

Graduate School of Public Policy Asian Studies Program Admission Guide for International Students Spring 2018

English

I. Admission Timeline	Page 1
II. Department and Majors	Page 2
III. Qualifications	Page 2
IV. Required Documents	Page 3
V. Screening Criteria	Page 4
VI. How to Apply	Page 4
VII. Important Notes for Applicants	Page 5
VIII. Tuition and Other Fees	Page 5
IX. Scholarship Application	Page 6
X. Scholarship for International Students	Page 6
XI. Dormitory	Page 6

I Admission Timeline

Step	Deadline	Important Notes
1. On-line Application	September 11 th (Monday), 2017 - 5:00PM, November 3 rd (Friday), 2017	<ul style="list-style-type: none"> * Admission is for the Spring 2018 (starting March 2nd, 2018). * You must pay the application fee to apply successfully. * An application fee of ₩120,000 KRW (non refundable). * Go to the SU website (http://eng.sejong.ac.kr). Click on the Fall 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)	September 11 th (Monday), 2017 - 5:00PM, November 10 th (Friday), 2017	<ul style="list-style-type: none"> * Once you have completed the online application, submit the required documents to the SU CISS(The center for International Students & Scholars) - (Address : #209 SU 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	December 11 th (Monday), 2017 - December 13 th (Wednesday), 2017	<ul style="list-style-type: none"> * ASP office will contact you individually for the screening/interview details if needed.
4. Announcement of Admission Decision	5:00PM (or later), January 12 th (Friday), 2018	<ul style="list-style-type: none"> * The admissions decisions will be posted on the SU website (http://eng.sejong.ac.kr) Click on Announcement of Admission Decision for Spring 2018 banner to find out.
5. Tuition Payment	January 15 th (Monday), 2018 - January 19 th (Friday), 2018	<ul style="list-style-type: none"> * To accept the admission offer, you must pay the entire amounts of both the admission fee and the tuition within the Fall 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 detailed information will be posted on the Graduate School of Business website (http://graduatebusiness.sejong.ac.kr) after announcement of admission decision.

※ 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.

※ Any issues that arise as a result of an international applicant who resides outside Korea applying for visa will be solely the responsibility of the applicant.

[Contact Information]

SU CISS(The center for International Students & Scholars)

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

Email : intadmission@seong.ac.kr

Phone : 82-2-3408-3973

II Departments and Majors

Language (Track)	Department	Program	Major
English	Asian Studies Program	Master's	Asian Studies

* A total of 5 semesters is required to be granted a master's degree in the Asian Studies Program.

III 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 2 nd , 2018																	
In Common	<p>A. International applicants must meet ALL of the following requirements:</p> <ul style="list-style-type: none"> - A non-Korean national whose parents are BOTH non-Korean nationals. ※ 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" style="width: 100%; text-align: center;"> <thead> <tr> <th rowspan="2">Test</th> <th rowspan="2">TEPS</th> <th colspan="3">TOEFL</th> <th rowspan="2">IELTS</th> <th rowspan="2">PTE A</th> </tr> <tr> <th>PBT</th> <th>CBT</th> <th>IBT</th> </tr> </thead> <tbody> <tr> <td>Score</td> <td>600</td> <td>555</td> <td>210</td> <td>80</td> <td>5.5</td> <td>53</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ※ Persons from countries where English is the official language are exempt from these language proficiency requirements. ※ List of countries where English is the official language attached. 	Test	TEPS	TOEFL			IELTS	PTE A	PBT	CBT	IBT	Score	600	555	210	80	5.5	53
Test	TEPS			TOEFL					IELTS	PTE A								
		PBT	CBT	IBT														
Score	600	555	210	80	5.5	53												

IV Required Documents

No.	Program Required Documents	Check List		Notes
1	Application Form	●	check here	※ Print out after completing the online application
2	Eligibility Document	●	check here	A. An official copy of the language test score. ※ The score must be from a test taken later than September 11th, 2015 . or 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 during screening.
3	Three (3) Passport-sized Photos	●	check here	※ Within the last 3 months
4	Certificate of a Bachelor's Degree	●	check here	※ Documents must be verified by the Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled. (See Appendix 1.) ※ If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation. Also, you should submit a bachelor's degree and the original copy of the transcript that the records for last semester are included by no later than February 28th, 2018
5	Original Copy of the Transcript for the Entire Period Attended	●	check here	※ Documents must be verified by the Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled. (See Appendix 1.) ※ Transcripts and certificates from Chinese universities MUST be accompanied by verification from the China Academic Degree & Graduate Education Development Center. For details, please refer to: http://www.cdqdc.edu.cn .
6	Study Plan	●	check here	※ Form 2
7	A Copy of the Applicant's Passport	●	check here	
8	A Copy of the Applicant's Alien Registration Card	if applicable	check here	※ Applicable to international applicants residing in Korea at the time of application
9	A copy of 居民身份证	if applicable	check here	※ Chinese applicants only
10	Each Copy of the Applicant's Parents' Passports	●	check here	※ Any official document documents that show the parents' nationality are accepted.
11	A Notarized Household Register (居民户口簿)	if applicable	check here	※ Chinese applicants only
12	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	●	check here	
13	The Applicant's or the Sponsor's Verification of Deposit (VOD) of a Minimum of USD20,000 Maintained for at least 1 Month; OR a Certificate of Remittance or Money Exchange of USD20,000	●	check here	※ Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance.
14	The Agreement for Verification of Academic Record	●	check here	※ Form 3
15	Scholarship Application Document	if applicable	check here	A. An official copy of the language test score. ※ The score must be from a test taken later than February 28th, 2016 or B. If you are from countries where English is the official language, you don't have to submit an official copy of the language test score. You would be awarded 30% Scholarship.

