

# Graduate School of Public Policy

## Asian Studies Program / Master of Public Administration

### Admission Guide for International Students (2nd Round)

#### Fall 2021

#### English

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## Admission Timeline

Step	Deadline	Important Notes
1. Application	May 10 <sup>th</sup> (Mon), 2021 - May 28 <sup>th</sup> (Fri), 2021, until 17:00	<ul style="list-style-type: none"> <li>* Admission for the Fall 2021 (Starting August 28, 2021)</li> <li>* You must pay the application fee of ₩120,000 KRW (non refundable) to apply successfully.</li> <li>* Go to the SJU website (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>). Click on the Fall Admission for International Students banner and proceed as instructed to apply.</li> <li>* You must complete the online application before you submit the documents.</li> </ul>
2. Submission of Documents (by post or in person)	May 10 <sup>th</sup> (Mon), 2021 - May 28 <sup>th</sup> (Fri), 2021, until 17:00	<ul style="list-style-type: none"> <li>* Once you have completed the online application, submit the required documents to the SJU CISS(The center for International Students &amp; Scholars) - (Address : #209 SJU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea.(05006) or in person by the indicated deadline.</li> <li>* 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.</li> </ul>
3. Screening by Department	June 7 <sup>th</sup> (Mon), 2021 - June 25 <sup>th</sup> (Fri), 2021 *provisional	<ul style="list-style-type: none"> <li>* Department will contact you individually for the screening/interview details if needed.</li> </ul>
4. Announcement of Admission Decision	July 7 <sup>th</sup> (Wed.), 2021, 17:00 (or later)	<ul style="list-style-type: none"> <li>* The admissions decisions will be posted on the SJU website (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>) Click on Announcement for Admission Decision for Fall 2021 banner to find out.</li> </ul>
5. Tuition Payment	July 12 <sup>th</sup> (Mon) - July 16 <sup>th</sup> (Fri), 2021 (tentative)	<ul style="list-style-type: none"> <li>* To accept the admission offer, you must pay the entire amount 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.</li> </ul>

- ※ The admission timeline is subject to change. If a change is made, it will be announced at the website (<http://eng.sejong.ac.kr>)
- ※ If any of the required documents is missing, your application will not be accepted.
- ※ Applicants will be solely responsible in case of visa refusal or any related issues while applying for the visa in their home country.

[Contact Information]

SJU CISS(The Center for International Students & Scholars)

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

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

Phone : 82-2-3408-3973

## II Departments and Majors

Language (Track)	Department	Program	Major	Note
English	Asian Studies Program	Master's	Asian Studies	Evening Classes
English	Public Administration	Master's	Public Administration	Evening Classes

\* A total of 5 semesters is required to be granted for a master's degree.

## III Tuition and Other Fees

### 1. Application Fee

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

※ The application fee is not refundable.

### 2. Tuition (Provisional)

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

### 3. Other Estimated Expenses (per year)

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

### 4. Medical Insurance (Provisional)

- Details on SJU group health insurance will be announced after admission.

## IV Qualifications

Program	Details										
Master's	A person who has received a bachelor's degree from a 4-year university based either in or outside of Korea, or is expected to receive a bachelor's degree before August, 2021.										
In Common	<p>International applicants must meet both of the following requirements :</p> <p><b>A. A non-Korean national whose parents are BOTH non-Korean nationals.</b></p> <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> </ul> <p><b>B. A person who meets at least one of the following language proficiency requirements:</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>TEPS</th> <th>New TEPS</th> <th>PTE-A</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>80</td> <td>600</td> <td>326</td> <td>53</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <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>※ List of countries where English is the official language attached.</li> </ul>	IELTS	TOEFL iBT	TEPS	New TEPS	PTE-A	5.5	80	600	326	53
IELTS	TOEFL iBT	TEPS	New TEPS	PTE-A							
5.5	80	600	326	53							

