

# Graduate School of Business

GB MBA(GlobalBusinessMBA)

SAS MBA(Sejong University-Arizona State University MBA)

KC MBA(K-Culture MBA)

## Admission Guide for International Students

GB MBA  
SAS MBA  
K-Culture  
MBA



SEJONG UNIVERSITY

Spring  
2024



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**1 Admission Timeline**

Step	Timeline			Important Notes
	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round	
<b>1. Application and Submission of Documents (by post or in person)</b>	September 14, 2023 ~ September 27, 2023 17:00	October 26, 2023 ~ November 7, 2023 17:00	December 29, 2023 10:00 ~ January 4, 2024 17:00	<ul style="list-style-type: none"> <li>Visit SJU website (<a href="http://sos.sejong.ac.kr">http://sos.sejong.ac.kr</a>) to apply.</li> <li>You must complete the online application before submitting the documents.</li> <li>Spring semester of 2024 starts on March 4<sup>th</sup>, 2024</li> <li>Once you have completed the online application, submit the required documents to SJU One Stop Service Center <b>by post or in person by the indicated deadline.</b></li> <li>Online submission of documents (PDF, etc.) is <b>not accepted.</b></li> </ul>
<b>2. Screening by Department</b>	October 26, 2023 ~ October 31, 2023	December 8, 2023 ~ December 14, 2023	January 18, 2024 ~ January 19, 2024	<ul style="list-style-type: none"> <li>Each department may conduct interviews if needed.</li> </ul>
<b>3. Announcement of Admission Decision</b>	November 17, 2023	December 28, 2023	January 30, 2024 16:00	<ul style="list-style-type: none"> <li>Admission decision will be posted on the SJU website (<a href="http://sos.sejong.ac.kr">http://sos.sejong.ac.kr</a>)</li> </ul>
<b>4. Tuition Payment</b>	November 20, 2023~ November 24, 2023	December 28, 2023 ~ January 4, 2024	January 30, 2024 ~ February 2, 2024	<ul style="list-style-type: none"> <li>Individuals who do not enroll within the given time period will be considered NOT to proceed with the admission, and thus will have their admission cancelled without notice.</li> </ul>
<b>5. Certificate of Admissions</b>	December 20, 2023 ~	January 15, 2024 ~	February 14, 2024	<ul style="list-style-type: none"> <li>In the case of any updates and/or changes in the applicant's passport, please send us the updated passport information in advance.</li> </ul>

\* The admission timeline is subject to change. If a change is made, it will be announced at the homepage.

\* If any of the required documents is missing, your application will not be accepted.

\* Applicants will be solely responsible in case of visa refusal or any related issues while applying for the visa in their home country.

**Contact Information****SJU One Stop Service Center**

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



## 2 Departments and Majors

Program	Language	Department	Major
Master' s	English	Global Business MBA	Business Administration
		Sejong-Arizona State MBA	Business Administration
	Korean	K-Culture MBA	Business Administration

## 3 Tuition and Other Fees

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

Program	Application Fee
Global Business MBA Sejong-Arizona State MBA K-Culture MBA	150,000

### 2. Tuition (as of the Academic Year 2023, subject to change for the Academic Year 2024 Unit: KRW)

Program	Admission Fee	Tuition	Total
Global Business MBA	990,000	7,964,000	8,954,000
Sejong-Arizona State MBA	990,000	7,783,000	8,773,000
K-Culture MBA	990,000	5,019,000	6,009,000

### 3. Other Estimated Expenses (per year, Unit: KRW)

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

### 4. Medical Insurance

- All international students residing in Korea are subjected to mandatory subscription to the National Health Insurance of Korea.
- Details on medical insurance fee will be notified after admission.

## 4 Qualifications

Program	Details										
Master' s	<ul style="list-style-type: none"> <li>• A person who has received a bachelor's degree from a 4-year university based either in or outside of Korea or is expected to receive a bachelor's degree by February 2024.</li> </ul>										
In Common	<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. <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 is a dual national is not considered a non-Korean national.</li> <li>* For the 3<sup>rd</sup> round, those who are not currently residing in Korea can apply. (Application for those who do not have ARC number at the time of applying will be cancelled)</li> </ul> </li> <li>2. <b>A person who meets at least one of the following requirements:</b> <ol style="list-style-type: none"> <li>(1) English Track Applicants                             <ul style="list-style-type: none"> <li>• Official English Language Test Score                                     <table border="1"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>71</td> <td>327</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>* Students from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores, but must also be acknowledged for language proficiency through further interviews.</li> <li>* The list of countries where English is the official language is attached at Appendix 2</li> </ul> </li> </ul> </li> <li>(2) Korean Track Applicants                             <ul style="list-style-type: none"> <li>• Official English Language Test Score                                     <table border="1"> <thead> <tr> <th>TOPIK</th> <th>Level 3 or higher</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> </li> </ul> </li> </ol> </li> </ol> </li> <li>• A person who has been approved by the advisor-to-be to possess the ability to carry out research and has obtained the department head's approval to submit the Letter of Verification of Research Capability (Form 6).</li> <li>• A person who has been approved by the advisor-to-be to possess the ability to carry out research and has obtained the department head's approval to submit the Letter of Verification of Research Capability (Form 6).</li> </ul>	IELTS	TOEFL iBT	New TEPS	5.5	71	327	TOPIK	Level 3 or higher		
IELTS	TOEFL iBT	New TEPS									
5.5	71	327									
TOPIK	Level 3 or higher										

