

# Graduate Admission Guide for International Students Fall 2018

## English

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# I Admission Timeline

Step	Deadline	Important Notes
<b>1. Admission Information Session</b>	March 28 <sup>th</sup> (Wednesday), 2018, 14:00	* Detailed information will be noticed in the SJU website.
<b>2. On-line Application</b>	March 12 <sup>th</sup> (Monday), 2018 – 5:00PM, May 4 <sup>th</sup> (Friday), 2018, until 17:00	<ul style="list-style-type: none"> <li>* Go to the SJU website (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>). Click on the Fall 2018 Graduate School Admission for International Students banner and proceed as instructed to apply.</li> <li>* You must pay the application fee to apply successfully.</li> <li>* You must complete the online application before you submit the documents</li> <li>* Admission is for the <b>Fall 2018 (starting on September 3rd, 2018)</b></li> </ul>
<b>3. Submission of Documents (by post or in person)</b>	March 12 <sup>th</sup> (Monday), 2018 – 5:00PM, May 4 <sup>th</sup> (Friday), 2018, 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) by post 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>
<b>4. Screening by Department</b>	June 04 <sup>th</sup> (Monday), 2018 – June 07 <sup>th</sup> (Thursday), 2018	* <u>Departments of “Hospitality and Tourism Management”, “Culinary and Food Service Management” and “Business and Accounting” will have tele and/or video (skype) interview during <b>10:00AM, June 04<sup>th</sup> (Monday) – 10:00 PM, 04:00 PM, June 6<sup>th</sup> (Wednesday), 2018 (Korea Standard Time)</b>.</u> For the screening/interview details, please contact the individual department offices.
<b>5. Announcement of Admission Decision</b>	July 06 (Friday), 2018, 5:00PM (or later)	* 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 the Fall 2018 Graduate School Admission for International Students banner to find out.
<b>6. Tuition Payment</b>	July 16 <sup>th</sup> (Monday), 2018 – July 20 <sup>th</sup> (Friday), 2018 (tentative)	<ul style="list-style-type: none"> <li>* 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.</li> <li>* The detailed information will be posted on SJU website (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>) early July, 2018</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.
- ※ 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]

The Center for International Students and Scholars (CISS)  
 Room #209, Student Center, Sejong University  
 209 Neungdong-ro, Gwangjin-gu, Seoul 143-747, Korea  
 Email: [intadmission@seong.ac.kr](mailto:intadmission@seong.ac.kr)  
 Phone: 82-2-3408-3973  
 Fax: 82-2-3408-3813

