong University's One StopService Center (admissions team) by the fixed deadline.</li> <li>Any submission of documents after the deadline will automatically be canceled.</li> <li>You must complete the online application (including payment of application fees) before submitting the documents.</li> <li>Submitted documents cannot be returned regardless of reason.</li> <li>If necessary, there may be a request for an online pre-screening interview.</li> </ul>
2. Evaluation by Department	Fri, April 12 ~ Tue, April 16, 2024	Mon, June 10 ~ Wed, June 12, 2024	Mon, July 29~ Tue, July 30, 2024	<ul style="list-style-type: none"> <li>The contents of the examination will not be disclosed except for the final decision (admitted/not admitted).</li> <li>How to check Please log into <a href="http://sos.sejong.ac.kr">sos.sejong.ac.kr</a> to see the admission results</li> </ul>
3. Admission Decisions and Guide for Admitted Students (Provisional)	Thu, May 2, 2024 (5:00PM)	Fri, June 28, 2024 (5:00PM)	Fri, Aug 16, 2024 (5:00PM)	
4. Tuition Payment	Tue, May 7 ~ Tue, May 14, 2024 (4:30PM)	Mon, July 1~ Fri, July 5, 2024 (4:30PM)	Fri, Aug 16, ~ Mon, Aug 19, 2024 (4:30PM)	<ul style="list-style-type: none"> <li>The payment must be confirmed by the deadline for each round of tuition fees by Sejong University.</li> <li>Even if you submit an overseas remittance confirmation sheet during the payment period, if the amount has not arrived by the deadline, it will be considered unregistered.</li> </ul>
5. Issuance of Certificate of Admission	From Tue, July 16, 2024		From Fri, Aug 26, 2024	<ul style="list-style-type: none"> <li>Inquiries asking if the certificates can be issued faster cannot be answered. For those whose passport has been updated, please send your updated passport information in advance.</li> </ul>

## 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 Internet Explorer version 5.0 or higher.
- 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.
- The 3<sup>rd</sup> round of admission is only for Sejong Prep Course students or for applicants who are currently staying in Korea with the Korean ARC number.

### 3 Departments and Majors

College	Program	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	○	○	
	Division of Global Leadership	○	×	Korean Language and Culture, International Trade & Commerce
	Division of Global Leadership (English Track)	○	×	International Affairs
Social Sciences	Public Administration	○	○	
	Public Administration (English Track)	○	○	
	Media and Communication	○	○	
	Media and Communication (English Track)	○	×	
	Law	○	×	
Faculty of Law		×	○	Law Major
Business and Economics	Faculty of Business Administration	○	○	
	Faculty of Business Administration (English Track)	○	○	
	Economics	○	○	
	Economics (English Track)	○	○	
Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management	○	○	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	○	×	
	Faculty of Mathematics	×	○	Mathematics, Applied Statistics
	Physics and Astronomy	○	○	
	Chemistry	○	○	
Life Sciences	Faculty of Biological Systems	○	○	Food Science and Biotechnology, Integrative Bioscience and Biotechnology, Bioindustry and Bioresource Engineering
	Integrative Biological Sciences and Industry	○	○	
College of Convergence	Electrical Engineering	○	○	
	Semiconductor Systems Engineering	○	×	
	Computer Science and Engineering	○	○	
	Computer Science and Engineering (English Track)	○	○	
	Computer and Information Security	○	○	
	Software	○	○	
	Artificial Intelligence and Robotics	○	×	
	Artificial Intelligence and Data Science	○	×	
	School of Intelligent Mechatronics Engineering	×	○	Unmanned Vehicle Engineering Major, Smart Device Engineering
	Creative Studies	○	○	Innovation Design Major, Comics&Animation Technology Major
	Data Science	×	○	
Engineering	Artificial Intelligence	×	○	
	Architectural Engineering	○	○	
	Architecture(5-year)	○	○	5-year program
	Civil and Environmental Engineering	○	○	
	Environment, Energy & Geoinformatics	○	○	
	Energy Resources and Geosystems Engineering	○	○	
	School of Aerospace and Drone Engineering	○	×	Aerospace Engineering Major, Intelligent Drone Convergence Major
	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	Program	Admission		Major
		Freshman	Transfer	
Education	Painting	○	○	Western Painting, Korean Painting
	Fashion Design	○	○	
	Fashion Design (English Track)	○	○	
	Music	○	○	Voice, Piano, Violin, Professional Music
	Music (English Track)	○	○	Professional Music
	Physical Education	○	○	
	Dance	○	○	Korean Dance, Modern Dance, Ballet
	Film Art	○	○	Directing & Producing, Acting
<b>ENGLISH TRACK</b>				
Liberal Arts	Division of Global Leadership	○	×	International Affairs
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	○	○	Tourism and Food Service Management
Software and Convergence Technology	Computer Science and Engineering	○	○	
Arts and Physical Education	Fashion Design	○	○	
	Music	○	○	Professional Music

※ English Track programs provide entire courses in English.

### ④ Application Fee and Tuition

#### ① Application Fee

- Application fee: Total 150,000KRW
- Withdrawal of application and refund of application fee
  - ① For withdrawal of application before the application due date, the 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 the required documents are not submitted or an applicant is disqualified, the applicant will fail the admission and the application is not refundable.

