

Graduate Admission Guide for International Students 2nd Round Fall 2020

English

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

About Sejong University

Established in 1940, Sejong is a highly reputable private university located in Seoul, Korea. It consists of ten colleges, with 11,000 undergraduate students and 2,500 graduate students. Currently, as many as 2,100 international students (550 graduate students) are studying at Sejong, as degree-seeking students, exchange students, or Language School students. Sejong University is ranked 401st – 500th in THE (Times Higher Education) World University Rankings 2020, and is also ranked 90th in QS Asia Rankings 2019. Over the years, Sejong has forged affiliations with more than 250 universities worldwide.

Facilities and Services

- Prayer room for muslim students
- Free weight training facilities for students
- Free evening classes for improving TOPIK
- Global Buddy and International Student Association



I Admission Timeline

Step	Deadline	Important Notes
1. On-line Application	July 1 st (Wed) - July 7 th (Tue), 2020, until 17:00	<ul style="list-style-type: none"> * Go to the SJU website (http://eng.sejong.ac.kr). Click on the [Fall 2020 Graduate School Admission for International Students] banner and proceed as instructed to apply. * You must pay the application fee to apply successfully. * You must complete the online application before submitting the documents * Admission for Fall 2020 starting September 1st
2. Submission of Documents (by post or in person)	July 1 st (Wed) - July 10 th (Fri), 2020, until 17:00	<ul style="list-style-type: none"> * Once you have completed the online application, submit the required documents to SJU CISS (Center for International Students & Scholars) by post or in person by the indicated deadline. * It is strongly recommended that you submit the documents as soon as you can because the Office is expected to be extremely busy close to the deadline. * Online submission of documents(PDF, etc.) is not accepted.
3. Screening by Department	July 27 th (Mon) - July 29 th (Wed), 2020 *provisional	<ul style="list-style-type: none"> * Interview on applicants for Performance, Film, and Animation Department could be held in China. Other departments can have tele and/or video interview as well. For details on screening/interview, please contact individual department offices.
4. Announcement of Admission Decision	August 12 th (Wed), 2020, 17:00 (or later)	<ul style="list-style-type: none"> * The admission decision will be posted on the SJU website (http://eng.sejong.ac.kr) Click on the [Fall 2020 Graduate School Admission for International Students] banner to find out.
5. Tuition Payment	August 12 th (Wed) – August 14 th (Fri), 2020 (tentative)	<ul style="list-style-type: none"> * To accept the admission offer, you must pay the entire amount of both admission and tuition fee within the Fall term registration period. Failure to do so will be considered as a rejection of the offer, and the offer of admission will be revoked without notice. * Detailed information will be posted on SJU webpage (http://eng.sejong.ac.kr)

- ※ 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.
- ※ Courses are subject to change and will be confirmed before semester starts. Please check the courses you wish to study prior to online application.

[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@sejong.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	○	X	Korean Language and Literature	○	○	X	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	○	X	X	Korea-China Trade and Commerce, Korea-China Political Economics, Korea-China Cultural Studies
			Education	○	○	○	Educational Technology, Educational Administration, Educational Measurement & Evaluation, Life-long Education, Education Psychology/Education Counseling, Early Childhood Education
			History	○	○	○	Korean History, Archeology
			Economics	○	○	○	Economics, International Commerce
			Public Administration	○	○	○	Public Administration, Public Policy
			Media and Communication	○	○	○	Media and Communication, Advertising & Public Relations
	Business	○	○	○	Business Administration, Sustainable Business		
○	○	Hospitality, Tourism, Culinary and Food Service Management	○	○	○	Hospitality and Tourism Management, Food and Culinary Science, Food Service Management	
Natural Science	○	○	Physics	○	○	○	Physics
			Chemistry	○	○	○	Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry, Biochemistry
			Astronomy and Space Science	○	○	○	Astronomy and Space Science
			Molecular Biology	X	○	○	Plant Molecular Biology, Molecular Biochemistry, Animal Molecular Biology, Neurobiology *Only applicants for Plant Molecular Biology may apply for joint program
Engineering	○	○	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, Climate Change
			Integrative Bioscience and Biotechnology	○	○	○	Integrative Bioscience and Biotechnology
			Plant Biotechnology	○	X	X	Bioindustry and Bioresource Engineering
			Mechanical Engineering	○	○	○	Mechanical Engineering
			Aerospace Engineering	○	○	○	Aerospace Engineering
			Optical Engineering	○	○	○	Optical Engineering