## II Departments and Majors

Division	Language		Department	Program			Major
	Korean	English		Master's	Ph.D	Joint	
Liberal Arts and Social Science	○	×	Korean Language and Literature	○	○	×	Korean Language Education
			English Language and Literature	○	○	○	English Linguistics, English Literature, Translation Studies, English Teaching
			Japanese Language and Literature	○	○	○	Japanese Linguistics, Japanese Literature, Japanese Language Teaching, Japanology
			Chinese Trade and Commerce	○	×	×	Korea-China Trade and Commerce, Korea-China Political Economics, Korea-China Cultural Studies
			Education	○	○	○	Philosophy of Education, Educational Technology, Educational Administration, Educational Measurement & Evaluation, Life-long Education, Education Psychology
			History	○	○	○	Korean History, Archeology
			Economics and Commerce	○	○	○	Economics, International Commerce
			Public Administration	○	○	○	Public Administration, Public Policy
			Communication Arts	○	○	○	Media and Communication, Advertising and Public Relation
			Business	○	○	○	Business Administration
	○	○	Hospitality and Tourism Management	○	○	○	Hospitality and Tourism Management
	○	×	Culinary and Food Service Management	○	○	×	Food and Culinary Science, Food Service Management
Natural Science	○	○	Physics	○	○	○	Physics
			Chemistry	○	○	○	Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry, Biochemistry
			Mathematics	○	○	○	Numerical Analysis, Cryptography, Algebra
			Statistics	○	○	○	Mathematical Statistics, Biostatistics
			Astronomy and Space Science	○	○	○	Astronomy and Space Science
			Molecular Biology	×	○	○	Plant Molecular Biology, Molecular Biochemistry, Animal Molecular Biology, Neurobiology ※ Only the applicants for Plant Molecular Biology may apply for joint program
Engineering	○	○	Environment and Energy	○	○	○	Climate Change, Environmental Science
			Food Science and Biotechnology Engineering	○	○	○	Food Science and Biotechnology Engineering
			Computer Science and Engineering	○	○	○	Computer Science and Engineering
			Information and Communication Engineering	○	○	○	Information and Communication Engineering
			Computer and Information Security	○	○	○	Computer and Information Security
			Electronics Engineering	○	○	○	Electronics Engineering
			Architectural Engineering	○	○	○	Architectural Structure, Architectural Materials, Architectural Environment and Building Systems, Building Information Technology/Construction Management
			Architecture	○	○	○	Architectural Planning/Design, Architectural Planning-Urban Design, Construction Management, Architectural History & Theory
			Civil and Environmental Engineering	○	○	○	Structural Engineering, Hydro Engineering, Geotech and Pavement Engineering, Environmental Engineering
			Integrative Bioscience and Biotechnology	○	○	○	Integrative Bioscience and Biotechnology
			Plant Biotechnology	○	×	×	Bioindustry and Bioresource Engineering
			Mechanical Engineering	○	○	○	Mechanical Engineering
			Aerospace Engineering	○	○	○	Aerospace Engineering
			Optical Engineering	○	○	○	Optical Engineering
			Software Convergence	○	○	○	Software Convergence
			Nanotechnology and Advanced Materials Engineering	○	○	○	Nanotechnology and Advanced Materials Engineering
Geoinformation Engineering	○	○	○	GIS (Geographic Information System), Advanced Geodesy and GNSS, Photogrammetry, Remote Sensing, Geological and Geohazard Information Engineering			
Energy & Mineral Resources Engineering	○	○	○	Energy & Mineral Resources Engineering			
Nuclear Engineering	○	○	○	Nuclear Engineering			
Art and P.E.	○	×	Painting	○	×	×	Korean Painting, Painting
			Design	○	○	○	Visual Communication Design, Industrial Design
			Music	○	○	×	* Master's Program: Master's: Voice, Pipe, String, Piano (Performance, Pedagogy, Accompanying), Violin Pedagogy, Applied Music * Ph.D Program: Voice, Pipe, String, Piano (Performance, Pedagogy), Applied Music
			Physical Education	○	○	○	Physical Education
			Dance	○	○	○	Korean Traditional Dance, Modern Dance, Ballet
			Fashion Design	○	○	○	* Master's: xFashion Design * Doctorate: Fashion Design, Aesthetics of Costume, Fashion Marketing, Stage Costume Design, Digital Fashion Design, Textile Design, Fashion Make up, Stylist, Fashion Editor
			Comics & Animation	○	×1)	×	Animation, Comics 1)For PhD, courses are available in Collaborative Programs in <b>Cooperative Course of Performance, Film &amp; Animation</b>
Film Arts	○	×2)	×	Scenario-Visual Contents Planning, Acting, Theater Directing & Staff 2)For PhD, courses are available in Collaborative Programs in <b>Cooperative Course of Performance, Film &amp; Animation</b>			
Collaborative Program	○	×	Cooperative Course of Performance, Film & Animation	×	○	×	Performing Art, Film Art, Comics & Animation .
			Department of Integrative Bio-industrial Engineering	○	×	×	Integrative Bio-industrial
			Artificial Intelligence and Linguistic Engineering	○	×	×	Artificial Intelligence and Linguistic Engineering
	○	○	Cooperative Course for Climate Change	○	○	○	Climate Change Policy, Climate Change Science, Climate Change Engineering
			Cooperative Course for Urban, Real Estate and Distribution Study	×	○	×	Urban Study, Real Estate Study, Commercial Science Development
			Cooperative Course of Defense Systems Engineering	○	○	○	Underwater Acoustics and Signal Processing, RADAR and Electronic Warfare, Control Engineering