#### ② Tuition (as of 2024, KRW)

Program	Tuition
Liberal Arts; Social Sciences; Business Administration; Hospitality and Tourism Management	4,445,000
Natural Sciences; Physical Education (PE)	5,256,000
Life Sciences; Electronics & Information Engineering; Software and Convergence Technology; Engineering	6,036,000
Arts (excluding PE)	6,085,000

※ The actual invoiced amount will vary depending by each individual due to scholarships.

※ 1 USD = around KRW 1,300

## 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 a foreigner.</li> <li>※ For applicant with a single-parent due to the death, disappearance of the other; divorce; non-marriage of the parent, etc., the nationality of both the parent and the applicant must be verified by a document issued by the government</li> </ul> </li> </ul>																								
Freshman	<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>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, the total education period should be 12 years or more.</li> </ul> </li> <li>A non-Korean national who satisfies the <b>language proficiency requirements</b> specified below ; <ol style="list-style-type: none"> <li>English Track: Business Administration, Hospitality Tourism and Food Service Management, Computer Science and Engineering, Public Administration, Media and Communication, Fashion Design, Music <ul style="list-style-type: none"> <li>A person who meets at least one of the following language proficiency requirements <table border="1" data-bbox="347 824 1439 913"> <thead> <tr> <th></th> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>All Majors(excluding Fashion Design, Music)</td> <td>5.5</td> <td>80</td> <td>326</td> </tr> <tr> <td>Fashion Design, Music</td> <td>5.0</td> <td>60</td> <td>262</td> </tr> </tbody> </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> <li>※ Those from non-English speaking countries educated in the country must submit their English proficiency test results.</li> <li>※ TOEFL: MyBest Scores and iBT Home Edition accepted, It is not possible to submit TOEFL ITP scores.</li> </ul> </li> </ul> </li> <li>Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests) <ul style="list-style-type: none"> <li>A person who meets the minimum TOPIK or Sejong TOPIK score <table border="1" data-bbox="347 1086 1439 1176"> <thead> <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> </thead> <tbody> <tr> <td>Level 2</td> <td>Level 4</td> <td>Level 3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>※ Students with the Sejong TOPIK must obtain Level 4(Level 3 for Creative Studies and Arts&amp;Physical Education majors) or higher before graduation.</li> </ul> </li> </ul> </li> <li>Korean Track : Applying with the Sejong Korean Language Program <ul style="list-style-type: none"> <li>A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and is recommended by the Dean of the Center for International Education in Sejong University will meet the following requirements <table border="1" data-bbox="347 1344 1439 1433"> <thead> <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> </thead> <tbody> <tr> <td>Level 2 Completion</td> <td>Level 4 Completion</td> <td>Level 3 Completion</td> </tr> </tbody> </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) or the Sejong TOPIK. 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> </ol> </li> <li>Preliminary Admission Process: The application can be submitted for preliminary admission even though 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. <div data-bbox="331 1675 1439 1975" style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>[Precautions for Preliminary Admission]</b></p> <ul style="list-style-type: none"> <li>• Students who do not meet the language requirements can pass the preliminary admission process by evaluating other academic abilities.</li> <li>• Students who pass the preliminary admission process apply for admission, but receive a "prior admission process pass" without going through the tuition payment process.</li> <li>• Those who pass the preliminary admission course must continue to study at least one semester at the International Education Center at Sejong until they enter the Sejong University undergraduate course immediately after passing (afterwards, they need to submit an attendance certificate).</li> <li>• If those who pass the preliminary admission process meet the math and TOPIK conditions of the International Education Center within two years of application and submit their attendance certificate and TOPIK certificate by the end of December and June, they can enter September and March without additional re-application.</li> <li>• If more than two years have elapsed based on the time of application for preliminary admission, re-application must be made at the time when two years have elapsed due to the expiration of the validity period of educational background documents.</li> </ul> </div> </li> </ol></li></ul>		IELTS	TOEFL iBT	New TEPS	All Majors(excluding Fashion Design, Music)	5.5	80	326	Fashion Design, 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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## 5 Eligibility and Qualification

