

# Graduate Admission Guide for International Students Fall 2021

## English

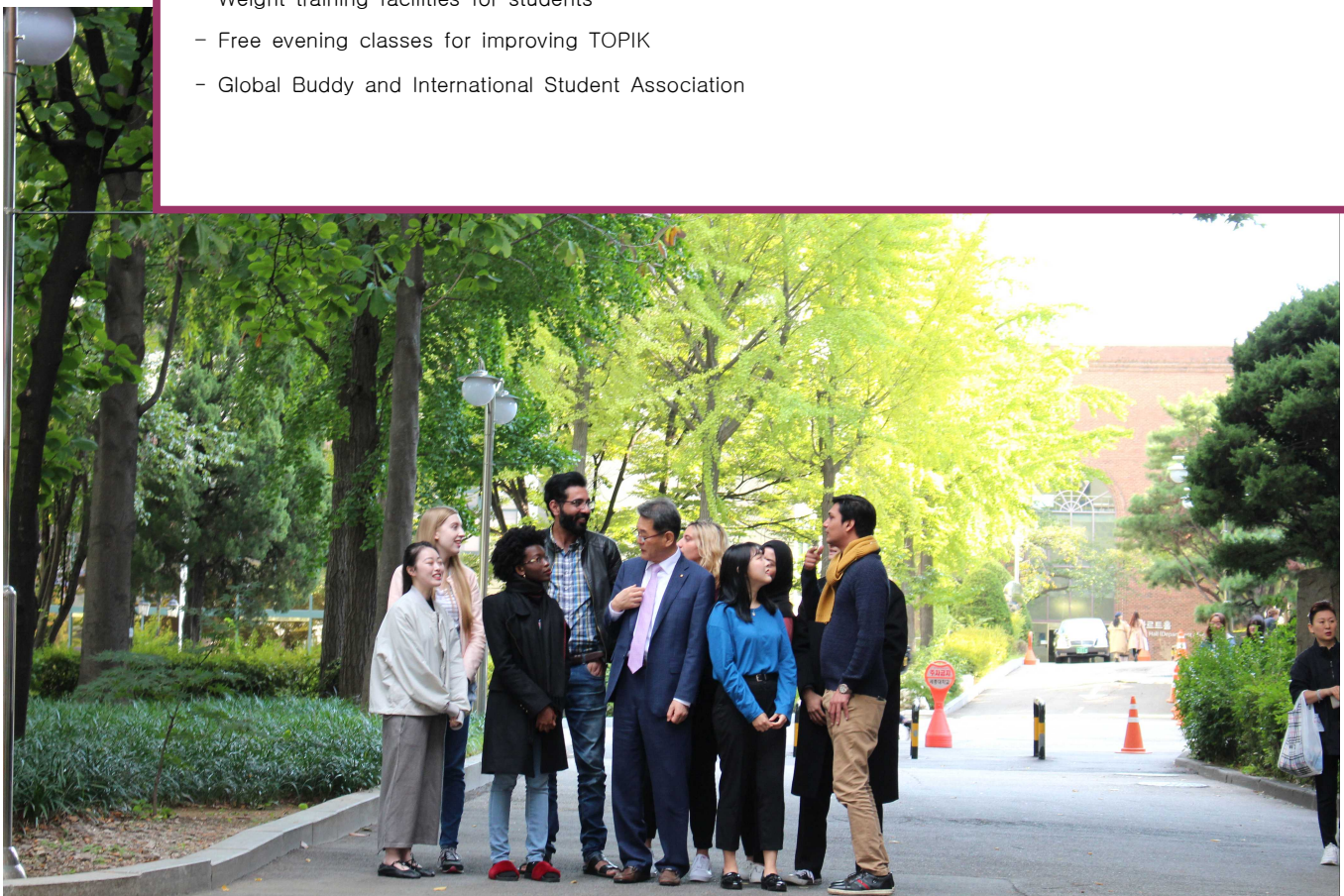
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### About Sejong University