※ For Korean Language and Literature, students may apply for the Korean Education Master's program regardless of their majors. ※ Film Arts is an MFA program.  
 ※ All courses are Korean based but Hotel Management, Natural Science, Engineering Courses are also provided in English  
 ※ In case of PhD intensive program (classes is offered during the vacation), the courses are expected to be offered in 2 language (Korean and Chinese) and only Economics & Commerce and Cartoon Animation applications(specific major will be notified later) will be accepted as of this time.  
 ※ Applicants who have less than TOPIK level 4 are required to attend Korean language classes during the vacation run by our University (separate tuition payment required).

※ The process of getting acknowledgment for the degree earned after graduation from the Ph.D. intensive program in the student's home country must be done at the student's own risk

### III Qualifications

Program	Details																																				
Master's & Master-Ph.D Joint	A person who has received a bachelor's degree from a 4-year university based either in or outside Korea, or is expected to receive a bachelor's degree before September 3 <sup>rd</sup> , 2018																																				
Ph.D	<p>A person who has received a master's degree from a 4-year university based either in or outside Korea, or is expected to receive a master's degree before September 3<sup>rd</sup>, 2018</p> <p>※ The applicants for PhD intensive program must be a University professor or an equivalent entitlement holder.</p> <p><b>International applicants must meet ALL of the following requirements:</b></p> <p>A. 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> <p>B. A person who meets at least one of the following requirements:</p> <p>1) English Track Applicants</p> <table border="1"> <thead> <tr> <th colspan="3">TOEFL</th> <th rowspan="2">TEPS</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>550</td> <td>210</td> <td>80</td> <td>600</td> <td>5.5</td> <td>53</td> </tr> </tbody> </table> <p>※ Persons from countries where English is used as mother tongue or English is the official language are exempted from these language proficiency requirements, however, Students should be recognized for their language skills through additional interviews.                      ※ see appendix 2</p> <p>1-1) Students on government scholarships, scholarship students on foreign government support</p> <table border="1"> <thead> <tr> <th colspan="3">TOEFL</th> <th rowspan="2">TEPS</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>500</td> <td>190</td> <td>68</td> <td>500</td> <td>5.0</td> <td>47</td> </tr> </tbody> </table> <p>2) Korean Track Applicants                      Students who meet the following TOPIK level</p> <table border="1"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and P.E, Collaborative Program</th> <th>Students on government scholarships, scholarship students on foreign government support, Department of Dance, Department of Music</th> </tr> </thead> <tbody> <tr> <td>Level 4 or above</td> <td>Level 3 or above</td> <td>Level 2 or above</td> </tr> </tbody> </table> <p>4) A person who the advisor-to-be determines to be in possession of the ability to carry out research and obtains the department head's approval to submit the Letter of Verification of Research Capability, provided, however, that he/she meets one or more of the language proficiency requirements stipulated in C.1. above before the submission of the dissertation.</p> <p>5) A person who has graduated from, or is scheduled to graduate from, a university with which Sejong University has signed an exchange agreement or has a sister university relationship and is recommended by the president of such university, provided, however, that he/she meets one or more of the language proficiency requirements stipulated in 1) above before the submission of the dissertation.</p> <p>6) An individual who completes the Level 4 Korean Language courses at the Sejong University International Language Institute (ILI) AND is recommended by the Dean of ILI. (Once admitted, the student is required to pass Level 3 of TOPIK before the end of his/her first semester at SU Graduate School)</p> <p>※ An applicant who meets the 2) requirement, and has passed Level 3 of TOPIK must pass Level 4 (or higher) of TOPIK before submitting his/her dissertation;                      An applicant who meets the 2) requirement and has passed Level 2 of TOPIK must pass Level 3 (or higher) of TOPIK before submitting his/her dissertation;                      An applicant who meets the 4), 5) or 6) requirement and finally admitted into the Korean track must pass Level 4 of TOPIK before submitting his/her dissertation.</p>	TOEFL			TEPS	IELTS	PTE-A	PBT	CBT	IBT	550	210	80	600	5.5	53	TOEFL			TEPS	IELTS	PTE-A	PBT	CBT	IBT	500	190	68	500	5.0	47	Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E, Collaborative Program	Students on government scholarships, scholarship students on foreign government support, Department of Dance, Department of Music	Level 4 or above	Level 3 or above	Level 2 or above
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In Common																																					