Program	Eligibility																				
Freshman	<p style="text-align: center;"><b>[Precautions Regarding the Sejong Prep Course]</b></p> <ul style="list-style-type: none"> <li>• Students who do not meet language requirements can pass Sejong University's prep course by being evaluated for other academic potential.</li> <li>• Students who have passed the Sejong University prep course must apply for admission to the first screening immediately.</li> <li>• Successful applicants of Sejong University's prep course must continue to study for at least two semesters at the Center for International Education at Sejong until they enter the Sejong University undergraduate course immediately after passing (afterwards, a certificate of completion is required).</li> <li>• If a successful candidate of Sejong University's prep course completes the International Education Center (70% of grades, 80% of attendance) and submits the Certificate of Completion within two years of application, he or she can enter the Sejong University degree-seeking program in September and March.</li> <li>• If more than two years have passed as of the time of application for admission to the prep course, re-application must be made when two years have elapsed due to the expiration of the validity period of the academic background documents.</li> </ul>																				
Transfer	<p><b>International applicants must meet ALL of the following requirements :</b></p> <ol style="list-style-type: none"> <li>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 <ul style="list-style-type: none"> <li>※ 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.</li> <li>※ Applicants who graduated (or are expected to graduate) from Chinese institutions must submit an Academic History Verification Report in English version issued by the Ministry of Education in China.</li> <li>※ Students who have enrolled to Sejong University are NOT eligible for transfer admissions.</li> </ul> </li> <li>2 A non-Korean national who satisfies the <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, Fashion Design, Music <ul style="list-style-type: none"> <li>• A person who meets at least one of the following language proficiency requirements</li> </ul> <table border="1" data-bbox="352 1016 1444 1106"> <thead> <tr> <th></th> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>All Majors(excluding Fashion Design, Music)</td> <td>5.5</td> <td>80</td> <td>326</td> </tr> <tr> <td>Fashion Design, Music</td> <td>5.0</td> <td>60</td> <td>262</td> </tr> </tbody> </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> <li>※ Those from non-English speaking countries educated in the country must submit their English proficiency test results.</li> <li>※ TOEFL: MyBest Scores and iBT Home Edition accepted, It is not possible to submit TOEFL ITP scores.</li> </ul> </li> <li>(2-1) Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests) <ul style="list-style-type: none"> <li>• A person who meets the minimum TOPIK or Sejong TOPIK score</li> </ul> <table border="1" data-bbox="352 1279 1444 1352"> <thead> <tr> <th>Creative Studies, Arts and Physical Education majors</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Level 3</td> <td>Level 4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>※ Students with the Sejong TOPIK must obtain Level 4(Level 3 for Creative Studies and Arts&amp;Physical Education majors) or higher before graduation</li> </ul> </li> <li>(2-2) Korean Track : Applying with the Sejong Korean Language Program <ul style="list-style-type: none"> <li>• A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and is recommended by the Dean of the Center for International Education in Sejong University will meet the requirements below as a substitution(* A letter of recommendation from the Dean of the Center for International Education of Sejong University is required)</li> </ul> <table border="1" data-bbox="352 1583 1444 1657"> <thead> <tr> <th>Creative Studies, and Arts and Physical Education Majors</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Level 4 Completion</td> <td>Level 5</td> </tr> </tbody> </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) or with the Sejong TOPIK. 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> </ol> </li> </ol>		IELTS	TOEFL iBT	New TEPS	All Majors(excluding Fashion Design, Music)	5.5	80	326	Fashion Design, Music	5.0	60	262	Creative Studies, Arts and Physical Education majors	Others	Level 3	Level 4	Creative Studies, and Arts and Physical Education Majors	Others	Level 4 Completion	Level 5
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### NOTE !

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), homeschooling, and the Higher Education Self-taught Examination System of China [gaodengjiaoyu zixuekaoshi]).

## ⑥ Required Documents **Freshman**

- ⦿ Please upload all your documents to the online application system and submit physical documents by mail/visit
- ⦿ If you have documents that cannot be reissued, please refer to FAQ#2 for instructions
- ⦿ Once documents have been submitted, they cannot be returned for any reason.

No.	Documents	Format
1	<ul style="list-style-type: none"> <li>• <b>Application Form(Required)</b></li> <li>※ Print out after completing the online application</li> </ul>	One original
2	<ul style="list-style-type: none"> <li>• <b>Copy of the Applicant's Passport</b></li> <li>※ Photocopy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut the marginal space</li> <li>※ <b>UzB applicants should submit their International passports(local passport copies will NOT be accepted)</b></li> </ul>	One photocopy
3	<ul style="list-style-type: none"> <li>• <b>Documents verifying the applicant's proficiency of the Korean or English Language(If applicable)</b></li> <li>※ Certificates within the validity period (two years) after 20 days from the start date of application (different by each round)</li> <li>※ Those who cannot submit the language proficiency test score within the submission due date should apply for the admission as "preliminary assessment"</li> <li>※ A recommendation letter from the Dean of the Center for International Education at Sejong University is required for Korean Track: Applying with Sejong Korean Language Program Completion</li> <li>※ <b>English track: Applicants who are from countries that use English as their official language do not need to submit it, but need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school)</b></li> </ul>	One original
4	<ul style="list-style-type: none"> <li>• <b>Certificate of Graduation or Expected Graduation of High School(Required)</b></li> <li>• Korean High School Graduate               <ol style="list-style-type: none"> <li>① Original copy of Certificate of (expected) Graduation</li> <li>② Copy of the school records with grades written</li> </ol> </li> <li>• General High School Graduate in China               <ul style="list-style-type: none"> <li>※ For applicants from vocational and other high schools in China, please refer to Appendix 4. A five-year educational system in China cannot be accepted.</li> <li>① CHSI Certificate</li> <li>② Certificate of Graduation Original Copy – translated and notarized</li> <li>③ Original Final Transcript – translated and notarized</li> </ul> </li> <li>• General(Regular) High School Expected Graduate in China               <ul style="list-style-type: none"> <li>※ Admission decision can be cancelled if the students fail to submit their final graduation and transcript within the deadline</li> <li>① Certificate of Expected Graduation Original Copy – translated and notarized</li> <li>② Original Transcript – translated and notarized</li> </ul> </li> <li>• High School Graduate from other than Korea / China               <ol style="list-style-type: none"> <li>① Certificate of Graduation – translated and notarized with Korean Consulate Certification or Apostille</li> <li>② Original Final Transcript – translated and notarized</li> </ol> </li> <li>• High School Expected to Graduate from other than Korea / China               <ul style="list-style-type: none"> <li>※ Admission decision can be cancelled if the students fail to submit their final graduation and transcript within the deadline</li> <li>① Certificate of Expected Graduation Original – translated and notarized</li> <li>② Original Transcript – translated and notarized</li> </ul> </li> </ul>	One original (Does not need to be translated if the original documents are issued in English)
5	<ul style="list-style-type: none"> <li>• <b>Secondary School Graduation Exam / College Entrance Exam Score(Optional)</b></li> <li>※ If submitted, it will be included in the evaluation process</li> </ul>	One original
6	<ul style="list-style-type: none"> <li>• <b>Qualification Review Request Form(Required)</b></li> <li>※ Print out after completing the online application</li> </ul>	One original
7	<ul style="list-style-type: none"> <li>• <b>Portfolio of the applicant's artwork / accomplishments(Required for Arts and Creative Studies)</b></li> <li>※ The College of Arts and Physical Education (Excluding the Department of Physical Education) and the Department of Creative Studies must submit one</li> </ul>	Enter an URL on the application Website
8	<ul style="list-style-type: none"> <li>• <b>Recommendation Letters(Optional)</b></li> <li>※ If submitted, it will be included in the evaluation process</li> </ul>	One original
9	<ul style="list-style-type: none"> <li>• <b>Transcripts and attendance records from the Korean Language Program(If available)</b></li> <li>※ If a preliminary accepted student satisfies the language proficiency requirement</li> </ul>	One original
10	<ul style="list-style-type: none"> <li>• <b>An official document that shows the parent-child relationship(Required)</b></li> <li>※ 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</li> <li>※ Chinese applicants should submit both family registration document and HOKUBU(must be notarized)</li> <li>※ 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</li> </ul>	One original

