



2023
Spring

**Graduate
Admission
Guide
for International
Students**



SEJONG UNIVERSITY



Graduate
Admission Guide
for International Students
Spring 2023



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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 2,200 international students (550 graduate students) are studying at Sejong as degree-seeking students, exchange students, or Language School students. Sejong University is ranked 251st - 300th in THE (Times Higher Education) World University Rankings 2022, and is also ranked 81st in QS Asia Rankings 2022. 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

① Admission Timeline

Step	Deadline		Important Notes
	1 st Round	2 nd Round	
1. On-line Application and Submission of Documents (by post or in person)	September 13 th (Tue) ~ October 5 th (Wed), 2022, 17:00 (KST)	October 31 st (Mon) ~ November 23 rd (Wed), 2022, 17:00 (KST)	<ul style="list-style-type: none"> Go to the SJU website (http://en.sejong.ac.kr). Click on the [Spring 2023 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 Semester for Spring 2023 starting March 2nd, 2023 Once you have completed the online application, submit the required documents to SJU Office of International Admissions 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.
2. Verification of Applicant's E-mail Address	October 12 th (Wed), 2022	November 30 th (Wed), 2022	<ul style="list-style-type: none"> Contact during the admission period will be made solely via email. Hence, make sure to type in a correct and valid email address of the applicant. Confirmation mail on your application will be sent to the applicant's email address. Should an applicant not receive any email until the deadline, make sure to send your accurate email address to OIA (intadmission@sejong.ac.kr).
3. Screening by Department	October 24 th (Mon) ~ October 26 th (Wed), 2022, *provisional	December 5 th (Mon) ~ December 7 th (Wed), 2022, *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	November 17 th (Thur), 2022, 5:00 PM (or later) (KST)	December 29 th (Thur), 2022, 5:00 PM (or later) (KST)	<ul style="list-style-type: none"> The admission decision will be posted on the SJU website (http://en.sejong.ac.kr) Click on the [Spring 2023 Graduate School Admission for International Students] banner to find out.
5. Tuition Payment	January 2 nd (Mon) ~ January 6 th (Fri), 2023 (tentative) (KST)		<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 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.

- The admission timeline is subject to change. If a change is made, it will be announced at the University homepage. (<http://en.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.
- Failure to sign up for any course may lead to unenrolled academic status, so make sure to register for courses during the course registration period.
- Before submitting your online application, please make sure that your application form is filled out accurately. The University is not responsible for any outcome caused due to missing or false information on your application form.
- Be extra cautious when typing your English name (based on your passport), phone number, email address, and passport number.

Office of International Admissions

- Address: (05006) Room #209, Student Center, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
- Email: intadmission@sejong.ac.kr
- Phone: 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese), +82-2-3408-4408(English, Uzbek, Russian)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00

2 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, 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	○	○	○	Educational Psychology/Counseling, Educational Measurement & Evaluation, Educational Technology, Educational Administration, Lifelong Education, Early Childhood Education
			History	○	○	○	Korean History, Archeology, European History
			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
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
			Environment and Energy	○	○	○	Climate Change, Environmental Science
			Integrative Bioscience and Biotechnology	○	○	○	Integrative Bioscience and Biotechnology
			Bioresources Engineering	○	○	○	Bioresources Engineering
			Mechanical Engineering	○	○	○	Mechanical Engineering
			Aerospace Engineering System	○	○	○	Aerospace Engineering System
			Semiconductor Systems Engineering	○	○	○	Semiconductor Systems Engineering
			Optical Engineering	○	○	○	Optical Engineering
Software	○	○	○	Data Science, Software			
Intelligent Mechatronics Engineering	○	○	○	Intelligent Mechatronics Engineering			

Division	Language		Department	Program			Major
	Korean	English		Master's	Ph.D	Joint	
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.	○	×	Fine Art	○	×	×	Korean Painting, Painting
			Design Innovation	○	○	○	Visual Communication Design, Industrial Design
			Music	○	○	○	• Master's Program: Voice, Wind, String, Piano (Performance, Pedagogy, Accompanying), Violin Pedagogy, Applied Music, Conducting(Orchestra, Chorus) • Ph.D Program: Voice, Wind, String, Piano (Performance, Pedagogy), Applied Music, Conducting(Orchestra, Chorus)
			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
			Comics & Animation	○	× ¹⁾	×	Animation, Comics ^{1) For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation}
			Film Arts	○	× ²⁾	×	Scenario-Visual Contents Planning, Film Directing and Production(Global Program), Acting, Theater Directing & Staff ^{2) For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation}
Collaborative Program	○	×	Cooperative Course of Performance, Film & Animation	×	○	×	Performing Art, Film Art, Comics & Animation, Arts Management
			Al Language Engineering	○	×	×	Al 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
			Cooperative Course for Urban, Real Estate and Distribution Study	×	○	×	Urban Study, Real Estate Study, Commercial Science Development
			Department of Ocean Systems Engineering	○	○	○	Underwater Acoustics and Signal Processing, RADAR and Electronic Warfare, Control Engineering
			Cooperative Course for Welfare and Communications	×	○	×	Social Welfare
×	Korean Translation	○	×	×	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.
- **The approval of intensive program's degree by the foreign government will be under students responsibility.**