## V Required Documents

No.	Required Documents	Program	Notes
1	Application Form		Complete the online application and print it
2	Eligibility Document (Language)		<p>A. An official copy of the language test score.  <b>※ The score must be from a test taken later than March 19<sup>th</sup>, 2019</b> (2 years from the starting date of application period)</p> <p>B. If you are from countries where English is the official language, you are exempted from these language proficiency requirements. However, if you have one, submit it. It will be considered favorably during screening.</p>
3	Certificate of a Bachelor's Degree & Transcript		<p><b>&lt;Graduates from Universities in China (Submit all of the below ①~④)&gt;</b>            ① Verification from China Academic Degree &amp; Graduate Education Development Center (CDGDC)            ② Certificate of Bachelor's Degree            ③ Certificate of Graduation            ④ Transcript            If the above documents are issued in English, submit the originals. If these are issued in Chinese, submit the English or Korean translation &amp; notarization copy.</p> <p><b>&lt;Graduates from Universities in Korea (Submit both ① and ②)&gt;</b>            ① Certificate of Graduation or Certificate of Bachelor's Degree (Original)            ② Transcript (Original)</p> <p><b>&lt;Graduate from Universities in countries other than China and Korea (Submit both ① and ②)&gt;</b>            ① Certificate of Bachelor's Degree (<b>Verified by Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled</b>)            ② Transcript : If it is issued in English, submit the Original Copy. Otherwise, submit English or Korean translation&amp; Notarization copy.</p> <p>※ 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, 2021.</p>
4	Study Plan		※ Form 2
5	A Copy of the Applicant's Passport		
6	Each Copy of the Applicant's Parents' Passports		※ Any official document documents that show the parents' nationality are accepted.
7	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents		<p>※ if one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted.            ※ If you are Chinese, submit Parent-Child Relationship Documents and a Notarized Household Register (居民戶口簿)</p>
8	The Applicant's Verification of Deposit (VOD) of a Minimum of USD20,000		<p>※ Must be issued within one month from the date of submission.            ※ In the case of a financial certificate with validity period, the validity period is accepted up to 6 months            ※ The statement must be under the applicants name, but only parents are considered as an exception when inevitable.            ※ Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance.</p>
9	The Agreement for Verification of Academic Record		※ Form 3