## IV Required Documents

No.	Program Required Documents	Master's & Master-Ph.D Joint	Ph.D	Notes
1	<a href="#">Application Form</a>	●	●	※ Print out after completing the online applicaiton ※ Any one of the following:
2	<a href="#">Eligibility Document</a>	●	●	A. An official copy of the language test score (TOEFL, TEPS, IELTS or TOPIK) ※ The score must be from a test taken later than <b>August 31<sup>st</sup>, 2016</b> . B. The original copy of the Letter of Verification of Research Capability (Form 6) signed off by both the Sejong University advisor-to-be and the head of the department C. A letter of recommendation from the president of a university with which Sejong University has signed an exchange agreement or has a sister university relationship. D. A letter of recommendation from the dean of Sejong University International Language Institute (ILI) E. A certificate of employment as an University professor or document providing equivalent qualifications ※ Only the applicants for PhD intensive program
3	<a href="#">Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended</a>	●	●	※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.) A. If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation and a bachelor's degree and the original copy of the transcript that the records for last semester are included in no later than <b>September 3<sup>rd</sup>, 2018</b> . B. Transcripts and certificates from Chinese universities MUST be accompanied by both a notarized Bachelor's degree and a degree verification from the China Academic Degree & Graduate Education Development Center (CDGDC). For details, please refer to: <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a> .
4	<a href="#">Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended</a>		●	※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.) A. If you are currently enrolled in an master program, you should submit an official document that indicates your expected date of graduation and a master's degree and the original copy of the transcript that the records for last semester are included in no later than <b>September 03<sup>rd</sup>, 2018</b> . B. Transcripts and certificates from Chinese universities MUST be accompanied by both a notarized Master's degree and a degree verification from the China Academic Degree & Graduate Education Development Center (CDGDC). For details, please refer to: <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a> .
5	<a href="#">Study Plan</a>	●	●	※ Form 2
6	<a href="#">Research Accomplishments List</a>		●	※ Form 4
7	<a href="#">Curriculum Vitae, Employment Certificates</a>		●	※ CV: free form ※ Employment Certificate: if applicable
8	<a href="#">Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.</a>	if applicable	if applicable	※ Additional materials for applicants to programs in Fine Arts, Music and Physical Education to demonstrate their talent in the respective areas
9	<a href="#">A Copy of the Applicant's Passport</a>	●	●	
10	<a href="#">Each Copy of the Applicant's Parents' Passports</a>	●	●	※ Any official document documents that show the parents' nationality are accepted.
11	<a href="#">A Notarized Household Register (居民戶口簿)</a>	if applicable	if applicable	※ Chinese applicants only
12	<a href="#">An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents</a>	●	●	
13	<a href="#">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</a>	●	●	※ If you do not have the bank statement with a minimum balance of USD20,000, it can be substituted with the Financial Support Form (Form 5) signed by your advising faculty member at Sejong University. The Financial Support Form must be submitted to the Center for International Students and Scholars as a reference document. ※ Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance. ※ The Financial Support Form may not be accepted by the consulate/embassy.
14	<a href="#">The Agreement for Verification of Academic Record</a>	●	●	※ Form 3
15	<a href="#">Scholarship Application Document</a>	if applicable	if applicable	※ To apply for a scholarship, refer to Section IX. Scholarships for International Students and submit only the applicable documents listed below: A. A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher (SU professor) of the project (Form 7) B. An official language test score (TOEFL, TEPS, IELTS, TOPIK.) ※ The score must be from a test taken later than <b>August 31<sup>st</sup>, 2016</b>

※ Any document that is not in Korean or English must be translated into Korean or English and notarized before submission.