## 6 Required Documents Freshman

No.	Documents	Format
11	<ul style="list-style-type: none"> <li>• <b>A copy of both parents' passport(Required)</b> <ul style="list-style-type: none"> <li>※ If your parents do not have passports, you can submit their ID card.</li> <li>※ National Identification cards that are not in English or Chinese must be translated into English and notarized</li> </ul> </li> </ul>	One photocopy for each parent
12	<ul style="list-style-type: none"> <li>• <b>Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more(Required)</b> <ul style="list-style-type: none"> <li>※ Issued after March 5, 2024, In the case of VOD with an expiration date, validity is recognized up to 6 months prior to the issuance date. When setting the freezing date, it should extend until after the beginning date of semester.</li> <li>※ For Chinese applicants, within 30 days of receiving the Certificate of Admission(CoA) after acceptance, they are required to upload and submit the original balance certificate, as stated in the acceptance notification. Other international applicants are required to submit once at the time of application and once after receiving the CoA after acceptance, as outlined in the acceptance notification. In total, two-time submissions are required.</li> <li>※ All documents must be scanned and uploaded, and the original copies must be submitted. The scanned copies and the actual submitted copies must match exactly. Failure to verify the original documents will result in the inability to issue the CoA.</li> <li>※ The VOD must be under the applicants name, but only parents are considered as an exception when inevitable</li> <li>※ Unable to replace it with bank note copy, transaction statement, and two or more certificates of numerous bank account numbers</li> <li>※ <b>The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name</b></li> <li>※ If you have an alien registration card but are unable to submit a Korean bank VOD due to unavoidable reasons, please send the proof along with the reason (e.g., certificate of entry &amp; departure)</li> <li>※ Admitted students will need to submit the latest VOD</li> </ul> </li> </ul>	One original
13	<ul style="list-style-type: none"> <li>• <b>QAdmitted students must submit a new VOD issued with the latest date later</b> <ul style="list-style-type: none"> <li>※ Signature required</li> </ul> </li> </ul>	One original

## 7 Required Documents Transfer

☞ Please refer to the Submitted Format and submit two sets of documents that are for departmental evaluation