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

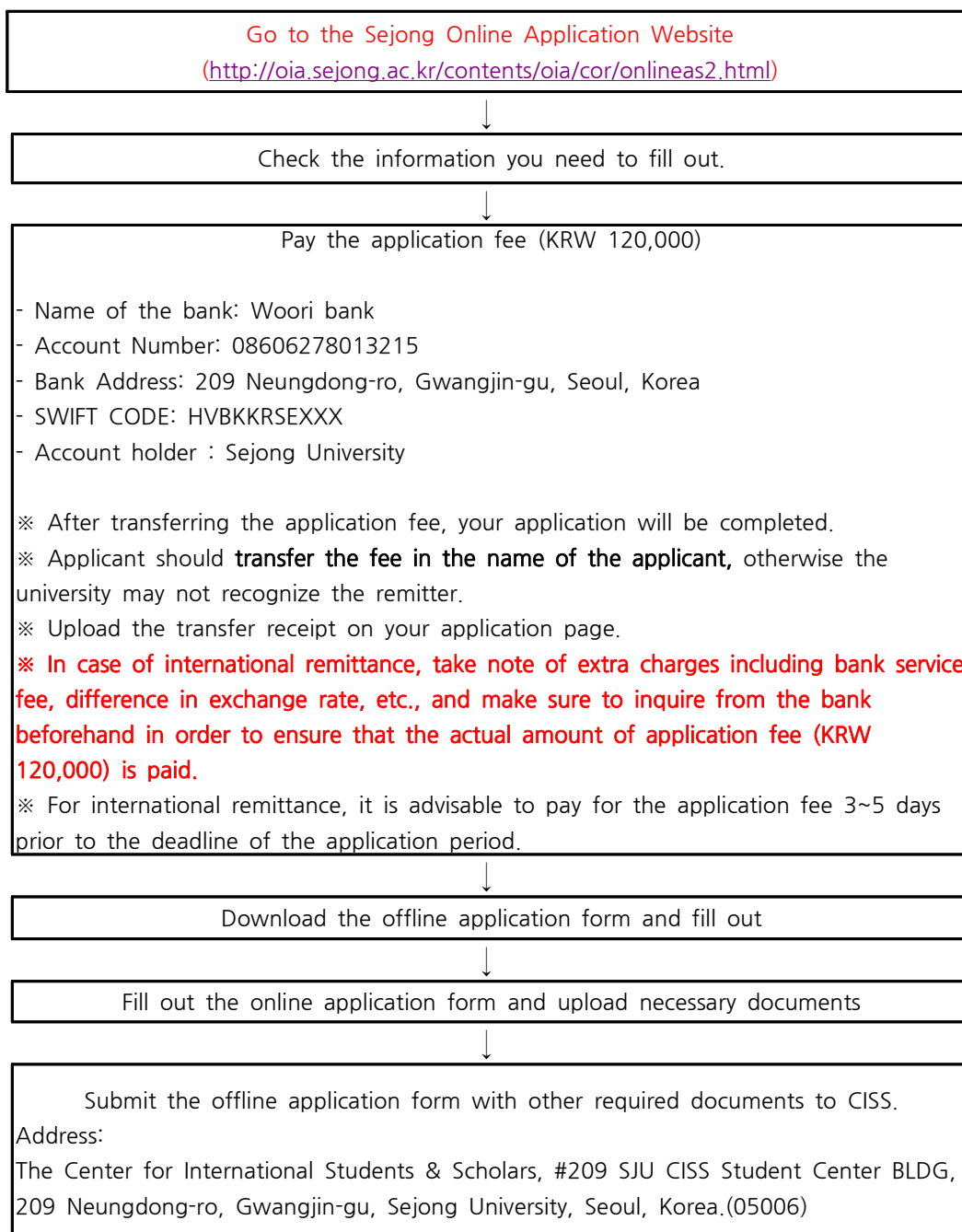
## VI Screening Criteria

- The admissions decisions will be made based on the study plan, academic records, accomplishments and other reference documents. The Admissions Committee will review a number of factors - academic accomplishments, academic activities, perceived fit with academic major, adaptability, language proficiency.

- **Interviews are required**, in which case the details will be individually notified to the applicant. Notification will be delivered to the contact information filled out by the applicant, so kindly make sure to **double check the information when filling out the application form**. If the applicant does not receive any notification during the screening period, check your spam mail boxes or contact the Office of Graduate School of Public Policy.

Graduate School of Public Policy: pubsejong@sejong.ac.kr

## VII How to Apply



## 1. Online Application

- The standard method for application is via **Sejong University Website (<http://eng.sejong.ac.kr>) Admission banner**. It is only compatible with 5.0 or higher version of Internet Explorer.
- For the Fall 2021 term, the online application period is May 10<sup>th</sup> (Mon) to May 28<sup>th</sup> (Fri) 17:00PM (Korean Standard 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 send your application packet to the following address via registered mail or submit it in person. Your application packet must arrive at the SJU CISS(The center for International Students & Scholars) by 5:00PM, May 28<sup>th</sup> (Friday), 2021 (Korea local time).

**[Contact Information]**

SJU CISS(The Center for International Students & Scholars)

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

Email : [intadmission@sejong.ac.kr](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.

## 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 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.

## **IX Scholarship Application**

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by 17:00PM, May 28<sup>th</sup> (Friday), 2021 (Korea Standard Time). For details regarding scholarships, please refer to Section X. Scholarships for International Students.
2. Scholarships are valid for regular semesters only. A regular semester is defined as: the 1<sup>st</sup> through the 5<sup>th</sup> semester for the Master's degree programs. The scholarship amounts will not exceed the tuition fees designated for the semester.
3. The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.
4. If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
5. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.0.
6. All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior to the beginning of the application period for which the scholarship application is submitted (March 29, 2019 or later) to be valid. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded the following semester.
7. To apply for a scholarship, see Section X.  
 To apply for a scholarship, submit one of the official language test score (TOEFL, TEPS, IELTS, PTE-A)  
 ※ The score must be from a test taken later than March 29, 2019

## **X Scholarship for International Students**

1. Applicants currently working in Korea are eligible for a 30% scholarship on Tuition fees.
2. Applicants who satisfy any of the language proficiency requirements listed below are eligible for a **30%** scholarship on Tuition fees. Test scores must be within 2 years prior to the commencement of the application period to qualify for a scholarship. Students who meet the language proficiency requirements during their time at Sejong will begin to receive the scholarship the following semester.

Test	IELTS	TEPS	New TEPS	TOEFL iBT	PTE A
Score	5.5	710	387	85	57

- ※ Persons from countries where English is the official language are exempted from language proficiency requirements for admission. However, students should submit appropriate language score to apply for the scholarship.
3. Faculty at Sejong University are eligible for a 70% scholarship on Admission and Tuition fees.
  4. In all cases, scholarships will be discontinued if the recipient's GPA falls below 3.0 in the preceding semester.
  5. Recipients of foreign government scholarships may be excluded from Sejong scholarships.

## **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 Appendix**
**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