**5 Required Documents**

No.	Required Documents	Notes
1	Application Form	• Complete the online application and print out the application form
2	Eligibility Document (Language)	A. An official copy of the language test score * Only scores acquired after March 1, 2022 will be accepted  B. The original copy of the Letter of Verification of Research Capability (Form 6) signed by both Sejong University's advisor-to-be and the head of the department * 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.
3	Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended	<p>• <b>Graduates from Universities in China (Submit all of the below(A~D))</b></p> <p>A. Verification from China Higher Education Student Information (CHSI)* B. Certificate of Bachelor's Degree C. Certificate of Graduation D. Transcript: English or notarized</p> <p>• <b>Graduates from Universities in Korea(Submit both A and B)</b></p> <p>A. Certificate of Graduation or Certificate of Bachelor's Degree B. Transcript</p> <p>• <b>Graduates from Universities in countries other than China and Korea(Submit both A and B)</b></p> <p>A. Certificate of Bachelor's Degree (Verified by Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled) B. Transcript: English or notarized * Students expected to graduate should submit certificate of expected graduation with the graduation date (including CHSI for those graduating from a university in China). Certificate of graduation and final version of transcripts should be uploaded on <a href="http://sos.sejong.ac.kr">http://sos.sejong.ac.kr</a> and submitted by post by February 16, 2024 for the issuance of Certificate of Admission. * Certificate of expected graduation must also obtain consulate approval or Apostille * For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.</p>
4	A Copy of the Applicant's Passport	
5	Each Copy of the Applicant's Parents' Passports	* Any official document that verifies the parent's nationality is accepted. * A notarized copy is required unless the official documents is issued in English or Chinese
6	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her parents	* If one of the parents is not listed in the family registry due to death or divorce, an official document proving the death or divorce of the absent parent should be submitted. * If you are Chinese, submit the Parent-Child Relationship Documents and a Notarized Household Register(居民户口簿)
7	The Applicant's Verification of Deposit(VOD) of a Minumum of KRW 20,000,000 Maintained for at least 1 month	* Another currency is acceptable(e.g. USD 16,000 or above, RMB 110,000 or above) * Validity Period Standards : - Date of Issuance : After Sep. 14th, 2023. - Frozen Date : Until later than March 4, 2024 * Must be issued within one month from the date of submission * In the case of a financial certificate with the validity period, the validity period is accepted up to 6 months. * The statement must be under the applicant's name, but only parents are considered as an exception when inevitable. * Foreign residents who are already registered in Korea must submit a bank statement issued only by a Korean local bank. * Additional supporting documents(ex: bank statements, employment certificates, business registrations, property tax payment certificates, etc.) may be required by the authorities for visa issuance
8	The Agreement for Verification of Academic Record	* Form 3

\* Any document that is not in English must be translated into 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.

\* All documents must be original, or officially verified as original by an official institution.

\* Applicants who graduated from university(ies) in China must submit both of the following CHSI: (1) Online Verification Report of Higher Education Degree Certificate, (2) Online Verification Report of Higher Education Qualification Certificate

\* Document Validity Period

- English translation and notarization / Consulate approval / Apostille: within 1 year from September 14, 2023

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## 6 Screening Criteria

- The admissions decisions will be made based on the academic records, accomplishments and other reference documents. The Admissions Committee will review a number of factors – academic accomplishments, academic activities, the perceived fit with academic major, adaptability, language proficiency.
- **Interviews are required**, in which case the details will be individually notified to the applicant. Notifications 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 mailboxes or contact the Office of Graduate School of Business.
- **Graduate School of Business** : [ssmba@sejong.ac.kr](mailto:ssmba@sejong.ac.kr)

## 7 How to Apply

Go to the Sejong Online Application.([sos.sejong.ac.kr](https://sos.sejong.ac.kr))

\* Applicants may be asked to participate in an interview(s) before online application if needed.



Check the information you need to fill out.



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



Pay the application fee (KRW 150,000).



Submit the offline application form with other required documents to the One Stop Service Center.