③ Tuition and Other Fees

1. Application Fee

- Withdrawal of Application and Refund of Application Fee

- 1) 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.
- 2) 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.

Application Withdrawal	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, PhD and Master-PhD Joint	KRW 120,000

2. Tuition (Based on Academic Year 2022, Provisional) *per semester(Unit: KRW)

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000	5,788,000	6,778,000
Hospitality and Tourism Management	990,000	6,258,000	7,248,000
Natural Sciences, Physical Education, Culinary and Food Service Management	990,000	6,728,000	7,718,000
Engineering	990,000	7,521,000	8,511,000
Arts	990,000	7,587,000	8,577,000
Short term (1-year program)	990,000	9,000,000	9,990,000

- Korean track applicants who submitted the Letter of Verification of Research Capability (Form 6) for eligibility document will be notified an extra payment of registration fee of Sejong University International Language Institute.

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

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

4. Medical Insurance

- All international students residing in Korea are subjected to mandatory subscription to the National Health Insurance of Korea.
- Details on medical insurance fee will be notified after admission.

4 Qualifications

Program	Details														
Master's & Master-Ph.D Joint	<ul style="list-style-type: none"> A person who has received a bachelor's degree from a full-time university based either in or outside Korea, or is expected to receive a bachelor's degree before February 2023 														
Ph.D	<ul style="list-style-type: none"> A person who has received a master's degree from a full-time university based either in or outside Korea, or is expected to receive a master's degree before February 2023 														
In Common	<p>International applicants must meet ALL of the following requirements:</p> <ol style="list-style-type: none"> A non-Korean national whose parents are BOTH non-Korean nationals. <ul style="list-style-type: none"> 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. A person who meets at least one of the following requirements: <ul style="list-style-type: none"> English Track Applicants <table border="1"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> <th>PTE-A</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>71</td> <td>327</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> <ul style="list-style-type: none"> Korean Track Applicants Students who meet the following TOPIK level <table border="1"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and PE</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> 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 (Form 6). <ul style="list-style-type: none"> Korean track applicants submitting the Letter of Verification of Research Capability (Form 6) instead of meeting the language proficiency requirement, must register and complete two regular courses at Sejong University International Language Institute within their 1st year of admission. 	IELTS	TOEFL iBT	New TEPS	PTE-A	5.5	71	327	53	Liberal Arts and Social Science, Natural Science, Engineering	Art and PE	Short-term Program (Business Administration Bilingual Program)	Level 4 or above	Level 2 or above	Level 3 or above
IELTS	TOEFL iBT	New TEPS	PTE-A												
5.5	71	327	53												
Liberal Arts and Social Science, Natural Science, Engineering	Art and PE	Short-term Program (Business Administration Bilingual Program)													
Level 4 or above	Level 2 or above	Level 3 or above													

Students who obtain the degree through Lifelong Education System or GED (General Equivalency Diploma) in foreign countries are not eligible for applying.

5 Required Documents

➤ Applicants must submit 2 copies of documents; a copy for application and another for evaluation.

- For Application: Submit all of the listed documents below in order.
- For Evaluation: Submit the photocopied version of documents listed from 1 to 7 in order.