No.	Documents	Format
1	<ul style="list-style-type: none"> <li>• <b>Application Form(Required)</b> <ul style="list-style-type: none"> <li>※ Print out after completing the online application</li> </ul> </li> </ul>	One original
2	<ul style="list-style-type: none"> <li>• <b>Copy of the Applicant's Passport</b> <ul style="list-style-type: none"> <li>※ Photocopy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut the marginal space</li> <li>※ <b>UZB applicants should submit their International passports(local passport copies will NOT be accepted)</b></li> </ul> </li> </ul>	One photocopy
3	<ul style="list-style-type: none"> <li>• <b>Documents verifying the applicant's proficiency of the Korean or English Language(If applicable)</b> <ul style="list-style-type: none"> <li>※ Certificates within the validity period (two years) after 20 days from the start date of application (different by each round)</li> <li>※ Those who cannot submit the language proficiency test score within the submission due date should apply for the admission as "preliminary assessment"</li> <li>※ A recommendation letter from the Dean of the Center for International Education at Sejong University is required for Korean Track: Applying with Sejong Korean Language Program Completion</li> <li>※ English track: Applicants who are from countries that use English as their official language do not need to submit it, but need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school)</li> </ul> </li> </ul>	One original
4	<ul style="list-style-type: none"> <li>• <b>Official Diploma(and/or Enrollment/Completion/Expected Graduation) from Previous Institution(s) including High School(Required)</b> <ul style="list-style-type: none"> <li>• Applicants from Schools in China (A five-year educational system in China cannot be accepted) <ul style="list-style-type: none"> <li>① Currently Enrolled in Chinese College/University High school diploma, high school transcript, college transcript, certificate of enrollment or completion, CHSI certificate for high school and college in English(all needs to be translated and notarized except CHSI)</li> <li>② Graduate from Three or Four-year College/University in China High school diploma, high school transcript, college diploma, college transcript, CHSI certificate for high school and college in English(all needs to be original translated and notarized except CHSI)</li> <li>③ Expected to Graduate from Three or Four-year College/University in China High school diploma, certificate of expected graduation for college, college transcript, CHSI certificate for high school and college in English(all needs to be original translated and notarized except CHSI)</li> <li>④ Graduate/Currently Enrolled in Korean College/University High school diploma, original transcript of high school, CHSI certificate for high school if graduated in China, original certificate of graduation(expected)/completion(expected) of college, original transcript for college</li> </ul> </li> <li>• Applicants from Schools Other than China <ul style="list-style-type: none"> <li>① Certificate of Graduation(expected) with Korean Consulate Certification or Apostille</li> <li>② If currently enrolled, Certificate of High School Graduation with Consulate Certification or Apostille, high school transcript</li> </ul> </li> </ul> </li> </ul>	One original

## 7 Required Documents Transfer

No.	Documents	Format
5	<ul style="list-style-type: none"> <li>• <b>Information on required credits for Graduation(required)</b></li> <li>※ Can be downloaded and printed from the university website or issued by the university</li> </ul>	One Printed or Original
6	<ul style="list-style-type: none"> <li>• <b>Qualification Review Request Form(Required)</b></li> <li>※ Print out after completing the online application</li> </ul>	One original
7	<ul style="list-style-type: none"> <li>• <b>Portfolio of the applicant's artwork / accomplishments(Required for Arts and Creative Studies)</b></li> <li>※ The College of Arts and Physical Education (Excluding the Department of Physical Education) and the Department of Creative Studies must submit one</li> </ul>	Enter an URL on the application Website
8	<ul style="list-style-type: none"> <li>• <b>An official document that shows the parent-child relationship(Required)</b></li> <li>※ 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</li> <li>※ Chinese applicants should submit both family registration document and HOKUBU(must be notarized)</li> <li>※ 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</li> </ul>	One original
9	<ul style="list-style-type: none"> <li>• <b>A copy of both parents' passport(Required)</b></li> <li>※ If your parents do not have passports, you can submit their ID card.</li> <li>※ National Identification cards that are not in English or Chinese must be translated into English and notarized</li> </ul>	One photocopy for each parent
10	<ul style="list-style-type: none"> <li>• <b>Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more(Required)</b></li> <li>※ Issued after March 5, 2024, In the case of VOD with an expiration date, validity is recognized up to 6 months prior to the issuance date. When setting the freezing date, it should extend until after the beginning date of semester.</li> <li>※ For Chinese applicants, within 30 days of receiving the Certificate of Admission(CoA) after acceptance, they are required to upload and submit the original balance certificate, as stated in the acceptance notification. Other international applicants are required to submit once at the time of application and once after receiving the CoA after acceptance, as outlined in the acceptance notification. In total, two-time submissions are required.</li> <li>※ All documents must be scanned and uploaded, and the original copies must be submitted. The scanned copies and the actual submitted copies must match exactly. Failure to verify the original documents will result in the inability to issue the CoA.</li> <li>※ The VOD must be under the applicants name, but only parents are considered as an exception when inevitable</li> <li>※ Unable to replace it with bank note copy, transaction statement, and two or more certificates of numerous bank account numbers</li> <li>※ <b>The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name</b></li> <li>※ If you have an alien registration card but are unable to submit a Korean bank VOD due to unavoidable reasons, please send the proof along with the reason (e.g., certificate of entry &amp; departure)</li> <li>※ Admitted students will need to submit the latest VOD</li> </ul>	One original
11	<ul style="list-style-type: none"> <li>• <b>QAdmitted students must submit a new VOD issued with the latest date later</b></li> <li>※ Signature required</li> </ul>	One original

### Important Guide

<b>How to Submit</b>	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 Consulate Certification / apostille ※ <b>Additional documents can be requested if the submitted documents found to be not sufficient.</b>
<b>Submit by</b>	Must be arrived(NOT shipped) by <b>the respective deadline.</b>	The required documents must arrive at One Stop Service Center (Admission Team) by the deadline. Submission after the deadline will not be accepted.
<b>Send to</b>	(05006) One Stop Service Center(Admission Team), Sejong University, 209, Neundong-ro, Gwangjin-gu, Seoul, Korea	E-mail: <a href="mailto:intadmission@sejong.ac.kr">intadmission@sejong.ac.kr</a> Phone: +82-2-3408-4406(English) +82-2-3408-3353(Chinese, Korean) +82-2-3408-4407(Vietnamese, English) Office Hours: 10:00-16:00 Weekdays
<b>Valid Date for Documents</b>	Academic Documents	Issue: 24 Months from March 5, 2024 Translation&Notarization, Consulate Certification, Apostille: Six Months from March 5, 2024
	Nationality and Family Documents	Issue: 12 Months from March 5, 2024 Translation&Notarization, Consulate Certification, Apostille: Six Months from March 5, 2024
	Nationality and Family Documents	Must be issued after March 5, 2024 and if the deposit period is stated, the expiration date must be later than the beginning date of semester
	Verification of Deposit	Must be issued after March 8, 2023 and if the deposit period is stated, the expiration date must be later than September 1, 2023
<b>Notice for Incomplete Documents</b>	Insufficient documents may or may not be guided depending on the time of completion of application and the completion degree of document submission and etc. ※ <b>There are at least two different document reviewers and you may get more than two emails or calls from different people at different times. Please check your email frequently.</b>	