※ 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.)

## V Screening Criteria

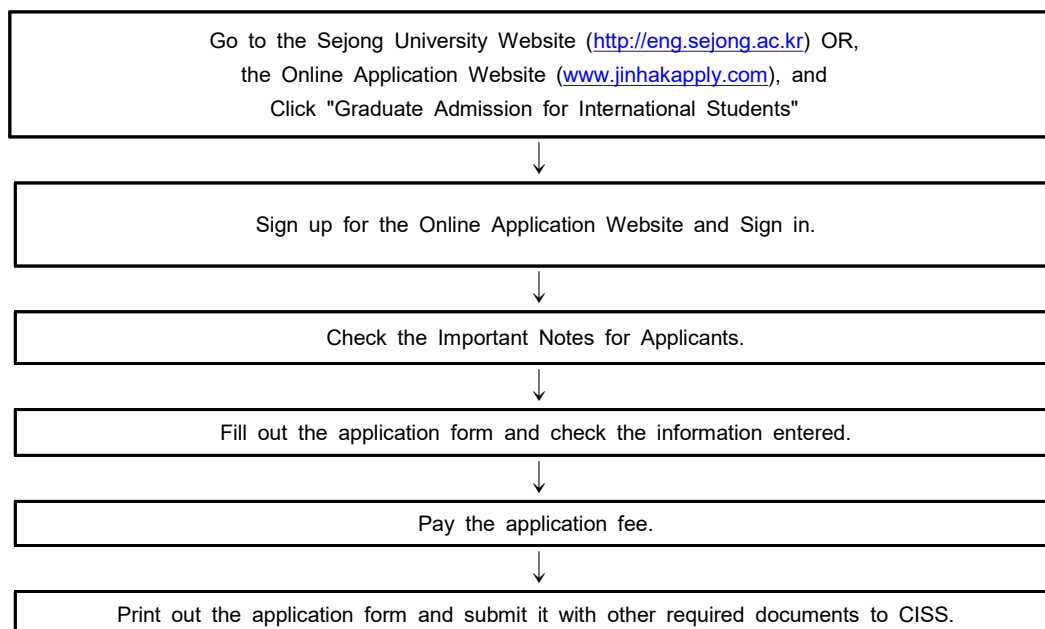
The admissions decisions will be made based on the study plan, academic records, accomplishments and other reference documents. The Admissions Committee will review a number of factors – academic accomplishments, academic activities, perceived fit with academic major, adaptability, language proficiency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

Interviews, audition, tests and/or major-specific tests may be required based on the policy of the specific college or department, in which case the details will be individually notified to the applicant.

The departments shown below will have tele and/or video (skype) interview during 10:00AM, June 4<sup>th</sup> (Monday) – 4:00PM, June 6<sup>th</sup> (Wednesday), 2018 (Korea Standard Time). For the screening/interview details, please contact the individual department offices.

- Hospitality and Tourism Management, Culinary and Food Service Management: +82-2-3408-4163 / [graduatehtm@sejong.ac.kr](mailto:graduatehtm@sejong.ac.kr)
- Business and Accounting: +82-2-3408-3310 / [mnadpt@sejong.ac.kr](mailto:mnadpt@sejong.ac.kr)

## VI How to Apply



### 1. Online Application

- The standard method for application is via the Graduate Admission for International Students banner on the Sejong website. It is only compatible with 5.0 or higher version of Internet Explorer.
- For the fall 2018 term, the deadline for online application is from March 12<sup>th</sup> (Monday), 2018 to May 4<sup>th</sup> (Friday) 05:00 PM (Korea 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

- Documents submission method: 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 CISS within the informed timeline.  
[Center for International Students and Scholars (CISS), Room #209, Student Center, Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul 143-747, Korea Tel.:82-2-3408-3973 Fax.:82-2-3408-3813]
- ✳ 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.
- Documents submission period: from March 12<sup>th</sup> (Monday), 2018 to May 4<sup>th</sup> (Friday) 05:00 PM (Korea standard time). All the 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 a notarized 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