Address:

**One Stop Service Center, #209 SJU One Stop Service Center  
Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu,  
Sejong University, Seoul, Korea (05006)**



## 1. Online Application

- The standard method for application is via the [Sejong University Homepage\(sos.sejong.ac.kr\)](https://sos.sejong.ac.kr) Admission banner.
- If any of the contents entered contains false information, admission can be rescinded.
- It is strongly recommended that you complete the online application as early as you can because the system might become unstable or go down close to the deadline due to the rush of hits.

## 2. Submission of Required Documents

- After completing your online application, print out the application form and send your application packet to the following address via registered mail or submit it in person. Your application packet must arrive at the SJU One Stop Service Center by the submission deadline.

### [Contact Information]

SJU One Stop Service Center

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

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

**Phone:** +82-2-3408-3973

- The admissions staff reserves the right to require additional documents from the applicant, should there arise a need to verify the authenticity of submitted materials.
- All documents must be original except where specified otherwise. Where the original is not available and a copy is being submitted, it must be certified by the originating institution before it is submitted.

## 8 Important Notes for Applicants

1. Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application.  
Please be reminded that, in principle, any modification or cancellation will not be accepted after completing the application.
2. Be sure to make and keep photocopies of all completed forms. Any and all documents and materials submitted with the application become the property of SJU and will not be returned to the applicant. The application fee is non-refundable even in the case of withdrawal within the application period.
3. A detailed account of any individual admissions decision will not be disclosed.
4. If any of the submitted materials contains false information, admission will be rescinded.
5. If an applicant fails to graduate as scheduled, the admission for the applicant will be automatically cancelled.
6. An applicant who is admitted to two or more departments will be required to choose one over the other before registration.
7. Be sure to understand that the University issues only the Certificate of Admission for student visa(Type:D2) application for the admitted students.
8. Admitted students may not defer admission to a later semester. Students who wish to defer admission must re-apply.



## 9 Scholarship Application

1. Documents for scholarship application must be submitted to the SJU One Stop Service Center by the document submission deadline. For details regarding scholarships, please refer to Section 10. Scholarship for International Students.
2. Scholarships are valid for regular semesters only. A regular semester is defined as: the 1st through the 4th 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 3.5.
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 to be valid. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded the following semester.
7. To apply for a scholarship, see Section 10.
  - To apply for a scholarship, submit one of the official language test scores (TOEFL, TEPS, IELTS).

## 10 Scholarship for International Students

1. A person who satisfies one or more of the language proficiency requirements below will be eligible for a 50% scholarship of admission fee and tuition fee.

- English Track

Test	IELTS	New TEPS	TOEFL iBT
Score	5.5	327	71

\* 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.

- Korean Track

TOPIK	Scholarship
TOPIK Level 4 or higher	Full waiver of admission fee and 50% scholarship of tuition fee
TOPIK Level 3	Full waiver of admission fee and 40% scholarship of tuition fee

2. The language test scores must be obtained within 2 years prior to the commencement of the application period for which the scholarship application is submitted to be valid.
3. Students who meet the language proficiency requirements during their time at Sejong will begin to receive the scholarship the following semester.
4. A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.
5. A person who works for an embassy will be eligible for a 50% scholarship of tuition fee (It is essential to submit a proof of employment.)

## 11 Dormitory

Sejong University dormitories accommodate international students in double, triple and quadruple rooms and provides global and multi-cultural living environment. Sejong University also provides housing with a kitchenette for those who need to cook their own food due to dietary restrictions.

## 12 Appendix 1

### 1. Instructions on submitting academic background documents

Applicant must submit a Certificate of Graduation and a Transcript from university selecting one of the documents below during the submission period.

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

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

[CHSI - Certificate Authority]

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

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

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

- Homepage: <http://renew.kongzi.co.kr/?c1=4&c2=00>(ChinaEducationAccreditationCenter)
- Phone:+82-2-554-2688
- E-mail: [cis88@cis.or.kr](mailto:cis88@cis.or.kr)

### 2. Information of Apostille Convention

- Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007.
  - Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
- Apostille convention countries abolish the complex consular procedures to ensure the smooth mutual authentication of public and official documents.
- Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law. You can check detailed and updated information regarding regional authorities at [www.hcch.net](http://www.hcch.net).

### 3. Procedure of Issuing Apostille





## 4. Apostille Convention Countries (As of 2022.12)

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

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

Region	Total	Country
Africa	24	Botswana, Cameroon, Ethiopia, Eritrea, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe
Asia	7	Brunei, Hong Kong, India, Malaysia, Pakistan, Philippines, Singapore
Australia / Oceania	14	Australia, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Europe	3	Ireland, Malta, United Kingdom
Americas	14	Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

※ Students from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores for admission. However, submission of an official English test score is required for graduation.