### 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 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 One Stop Service Center (Admissions Team) 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 One Stop Service Center(Admissions Team) 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, Consulate Certification and Apostille documents

- 1 All documents notarized / consulate certification / 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 English and notarized. The notarization must be held in the country in which the documents are issued.
- 3 Unless stated as "Photocopy", 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.
- 4 Please review your translated and notarized documents. If the name, gender, etc. are written differently from official documents such as passports due to the translator's mistake, it may also be a reason for disqualification of the applicant.
- 5 If the applicant or applicant's family name is different on documents, a document issued by the government of the country of origin must be submitted to prove that they all the same person.

## 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 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 One Stop Service Center(Admissions Team) may request additional documents individually for the purpose of issuing an admission certificate or visa. It is necessary to submit the document to the One Stop Service Center(Admissions Team) 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(Consulate Certification 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>).
- 12 Refund of the application fee is not possible after the application period has passed.
- 13 If you fall under the following, you may be excluded from the assessment and the assessment and evaluation results will not be informed or disclosed to the applicant.
  - If the document submission is incomplete or documents are not submitted within the deadline (e-mail submission is not accepted)
  - The information entered at the time of application are found to be unfaithful, false, or forgery.
  - Applicant's purpose of application seems to be other than earning a degree.
  - Applicant's academic ability or financial ability seems to be insufficient.

## 9 Scholarship

No.	Classification	Eligibility	Benefits																														
1	Sejong International Scholarship A (First Semester)	Meet one of the language score qualifications	<p><b>&lt;English Track&gt;</b></p> <ul style="list-style-type: none"> <li>A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores</li> </ul> <table border="1"> <thead> <tr> <th>Benefits</th> <th>TOEFL iBT</th> <th>IELTS</th> <th>New TEPS</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>※ 30% if a student is from a country whose <b>mother tongue</b> is the English language. Applicants from countries that use English as an official language need an official English test score.</p> <p><b>&lt;Korean Track&gt;</b></p> <ul style="list-style-type: none"> <li>A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores</li> </ul> <table border="1"> <thead> <tr> <th>Benefits</th> <th>TOPIK</th> </tr> </thead> <tbody> <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> </tbody> </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
Benefits	TOEFL iBT	IELTS	New TEPS																														
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70%	Level 5																																
50%	Level 4																																
30%	Level 3																																
2	Sejong International Scholarship B (First Semester)	Students from the Center for International Education of Sejong University	<ul style="list-style-type: none"> <li>Students that have selected and registered in the "Sejong Prep Course" of the Center for International Education of Sejong University for more than 2 semesters, and are recommended by the Dean of the Center for International Education are exempt from the first semester's tuition(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)</li> <li>※ Need to earn more than 15 credits(10 credits if the previous semester is the final grade) in the previous semester.</li> </ul>																														

※ Sejong international Scholarship A~B is limited only to the documents (Language proficiency test score, recommendation letter, etc.) submitted first during the application period.

※ 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"

## 10 Dormitory for International Students

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 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)). Due to the admission schedule, dormitory allocation is not possible for the 3rd round of admissions.

## 11 FAQ – Regarding Documents

**Q1.** The original high school graduation certificate can only be issued once, so it is not possible to submit the original.

A. Please get it notarized and submit it by referring to the table below.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	○	×	×
	Other	○	○	○
Photocopy	Korea(Korean)	All the documents issued by Korean schools must be original		
	English Speaking Countries(ENG)	○	○	×
	Other	○	○	○

※ For documents issued in Korean or English in countries other than Korea : translation is not required.

**Q2.** I can only issue an Apostille once, so I cannot submit the original graduation certificate that got an Apostille.

A. Photocopied documents cannot be submitted. Please make a copy, get one of the following, translate and notarize it, and submit it. Certified copy of Korean diplomatic office in foreign country | apostille | consulate's confirmation or certified true copy stamp If you submit an original English diploma with an apostille, please note that it cannot be returned to you regardless of the admission results. It is also not possible to return for the visa purposes. Please prepare for additional issuance of your documents in advance.

**Q3.** I would like to copy or scan the graduation certificate certified by Apostille / Consulate Certification and submit it after printing (black and white / color).

A. Documents printed after copying or scanning are not original, so we do not accept them. Please submit the original Apostille / Consulate Certification.