– Withdrawal of Applicant and Refund of Application Fee

- A. In order to ensure fairness in the admissions process, applicants are not allowed to withdraw their application for admissions once the application has been received (i.e., the application fee has been paid), and the application fee is not refundable.
- B. The application fee is refundable only under following circumstances: The applicant is able to present documentary proof showing that he/she was prevented from proceeding with the admissions process due to a natural disaster, the applicant's admission to a hospital, other accidents and/or the University's mistake, and it is determined that such withdrawal would not undermine the fairness of the admission process.

Withdrawal of Applicant	Refund Amount	Note
During the Online Application Period	Application Fee less the Online Application Fee (8,000KRW)	–
After the Online Application Period	Not Refundable	–

\* The application fee is not refundable once the application timeline is over.

\* Online service charge may apply in addition to the application fee.

– Application Fee (Provisional)

Program	Application Fee
Master's, Ph.D and Master-Ph.D Joint	120,000KRW (USD109)

**2. Tuition (Provisional) \*per semester**

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000KRW(USD 900)	4,763,000KRW(USD 4,330)	5,753,000KRW(USD 5,230)
Natural Sciences, Physical Education Culinary and Food Service Management	990,000KRW(USD 900)	5,537,000KRW(USD 5,033)	6,527,000KRW(USD 5,933)
Engineering	990,000KRW(USD 900)	6,189,000KRW(USD 5,626)	7,179,000KRW(USD 6,526)
Art	990,000KRW(USD 900)	6,243,000KRW(USD 5,675)	7,233,000KRW(USD 6,575)

**3. Other Estimated Expenses \*per year**

Housing + Living Expenses	Miscellaneous	Total
13,800,000KRW (USD12,545)	1,200,000KRW (USD1,091)	15,000,000KRW (USD13,636)

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

– Male: 56,700KRW (USD 52) / 6 months, Female: 64,400 KRW (USD 60) / 6 months

## IX Scholarship Application

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by May 04<sup>th</sup> 2018 17:00 (Korea Standard Time) and to the Office of Graduate School (Room 905, Gwang Gae To Gwan) after the above informed timeline. Of the applications received by May 04<sup>th</sup> 2018 17:00 (Korea Standard Time), those who are approved by the Dean of the Graduate School will be taken into account in the official certificate of admission. To inquire about the status of the applications submitted after May 04<sup>th</sup> 2018 17:00 (Korea Standard Time), please contact the office of the graduate school. 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 1<sup>st</sup> through the 4<sup>th</sup> semester for the Master's and PhD degree programs and the 1<sup>st</sup> through the 8<sup>th</sup> semester for the Master-Ph.D Joint program. 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 (August **31<sup>st</sup>, 2016** or later) to the commencement of the semester 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 X. Scholarships for International Students to find out the documents that apply to you and submit only those documents to the CISS.
  - ※ To apply for a scholarship, submit only the applicable documents listed below:
    - A. A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher (SU professor) of the project
    - B. An official language test score (TOEFL, TEPS, IELTS, TOPIK,)
      - ※ The score must be from a test taken later than August 31<sup>st</sup>, 2016

## X Scholarship for International Students

- I. An international student who satisfies the following will be eligible for a full scholarship (100% of admission fee + tuition fee):
- A person who is recommended as a researcher (assistant researcher) for an external research project by the leading researcher (SU professor) of the project
- II. A person who satisfies one or more of the language proficiency requirements below will be eligible for a 30% scholarship of tuition fee):

TOPIK	TOEFL			TEPS	IELTS	PTE-A
	PBT	CBT	IBT			
Level 5	550	210	80	550	5.5	53

\* Persons from countries where English is used as mother tongue or English is the official language are exempt from these language proficiency requirements.