			Software Convergence	○	○	○	Smart Device Engineering, Unmanned Vehicle Engineering, Data Science, Software	
			Intelligent Mechatronics Engineering	○	○	○	Intelligent Mechatronics Engineering	
			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.	○	X	Fine Art	○	X	X	Korean Painting, Painting	
			Design Innovation	○	○	○	Visual Communication Design, Industrial Design	
			Music	○	○	○	* Master's Program: 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: Fashion 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	○	X 1)	X	Animation, Comics 1)For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation	
			Film Arts	○	X 2)	X	Scenario-Visual Contents Planning, Acting, Theater Directing & Staff 2)For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation	
Collaborative Program	○	X	Cooperative Course of Performance, Film & Animation	X	○	X	Performing Art, Film Art, Comics & Animation . Arts Management	
			Department of Integrative Biological Sciences and Industry	○	○	○	Integrative Biological Sciences and Industry	
			AI Language Engineering	○	X	X	AI Language Engineering	
	○		○	Integrative Climate Energy	○	○	○	Climate Energy Policy, Climate Energy Science, Climate Energy Engineering
			○	Integrative Climate Environment	○	○	○	Climate Environment Policy, Climate Environment Science, Climate Energy Engineering
			X	Cooperative Course for Urban, Real Estate and Distribution Study	X	○	X	Urban Study, Real Estate Study, Commercial Science Development
			○	Department of Ocean Systems Engineering	○	○	○	Underwater Acoustics and Signal Processing, RADAR and Electronic Warfare, Control Engineering
	X	Cooperative Course for Welfare and Communications	X	○	X	Social Welfare		

※ 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 Hospitality, Tourism, Culinary and Food Service Management, Natural Science, Engineering Courses are provided in Korean and English.

※ The approval of intensive program's degree by the foreign government will be under students responsibility.

III Qualifications

Program	Details																			
<p>Master's & Master-Ph.D Joint</p>	<p>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 August 31st, 2020</p>																			
<p>Ph.D</p>	<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 August 31st, 2020</p>																			
<p>In Common</p>	<p>International applicants must meet ALL of the following requirements:</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" data-bbox="308 1184 1401 1294"> <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>※ 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 *appendix 2</p> <p>2) Korean Track Applicants Students who meet the following TOPIK level</p> <table border="1" data-bbox="296 1541 1398 1664"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and P.E & Short term</th> </tr> </thead> <tbody> <tr> <td>Level 4 or above</td> <td>Level 2 or above</td> </tr> </tbody> </table> <p>3) 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.</p>	TOEFL			TEPS	IELTS	PTE-A	PBT	CBT	IBT	550	210	80	600	5.5	53	Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E & Short term	Level 4 or above	Level 2 or above
TOEFL			TEPS	IELTS				PTE-A												
PBT	CBT	IBT																		
550	210	80	600	5.5	53															
Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E & Short term																			
Level 4 or above	Level 2 or above																			

IV Required Documents

No.	Program Required Documents	Master's & Master-Ph.D Joint	Ph.D	Notes
1	Application Form	●	●	※ Print out after completing the online application
2	Eligibility Document	●	●	※ Any one of the following: A. An official copy of the language test score (TOEFL, TEPS, IELTS or TOPIK) ※ The score must be from a test taken later than August 31st, 2018. 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
3	Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended	●	●	A. Korean school Graduate - Certificate of Graduation / Transcripts B. Chinese school Graduate - Certificate from CDGDC originals in Chinese Notorized - Certificate of Graduation, Transcripts, Degree (Chinese should be notarized) C. Other than Korean/Chinese Graduate - Certificate of Graduation: Consulate approved or Apostille - Transcripts: English or notarized ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August 31st, 2020
4	Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended		●	A. Korean school Graduate - Certificate of Graduation / Transcripts B. Chinese school Graduate - Certificate from CDGDC originals in Chinese Notorized - Certificate of Graduation, Transcripts, Degree (Chinese should be notarized) C. Other than Korean/Chinese Graduate - Certificate of Graduation: Consulate approved or Apostille - Transcripts: English or notarized ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August 31st, 2020
5	Study Plan	●	●	※ Form 2
6	Research Accomplishments List		●	※ Form 4
7	Curriculum Vitae, Employment Certificates		●	※ CV: free form ※ Employment Certificate: if applicable
8	Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.	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 Copy of the Applicant's Passport	●	●	
10	Each Copy of the Applicant's Parents' Passports	●	●	※ Can be replaced by any official document stating the parents' nationality
11	A Notarized Household Register (居民户口簿)	if applicable	if applicable	※ Chinese applicants only
12	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	●	●	
13	The Applicant's Verification of Deposit (VOD) of a Minimum of USD20,000 Maintained for at least 1 Month	●	●	※ If you do not have 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 CISS 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. ※ VOD must be under the applicant's name, only in some inevitable cases can be by parents
14	The Agreement for Verification of Academic Record	●	●	※ Form 3
15	Scholarship Application Document	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 of the project (Form 7) B. An official language test score (TOEFL, TEPS, IELTS, TOPIK,) ※ The score must be of a test taken later than September 1st, 2018

※ 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)

※ China Academic Degree & Graduate Education Development Center (<http://www.cdgdc.edu.cn>)