**Q4.** I want to know the expiration date for each document.

A. Please refer to the table below.

Documents	Valid Date
<b>Educational Background</b>	Issue: 24 Months from March 5, 2024 Translation & Notarization, Consulate Certification, Apostille: Six Months from March 5, 2024
<b>Nationality and Family Related</b>	Issue: 24 Months from March 5, 2024 Translation & Notarization, Consulate Certification, Apostille: Three Months from March 5, 2024
<b>Verification of Deposit</b>	When applying: Must be issued after March 5, 2023 If setting a frozen date, set after the beginning date of the semester After being admitted: Please refer to the acceptance notification for each round of admissions

**Q5.** I would like to submit a Verification of Deposit under my brother's name.

A. The name of the Verification of Deposit must be the father / mother / self.

**Q6.** When applying for the first round and reapplying for the second round, I would like to reuse the documents submitted during the first application in the second round.

A. Unfortunately, this would not be possible due to possible confusion.

**Q7.** I am expected to graduate so I can't get Apostille/consulate certification on my graduation certificate.

A. Please refer to the table below and submit it without apostille or consulate certification.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	×	×	×
	Other	×	○	○
Photocopy	Korea(Korean)	All the documents by Korean must be original		
	English Speaking Countries(ENG)	×	○	×
	Other	×	○	○

※ Submission of the graduation certificate is mandatory after graduation. Please refer to the acceptance notification for each round of admissions.

※ For documents issued in Korean or English in countries other than Korea: translation is not required.

**Q8.** I have an alien registration number, but I cannot submit a bank balance certificate from banks in Korea because I am not in Korea during the application period.

*A. If you submit an official entry and departure record that you were not in Korea at the time of submitting the application, you are exceptionally allowed to submit a bank balance certificate from an overseas bank..*

**Q9.** I am attending a language school in Korea, but I cannot open an account in Korea because my alien registration card has not yet been issued.

*A. Please submit a certificate of enrollment in the language school(state the period of study)and a VOD in your home country. After issuing the alien registration card, please submit a VOD issued by a bank in Korea by the designated deadline.*

## **12** FAQ – Regarding Application

**Q1.** I have completed the online application, but there is something that needs to be revised.

*A. Please send the applicant's application number and the information you want to modify to the One Stop Service Center (Admission Team) email([intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)). However, if you would like to change your department, you have to apply for cancellation and re-submit your application.*

**Q2.** I would like to cancel my online application.

*A. If you request cancellation for your application number through an e-mail ([intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)) **before the deadline for online application, it will be refunded in two to three business days.***

**Q3.** I was not admitted. I would like to know the reason.

*A. The reason cannot be informed to applicants due to university policy.*

**Q4.** I want to get a refund on the online application fee because I was not admitted / could not submit the documents on time.

*A. You cannot get a refund because of those reasons. You can only get a refund for the application fee if you request to cancel the application within the online application period.*

## **13** FAQ – Regarding Eligibility

**Q1.** One of the parents is a Korean national.

*A. Both parents must be foreign nationals to apply.*

**Q2.** I want to know the exact criteria for foreign nationality.

*A. You cannot apply if you have acquired multiple nationalities (Korea and foreign countries) or acquired a foreign nationality later in life, and you will be eligible to apply only if you have a foreign nationality from birth.*

**Q3.** Both parents and applicants have attended foreigner schools in Korea.

*A. Even if you have got education in Korea or abroad, you can apply if the learning period has met a total of 12 years.*

**Q4.** My nationality is Korean, but I completed all curriculums overseas.

*A. It does not grant application qualifications for international admission.*

**Q5.** I have the nationality of a country that does not use English as my first language. Do I have to submit an official English language score even if I complete all the courses in a country where English is spoken as its mother tongue language, such as the United States and Canada?

*A. If you are an English Track applicant, you must submit a certified English test score (IELTS / TOEFL / TEPS only) even if you used English while attending schools.*

## 14 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 Consulate
- 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 Method of getting proof of Secondary and Post Secondary Institutions in China

Submit Certificate of CHSI in English from the China Credential Verification  
 Website: [www.chsi.com.cn](http://www.chsi.com.cn)

To get CHSI certificate from South Korea, please visit 'Confucius Institute in Seoul'  
 Website: [www.cis.or.kr](http://www.cis.or.kr)

#### 2-1 Vocational/Arts High School Grduates in China

Pleaser refer to Appnedix 3

### 3 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 smmoth 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)

### 4 The procedure of issuing Apostille



### 5 Apostille Convention Countries (As of 2024.1.11)

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

## 15 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 and need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English (transcript, diploma, and the original Certification of Confirmation issued by the school) when applying.

## 16 Appendix 3: Academic Accreditation Center

Graduates of Chinese secondary vocational schools (certified educational institutions only) whose certificates are not issued by the China Higher Education Qualification are submitted according to the following criteria.