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 301<sup>st</sup> – 350<sup>th</sup> in THE (Times Higher Education) World University Rankings 2021, and is also ranked 90<sup>th</sup> 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
- 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                            | March 22 <sup>nd</sup> (Mon), 2021 - April 19 <sup>th</sup> (Mon), 2021, 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 2021 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 submitting the documents</li> <li>* Semester for Fall 2021 <b>starting August 30<sup>th</sup></b></li> </ul>   |
| 2. Submission of Documents (by post or in person) | March 22 <sup>nd</sup> (Mon), 2021 - April 23 <sup>rd</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 SJU CISS (Center for International Students &amp; Scholars) <b>by post or in person by the indicated deadline.</b></li> <li>* 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.</li> <li>* Online submission of documents(PDF, etc.) is <b>not</b> accepted.</li> <li>* Late submission or insufficient documents will not be considered for admission without any prior individual notice.</li> </ul> |
| 3. Screening by Department                        | May 24 <sup>th</sup> (Mon), 2021 - May 26 <sup>th</sup> (Wed), 2021<br>*provisional  | <ul style="list-style-type: none"> <li>* 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.</li> </ul>   |
| 4. Announcement of Admission Decision             | June 24 <sup>th</sup> (Thur), 2021, 16:00 (or later)                                 | <ul style="list-style-type: none"> <li>* The admission decision will be posted on the SJU website (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>) Click on the [Fall 2021 Graduate School Admission for International Students] banner to find out.</li> <li>* The admission decision will not be e-mailed to individual students</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 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.</li> <li>* Detailed information will be posted on SJU webpage (<a href="http://eng.sejong.ac.kr">http://eng.sejong.ac.kr</a>)</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.
- ※ The applicant won't be considered for admission without any prior individual notice if he/she has not met the qualifications or failed to submit all the documents by the deadline.
- ※ 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](mailto: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, 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   |
|                                 |          |         | 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<br>※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  |
|                                 |          |         | Integrative Bioscience and Biotechnology                   | ○                      | ○    | ○     | Integrative Bioscience and Biotechnology  |
|                                 |          |         | Bioresources Engineering                                   | ○                      | ○    | ○     | Bioresources Engineering  |
|                                 |          |         | Mechanical Engineering                                     | ○                      | ○    | ○     | Mechanical Engineering  |
|                                 |          |         | Aerospace Engineering                                      | ○                      | ○    | ○     | Aerospace Engineering   |
|                                 |          |         | Optical Engineering  | ○                      | ○    | ○     | Optical Engineering   |
| Software Convergence            | ○        | ○       | ○  | Data Science, Software |      |       |   |

|                       |   |   |  |   |      |   |  |
|-----------------------|---|---|--|---|------|---|--|
|                       |   |   | Intelligent Mechatronics Engineering                             | ○ | ○    | ○ | Intelligent Mechatronics Engineering   |
|                       |   |   | Artificial Intelligence  | ○ | ○    | ○ | Artificial Intelligence  |
|                       |   |   | 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, Conducting(Orchestra, Chorus)<br>* 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<br>* Doctorate: Fashion Design, Aesthetics of Costume, Fashion Marketing, Stage Costume Design, Digital Fashion Design, Textile Design  |
|                       |   |   | Comics & Animation   | ○ | X 1) | X | Animation, Comics<br>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, Film Directing and Production(Global Program), Acting, Theater Directing & Staff<br>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   |
|                       |   |   | AI Language Engineering  | ○ | X    | X | AI Language Engineering  |
|                       |   | ○ | Department of Integrative Biological Sciences and Industry       | ○ | ○    | ○ | Integrative Biological Sciences and Industry   |
|                       |   | ○ | 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   |
|                       |   | X | Korean Translation   | ○ | X    | X | Korean as a Foreign Language for Translation   |

- ※ 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.
- ※ Business Administration Bilingual Program and Korean Translation is based on credit transfer from course work instead of thesis writing.
- ※ For applicants of Department of Korean Translation, please contact the department office at [kor@sejong.ac.kr](mailto:kor@sejong.ac.kr) if you need the Letter of Verification of Research Capability (Form 6).

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

## III 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  |
|--------------------------------------|--|
| During the Online Application Period | Application Fee excluding Online Application Service Fee (KRW 8,000) |
| 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 | KRW 120,000     |

### 2. Tuition (Provisional, Unit: KRW) \*per semester

| Division   | Admission Fee | Tuition   | Total     |
|--|---------------|-----------|-----------|
| Liberal Arts, Social Sciences                              | 990,000       | 5,513,000 | 6,503,000 |
| Hospitality, Tourism, Culinary and Food Service Management | 990,000       | 5,960,000 | 6,950,000 |
| Natural Sciences, Physical Education                       | 990,000       | 6,408,000 | 7,398,000 |
| Engineering  | 990,000       | 7,163,000 | 8,153,000 |
| Arts   | 990,000       | 7,226,000 | 8,216,000 |
| Short term (1-year program)                                | 990,000       | 9,000,000 | 9,990,000 |

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

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

### 4. Medical Insurance

- Details on medical insurance fee will be notified after admission.