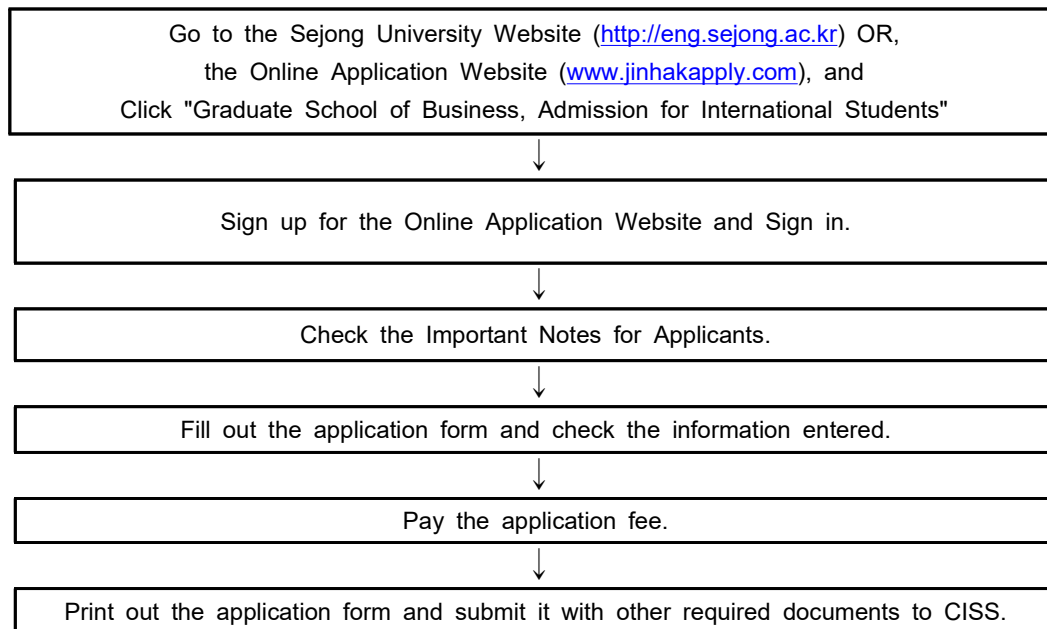
※Any document that is not in Korean or English must be translated into Korean or English and notarized before submission.
※If any of the required documents is missing, your application will not be accepted and your application fee is non refundable.

V 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 may be required, in which case the details will be individually notified to the applicant.

VI 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.
- For the Spring 2018 term, the deadline for online application is 5:00PM, November 3rd (Friday), 2017 (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.
- 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 Checklist and send your application packet to the following address via registered mail or submit it in person. Your application packet must arrive at the SU CISS(The center for International Students & Scholars)by 5:00PM, November 10th(Wednesday), 2017 (Korea local time).

[Contact Information]

SU CISS(The center for International Students & Scholars)

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

Email : intadmission@seong.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.
- Any document that is not in Korean or English must be accompanied by notarizing Korean or English translation. Please submit the original document as well.

VII 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 SU and will not be returned to the applicant. The application fee is non-refundable.
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 Admissions for student visa (Type: D2) application for the admitted students.
8. 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.
9. Admitted students may not defer admission to a later semester. Students who wish to defer admission must re-apply.

VIII Tuition and Other Fees

1. Application Fee

(1,200KRW/USD)

Program	Application Fee
Asian Studies Program(Master's)	120,000KRW (USD100)

※ The application fee is not refundable.

2. Tuition (Provisional)

Admission Fee	Tuition	Total
990,000KRW (USD825)	4,141,000KRW (USD3,450)	5,131,000RW (USD4,275)

3. Other Estimated Expenses (per year)

Living Expenses	Miscellaneous	Total
7,500,000KRW (USD6,250)	1,200,000KRW (USD1,000)	8,700,000KRW (USD7,250)

4. Medical Insurance (Provisional) ※ The uninsured only at the time of entrance in Sejong University

- Male: 66,500KRW(USD56)/6months, Female: 61,500KRW(US52)/6months

IX Scholarship Application

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by 5:00PM, November 10 (Friday), 2017 (Korea local time). For details regarding scholarships, please refer to Section X. Scholarships for International Students.
2. Scholarships are paid 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 commencement of the semester for which the scholarship application is submitted (February 28th, 2016 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)
 ※ The score must be from a test taken later than February 28, 2016.

X Scholarship for International Students

1. Faculty at Sejong University are eligible for a 70% scholarship on Admission and Tuition fees.
2. Applicants currently working in Korea are eligible for a 30% scholarship on Admission and Tuition fees.
3. Applicants who satisfy any of the language proficiency requirements listed below are eligible for a **30%** scholarship on Admission and Tuition fees. Test scores must be less than two years old 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. (Applicants from countries with English as an official language are exempt from these requirements, and will qualify automatically.)

Test	TEPS	TOEFL			IELTS	PTE A
		PBT	CBT	IBT		
Score	710	555	225	85	6.0	57

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.

XI Dormitory

- Sejong University provides a multi-cultural living environment for more than 700 international students. On-campus, these are offered in double, triple and quad dorm rooms. Off-campus, Sejong has a limited amount of housing for those who wish to prepare their own meals for religious, health or other reasons.

XII Attachment

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