No.	Required Documents	Program			Notes
		Master's & Master-Ph.D Joint	Ph.D	Extra Copy Required	
1	Application Form	●	●	●	· Print out after completing the online application
2	Eligibility Document	●	●	●	· Any one of the following: 1) An official copy of the language test score (TOEFL, New TEPS, IELTS or TOPIK) · The score must be from a test taken later than September 13 th , 2020 2) 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 · Korean track applicants not able to meet the language proficiency requirement must complete 2 regular courses at Sejong University International Language Institute within their 1st year of admission.
3	Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended	●	●	●	<ul style="list-style-type: none"> • Graduate of a university based in Korea <ul style="list-style-type: none"> - Certificate of Graduation / Transcripts • Graduate of a university based in China <ul style="list-style-type: none"> - Certificate from CHSI issued in English - Certificate of Graduation, Transcripts, Degree (Chinese should be notarized) • Graduate of a university based in other countries <ul style="list-style-type: none"> - Certificate of Graduation: Consulate approved or Apostille - Transcripts: English or notarized <p>· Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than February, 2023 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before February, 2023 for the issuance of Certificate of Admission.</p> <p>· For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.</p> <p>· Students with a Master's Degree at Sejong University are not required to submit the academic documents of their Bachelor's Degree, but are required to submit the academic documents of their Master's Degree.</p>
4	Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended		●	●	<ul style="list-style-type: none"> • Graduate of a university based in Korea <ul style="list-style-type: none"> - Certificate of Graduation / Transcripts • Graduate of a university based in China <ul style="list-style-type: none"> - Certificate from CHSI issued in English - Certificate of Graduation, Transcripts, Degree (Chinese should be notarized) • Graduate of a university based in other countries <ul style="list-style-type: none"> - Certificate of Graduation: Consulate approved or Apostille - Transcripts: English or notarized <p>· Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than February, 2023 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before February, 2023 for the issuance of Certificate of Admission.</p> <p>· For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.</p>
5	Study Plan	●	●	●	· Form 2 · Printed in Korean by Korean track applicants, and printed in English by English Track applicants
6	Research Accomplishments List		●	●	· Form 4
7	Curriculum Vitae, Employment Certificates		●	●	· CV: free form / mandatory submission · 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 · 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	●	●		<p>· Another currency is acceptable (e.g. RMB 145,000, KRW 26,000,000 etc.)</p> <p>· Validity Period Standards: - Date of Issuance: after September 13th, 2022 - Frozen Date: until March 2nd, 2023</p> <p>· 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. *applies only to RA applicants</p> <p>· 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.</p> <p>· VOD must be under the applicant's name, only in some inevitable cases can be by parents</p> <p>· Foreign residents who are already registered in Korea must submit a bank statement issued only by a Korean local bank.</p>

5 Required Documents

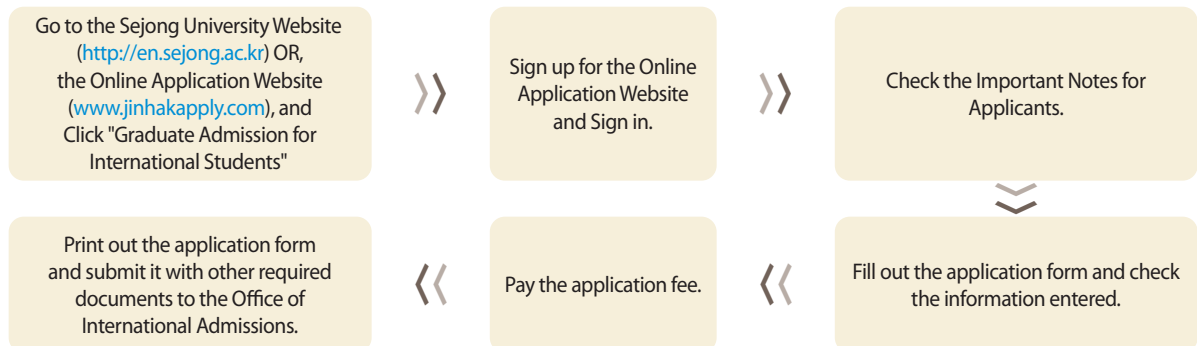
No.	Required Documents	Program			Notes
		Master's & Master-Ph.D Joint	Ph.D	Extra Copy Required	
14	Scholarship Application Document	if applicable	if applicable		· Form 3
15	Scholarship Application Document	if applicable	if applicable		· To apply for a scholarship, refer to Section IX. Scholarships for International Students and submit only the applicable documents listed below: • A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher of the project (Form 7) • An official language test score (TOEFL, New TEPS, IELTS, TOPIK.) *The score must be of a test taken later than March 2 nd , 2021 • A certificate of completion of two semesters at the Korean Language Institute of Sejong University • Graduation Certificate at Sejong University (Undergraduate or Graduate School)

- 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 one's country or Embassy of one's country in Korea or Apostilled in the country of issuance. (See Appendix 1)

6 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.** **Any details relevant to document screening will not be disclosed.**

7 How to Apply



1. Online Application

- The standard method for application is via the Graduate Admission for International Students banner on the Sejong homepage.
- 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 the Office of International Admissions within the informed timeline.