## IV Qualifications

| Program   | Details  |  |           |       |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |
|---|--|--|-----------|-------|----------|-------|-----|----|-----|-----|----|---|-------------|--|------------------|------------------|------------------|
| <p>Master's &amp; 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 2021</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 2021</p>   |  |           |       |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |
| <p>In Common</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.<br/>                 ※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.<br/>                 ※ 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><b>1) English Track Applicants</b></p> <table border="1" data-bbox="296 1178 1442 1285"> <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> <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><b>2) Korean Track Applicants</b><br/>                 Students who meet the following TOPIK level</p> <table border="1" data-bbox="296 1532 1428 1671"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and P.E</th> <th>Short-term Program (Business Administration Bilingual Program)</th> </tr> </thead> <tbody> <tr> <td>Level 4 or above</td> <td>Level 2 or above</td> <td>Level 3 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> | IELTS  | TOEFL iBT | TEPS  | New TEPS | PTE-A | 5.5 | 80 | 600 | 326 | 53 | Liberal Arts and Social Science, Natural Science, Engineering | Art and P.E | Short-term Program (Business Administration Bilingual Program) | Level 4 or above | Level 2 or above | Level 3 or above |
| IELTS   | TOEFL iBT  | TEPS   | New TEPS  | PTE-A |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |
| 5.5   | 80   | 600  | 326       | 53    |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |
| Liberal Arts and Social Science, Natural Science, Engineering | Art and P.E  | Short-term Program (Business Administration Bilingual Program) |           |       |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |
| Level 4 or above  | Level 2 or above   | Level 3 or above   |           |       |          |       |     |    |     |     |    |   |             |  |                  |                  |                  |

## V Required Documents

| No. | Program<br>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:<br>A. An official copy of the language test score (TOEFL, New TEPS, IELTS or TOPIK)<br>※ The score must be from a test taken later than August 30 <sup>th</sup> , 2019<br>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. Graduate of a <b>university based in Korea</b><br>- Certificate of Graduation / Transcripts<br>B. Graduate of a <b>university based in China</b><br>- Certificate from CDGDC originals in Chinese Notarized<br>- Certificate of Graduation, Transcripts, Degree (Chinese should be notarized)<br>C. Graduate of a <b>university based in other countries</b><br>- Certificate of Graduation: Consulate approved or Apostille<br>- Transcripts: English or notarized<br>※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August, 2021. Certificate of Graduation and final version of transcripts should be submitted before July, 2021 in order to receive the Certificate of Admission. |
| 4   | Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended   |                              | ●             | A. Graduate of a <b>university based in Korea</b><br>- Certificate of Graduation / Transcripts<br>B. Graduate of a <b>university based in China</b><br>- Certificate from CDGDC originals in Chinese Notarized<br>- Certificate of Graduation, Transcripts, Degree (Chinese should be notarized)<br>C. Graduate of a <b>university based in other countries</b><br>- Certificate of Graduation: Consulate approved or Apostille<br>- Transcripts: English or notarized<br>※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August, 2021. Certificate of Graduation and final version of transcripts should be submitted before July, 2021 in order to receive the Certificate of Admission. |
| 5   | Study Plan  | ●                            | ●             | ※ Form 2  |
| 6   | Research Accomplishments List   |                              | ●             | ※ Form 4  |
| 7   | Curriculum Vitae, Employment Certificates   |                              | ●             | ※ CV: free form/mandatory submission<br>※ 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 (居民戶口簿)  | if applicable                | if applicable | ※ Chinese applicants only (father, mother, oneself)   |
| 12  | An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents   | ●                            | ●             | ※ If the parents are divorced, please submit a certificate of divorce or birth certificate<br>※ If one of the parent or both parents dead, please submit a certificate of death or birth certificate  |
| 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. *applies only to RA applicants<br>※ The Financial Support Form may not be accepted by the consulate/embassy. Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance.<br>※ 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:<br>A. A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher of the project (Form 7)<br>B. An official language test score (TOEFL, New TEPS, IELTS, TOPIK,) ※ The score must be of a test taken later than August 30 <sup>th</sup> , 2019   |