\* 20% Scholarship for TOPIK level 4

- III. Students who have completed two (2) or more semesters at the Sejong University International Language Institute (ILI) may receive the scholarship in the form of a direct payment towards their admission fee and in the form of a tuition award as specified based on their scores on TOPIK as specified in the table below:

Performance	Level 3	Level 4	Level 5	Level 6	Level 6 +an English language score that is equal to or higher than Section II
Scholarship (Tuition)	10%	20%	30%	40%	100%

- IV. The language test scores must be obtained within 2 years prior to the commencement of the semester for which the scholarship application is submitted to be valid.
- V. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded beginning the following semester.
- VI. An applicant who is recommended by the head of a school with which Sejong University has an exchange agreement or has a sister university relationship may be awarded a scholarship under such agreement.
- VII. A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.

## XI International Students Dormitory

Sejong University dormitories could accommodate more than 700 international students in double, triple and quadruplet rooms and provides global and multi-cultural living environment. Also, Sejong university provides house type housing with a kitchenette for those who need make their own food for the religious or health reason.

## XII Appendix 1

### 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 filing period. If there is a delay of submission under unavoidable circumstances, please submit the documents within the specified deadline after announcement of admission.

- 1) Confirmed academic background documents(certificate of graduation and transcript from high school) of Apostille from one's country Apostille
  - 2) Confirmed academic background documents(certificate of graduation and transcript from high school) by Korean Embassy
  - 3) Confirmed academic background documents from China Academic Degree & Graduate Education Development Center (<http://www.cdgdc.edu.cn>): Only for students who graduated from Chinese institutes and are applying for transfer. It takes 3 to 4 weeks to issue the documents  
[Certificate Authority]
    - China Academic Degree & Graduate Education Development Center (教育部学位与研究生教育发展中心)
    - Website: <http://www.cdgdc.edu.cn>
    - Address: 北京市海淀区王庄路1号同方科技广场B座18层(Postal code : 100083)
    - E-mail: [cqv@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn) Phone: +86-10-8237-9480
- ※ Issuance of a certificate is also available through [Confucius Institute in Seoul] in Korea  
 - Website: <http://www.cis.or.kr/main.htm> (China Education Accreditation Center)  
 - Phone: +82-2-554-2688 E-mail: [cis88@cis.or.kr](mailto:cis88@cis.or.kr)

### 2. 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 smooth mutual authentication of public and official documents
- 2) Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law : You can check detailed and updated information regarding regional authorities at website [www.hcch.net](http://www.hcch.net)

### 3. The procedure of issuing Apostille

Document issued by school -> Visit Apostille issuing organization -> Apply for Apostille ->

Evaluation process -> Apostille Issued

### 4. Apostille Convention countries (Based on 2012.07.10. 103 Countries)

Country	Total	Members
Asia	13	Republic of Korea, Mongolia, Brunei, Hong Kong, Macao, Japan, India, Israel, Turkey, Kyrgyzstan, Kazakhstan, Uzbekistan, Oman
Europe	46	Britain, France, Germany, the Netherlands, Norway, Italy, Albania, Austria, Belarus, Belgium, Bulgaria, Denmark, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Finland, Estonia, Georgia, Greece, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Monaco, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The Former Yugoslav Republic of Macedonia, Ukraine, Andorra, Moldova, Armenia, Azerbaijan, Liechtenstein, San Marino
America	24	United States, Mexico, Peru, Dominican Republic, Argentina, Panama, Suriname, Venezuela, Antigua Bar byuda, Bahamas, Barbados, Belize, Durras, Colombia, Dominica, Ecuador, El Salvador, Grenada, St. Vincent, Trinidad and Tobago, Saint Lucia, St. Kitts and Nevis, Uruguay, Costa Rica
Africa	10	South Africa, Mauritius, Cape Verde, Sao page to the principal, Botswana, Lesotho, Liberia, Namibia, Su seven lands, Malawi
Oceania	10	New Zealand, Australia, Fiji, Maurizio Islands, Marshall Islands, Samoa, Cook Islands, tungga, Seychelles Islands, Niue

**XIII Appendix 2**

※List of countries where English is an official language

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