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

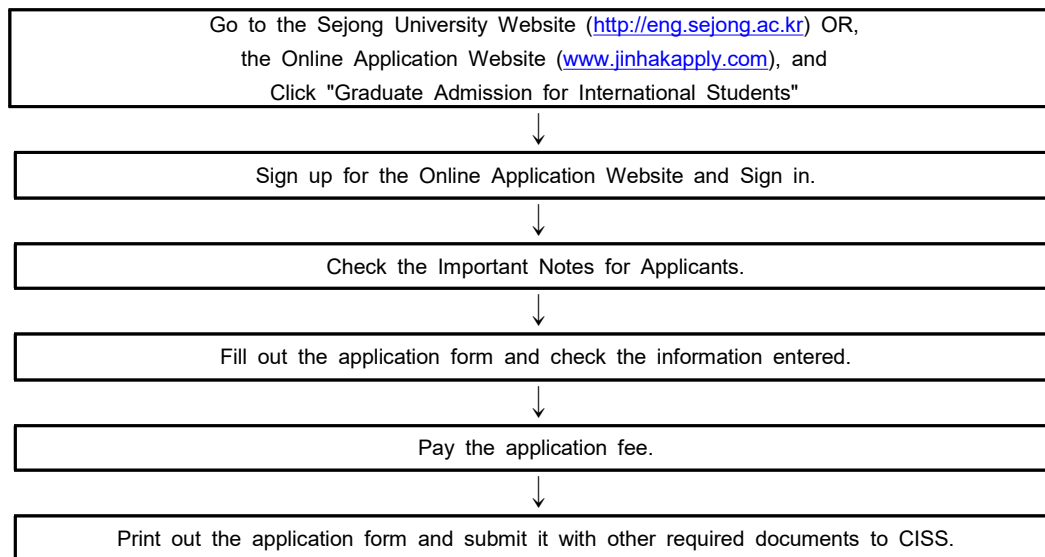
Departments below can have tele and/or video (skype) interview during 10:00AM, July 27th (Monday) - 12:00PM, July 29th (Friday), 2020 (Korea Standard Time). For details on screening/interview, please contact the individual department offices.

- Business: +82-2-3408-3310 / mnadpt@sejong.ac.kr

- Cooperative Course of Performance, Film & Animation: +82-2-3408-3328 / anidpt@sejong.ac.kr

* If required, the Interview can be held in China for in-depth interview and applicant's convenience.

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.
- The deadline for online application is from **July 1st (Wednesday) to July 7th(Tuesday) 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

- How to submit 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 CISS within the informed timeline.

[Center for International Students and Scholars (CISS), Room #209, Student Center, Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul 05006, 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.
- Submission period: from **July 1st (Wednesday), 2020 to July 10th (Friday) 05:00 PM (Korea standard time)**. All the documents must be original unless specified otherwise. When 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.
- * Due to current delays in overseas mailing service, please make sure that the documents arrive on time.
- * When the deadline of submission is over, any document will not be accepted.

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 SJU 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

2. Tuition (Provisional) *per semester

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000KRW	5,251,000KRW	6,241,000KRW
Hospitality, Tourism, Culinary and Food Service Management	990,000KRW	5,677,000KRW	6,667,000KRW
Natural Sciences, Physical Education	990,000KRW	6,103,000KRW	7,093,000KRW
Engineering	990,000KRW	6,822,000KRW	7,812,000KRW
Art	990,000KRW	6,882,000KRW	7,872,000KRW
Short term (1-year program)	990,000KRW	9,000,000KRW	9,990,000KRW

3. Other Estimated Expenses *per year

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

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

- Male: 51,000KRW/6 months, Female: 57,900 KRW/6 months

IX Scholarship Application

- Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by July 10th 2020, 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 July 10th 2020, 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 July 10th 2020, 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.
- Scholarships are paid for regular semesters only. A regular semester is defined as: the 1st through the 4th semester for the Master's and PhD degree programs and the 1st through the 8th semester for the Master-Ph.D Joint program. The scholarship amounts will not exceed the tuition fees designated for the semester.
- The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.
- If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
- The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.5.
- All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior (September 1st 2018 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.
- 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 September 1st 2018

X Scholarship for International Students

I. An international student who satisfies the following requirement 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 is the official language are exempt from language proficiency requirement.
- * 20% Scholarship for TOPIK level 4
- * Applicants for short term program are not eligible for scholarship.

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

VIII. For Sejong undergraduate applicants (Liberal, Social, Business, HTM), 40% of tuition fee will be given as RA Scholarship. Students must participate in department research, and at the end of every semester, should report their activities to continue receiving their scholarship.

XI International Students Dormitory

Sejong University dormitories accommodate more than 700 international students in double, triple and quadruplet 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.

XII 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. In case 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 university) of Apostille by one's country
- 2) Confirmed academic background documents(certificate of graduation and transcript from university) 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 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

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

3. 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 2019.05)

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

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