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

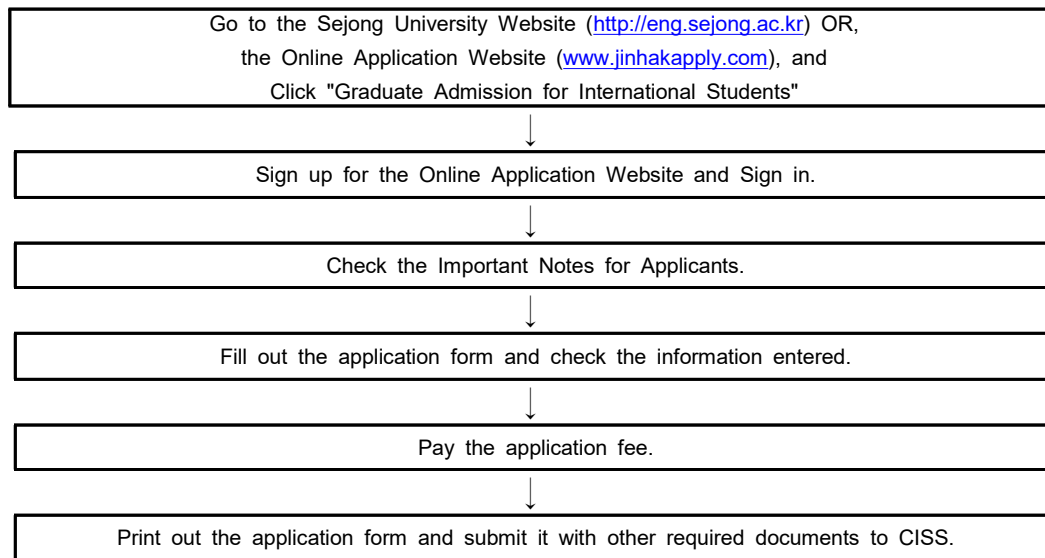
※ Documents must be verified by the Korean Embassy in his/her country or Embassy of his/her country in Korea or Apostilled. (See Appendix 1)

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

## 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 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.**

## VII 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 **March 22<sup>nd</sup> (Monday) to April 19<sup>th</sup> (Monday) 17:00 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 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.  
 <우편번호 05006> 서울시 광진구 능동로 209 세종대학교 국제교류센터(학생회관 209호)  
 [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 **March 22<sup>nd</sup> (Monday) to April 23<sup>rd</sup> (Friday) (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.

## V 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.

## IX Scholarship Application

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by April 23<sup>rd</sup>, 2021 17:00 (Korea Standard Time) and to the Office of Graduate School (Room 905, Gwanggaetogwan) after the above informed timeline. Of the applications received by April 23<sup>rd</sup>, 2021 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 April 23<sup>rd</sup>, 2021 17:00 (Korea Standard Time), please contact the Office of 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 will not exceed the tuition fees designated for the semester.
3. The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.
4. If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
5. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.5.
6. All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior to the commencement of the semester (August 30<sup>th</sup>, 2019 or later) 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 (SJU professor) of the project
    - B. An official language test score (TOEFL, New TEPS, IELTS, TOPIK) ※ The score must be from a test taken later than August 30<sup>th</sup>, 2019
    - C. A certificate of completion of two semesters at the Korean Language Institute of Sejong University

## 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 (SJU 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 | IELTS | TOEFL iBT | TEPS | New TEPS | PTE-A |
|-------|-------|-----------|------|----------|-------|
| 5급    | 5.5   | 80        | 550  | 326      | 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(certification of graduation and transcript from university) of Apostille by one's country
- 2) Confirmed academic background documents(certification of graduation and transcript from university) by Korean Embassy
- 3) Confirmed academic background documents from China Academic Degree & Graduate Education Development Center (<http://www.cdgd.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.cdgd.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@cdgd.edu.cn](mailto:cqv@cdgd.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. 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   |

### X III 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                                  |

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

### X IV Appendix 3

※ Regarding Visa for New Students

| Case                | Change of Visa type                 | Details  |
|---------------------|-------------------------------------|--|
| Applicants with D4  | D4 → D2                             | Required documents and schedule for changing visa will be announced at the University Website. (to be announced before the commencement of a new semester)<br><br>☞ <a href="#">(Click)CISS Board</a><br><br>※ When changing the type of visa, certificate of the highest level of education (Bachelor's or Master's) is required. It is advisable for applicants to prepare the documents beforehand. |
| Applicants with D10 | D10 → D2<br>(Applying for Master's) | Persons with Master's degree(applying for Master's program) cannot apply for a change of visa type in Korea. (Available only in one's own country.)  |
|                     | D10 → D2<br>(Applying for PhD)      | Persons with Master's degree(applying for PhD) can apply for a change of visa type in Korea. Required documents will be announced at the University website.   |

※ For details, kindly contact +82-1345  
 CISS Board: <http://board.sejong.ac.kr/boardlist.do?bbsConfigFK=674>  
 E-mail: [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)  
 Phone: (82-2)-3408-3973