Type	Criteria	Note
Secondary Vocational School	Regular Specialized Secondary Schools	Choose Online or Offline
	Vocational High Schools	
	Skilled Workers Schools	
Other Schools (International, Arts, etc.)	1) Graduation Certificate issued by School + Korean Consulate in China Certification/Apostille ※ A Copy of Establishment Permit (Business Unit Legal Certificate or Business Unit Legal Certificate of School Education Permit) (Only the academic course is accepted. Translation and notarization needed) 2) Original Transcript - translated and notarized	

**17 Appendix 4: Chinese Secondary Vocational School Information Confirmation**

<b>학교 정보 확인서 学校信息确认书</b>				
<b>유학생 인적사항 留学生 个人信息</b>	성명 姓名		생년월일 出生日期	
	국적 国籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
<b>학교정보 学校信息</b>	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期: 20 . . . )		
	학교유형 学校类型	보통중등전문학교 普通中专 ( )      직업고등학교 职业高中 ( ) 기타 其他 ( )		
	교육과정 教育种类	고등학교 학력과정 高中阶段学历教育 ( ) 고등학교 비학력과정 高中阶段非学历教育 ( ) <small>※비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证</small>		
	소재지 学校地址			
	전화번호 学校电话			
	학교 이메일 学校邮箱			
	홈페이지 学校官网			
<b>교직원 연락정보 教职工 联系信息</b>	소속 및 직위 学校电话			
	성명 姓名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	
<p>본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다. 本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。</p> <p style="text-align: right;">20 . . .</p> <p style="text-align: right;">유학생 본인 留学生本人 (서명 签名)</p> <p><small>※2부 작성 후 교육기관 및 재외공관에 각각 제출 本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。</small></p>				

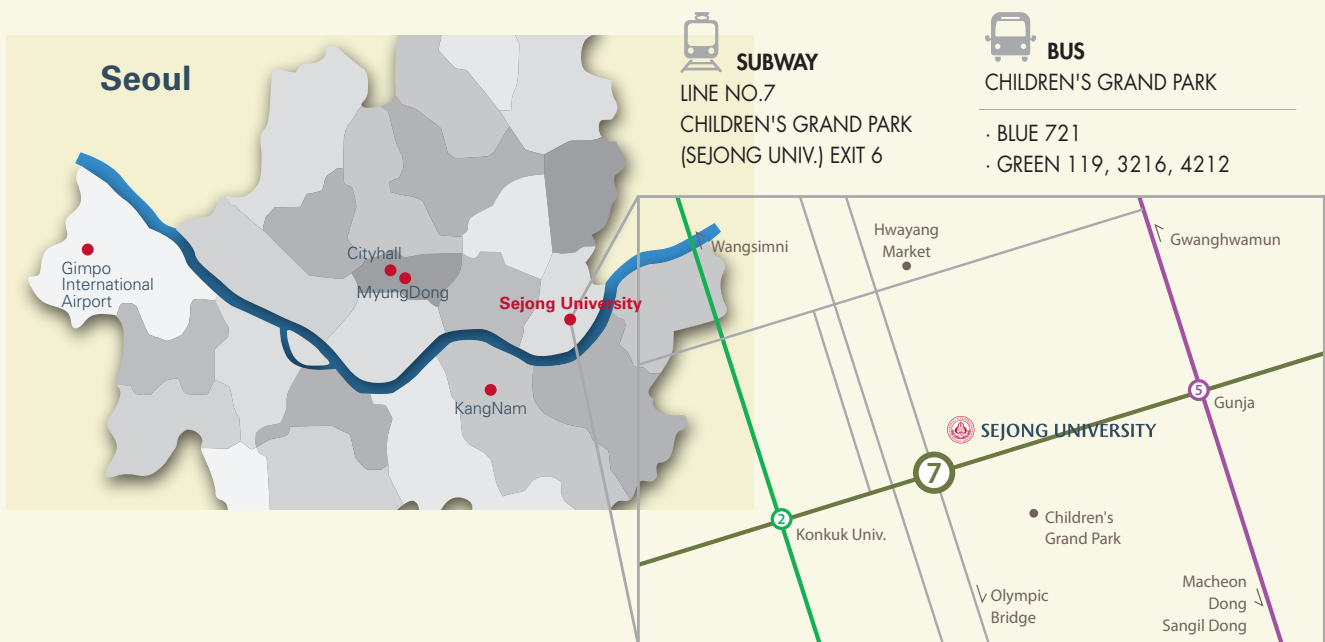
# CAMPUS MAP



- |                                      |  |   |
|--------------------------------------|--|---|
| 1 Jiphyeon-gwan                      | 11 Continuing Education Annex          | 21 Asadal Pond                              |
| 2 Daeyang Hall                       | 12 Sejong Elementary School Auditorium | 22 Daeyang Tower                            |
| 3 Mozart Hall                        | 13 Yeongsil-gwan                       | 23 Aejiheon Chapel                          |
| 4 Gunja-gwan                         | 14 Chungmu-gwan                        | 24 Daeyang AI Center                        |
| 5 Gwanggaeto-gwan                    | 15 Yulgok-gwan                         | 25 Athletics Field                          |
| 6 Yidang-gwan                        | 16 Dasan-gwan                          | 26 Sejong-gwan                              |
| 7 Jingwan Hall                       | 17 Parking Garage                      | 27 Student Center                           |
| 8 Yongdeok-gwan                      | 18 Dongcheon-gwan(University Library)  | 28 Saenal-gwan(Continuing Education Center) |
| 9 Hong Jin Structure Research Center | 19 Ujeong-dang                         | 29 Mubang-gwan(Sejong Cyber University)     |
| 10 Sejong Elementary School          | 20 Sejong University Museum            |   |



# SEJONG UNIVERSITY



## **One Stop Service Center(Admissions Team)**

- Address: (05006) One Stop Service Center(Admissions Team), Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
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- 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
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