〈우편번호 05006〉 서울시 광진구 능동로 209 세종대학교 외국어입학과 (학생회관 209호)

[Office of International Admissions, 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.

- 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.

8 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: D-2) 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.
10. Applicants for research assistants who submitted Form 5 (Letter of Confirmation on Financial Support) can be required to submit extra documents for verifying the financial status of the student and/or the supporting advisor when applying for visa (e.g. bank statement, employment certificate, certificate of seal impression, etc.). Please contact the Korean embassy for details.
11. Applicants of the following cases may be excluded from screening by the department, and the details of the evaluation will not be notified or disclosed to the applicant.
 - Cases where there is any missing document or where the document is not submitted within the deadline (online submission of documents not accepted)
 - Cases where the information on the online application form is found to be false or unfaithful
 - Cases where the purpose of application other than studying abroad is suspected
 - Cases where the applicant's academic ability or financial ability seems to be insufficient

9 Scholarship Application

1. Documents for scholarship application must be submitted to the Office of International Admissions **by the deadline of document submission for the 2nd round (November 23rd, 2022)** and to the Office of Graduate School (Room 905, Gwanggaetogwan) after the above informed timeline. Of the applications received **by November 23rd, 2022 17:00 (Korea Standard Time)**, those who are approved by the Dean of the Graduate School will have the scholarship details applied to the Certificate of Admission. For submission of scholarship application documents after the admission period, the documents are acceptable only by February 28th, 2023 (Tue) 5:00pm (KST) at 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 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 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 (**March 2nd, 2021 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 Office of International Admissions.
 - · *To apply for a scholarship, submit only the applicable documents listed below:*
 - A letter of recommendation on a researcher (assistant researcher) for an external research project by the leading researcher (SJU professor) of the project
**Must fill out all the required information and have it signed by the advisor*
 - An official language test score (TOEFL, New TEPS, IELTS, TOPIK)
**The score must be from a test taken later than March 2nd, 2021.*
 - A certificate of completion of two semesters at the Korean Language Institute of Sejong University
 - Graduation Certificate at Sejong University (Undergraduate or Graduate School)

10 Scholarship for International Students

1. An international student who satisfies the following requirement will be eligible for a scholarship of 85% of tuition fee. However, a full scholarship(100% of admission fee + tuition fee) can be awarded for the first semester.

- A person who is recommended as a researcher (assistant researcher) for an external research project by the leading researcher (SJU professor) of the project

2. 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	New TEPS	PTE-A
Level 5	5.5	71	327	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.

3. 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%

4. 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.

5. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded beginning the following semester.

6. 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.

7. A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.

8. Sejong undergraduate applicants admitted to Sejong University Master's Program are eligible for a 30% scholarship of tuition fee. Graduates of Sejong University admitted to Sejong University PhD Program are eligible for a 20% scholarship of tuition fee(Daeyang Foundation Scholarship).

11 International Students Dormitory

Sejong University dormitories accommodate 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.

12 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.

- Confirmed academic background documents(certificate of graduation and transcript from university) of Apostille by one's country
- Confirmed academic background documents(certificate of graduation and transcript from university) by Korean Embassy in one's country or the Embassy of one's country in Korea
- Confirmed academic background documents from China Higher Education Student Information(<http://www.chsi.com.cn>): Only for students who graduated from Chinese institutes. It takes 3 to 4 weeks to issue the documents.

· Final Degree Certificate – Submission Standard

Type		University in Korea	University in China	University in other countries
Graduated	CHSI Certificate	N/A	Printed Copy	N/A
	Degree Certificate	Original	Original Notarized	Original Apostille or Consular Authentication
	Certificate of Graduation			
	Transcript			
Expected to Graduate	CHSI Certificate	N/A	Printed Copy	N/A
	Certificate of Expected Graduation	Original	Original Notarized	Original Apostille or Consular Authentication
	Transcript			

[CHSI – Certificate Authority]

- China Higher Education Student Information (中国高等教育学生信息网(学信网))
- Website: www.chsi.com.cn
- E-mail: xlrz@moe.edu.cn
- Phone: +86-10-6113-9123
- Issuance of a certificate is also available through [Confucius Institute in Seoul] in Korea
 - Website: <http://renew.kongzi.co.kr/?c1=4&c2=00> (China Education Accreditation Center)
 - Phone: +82-2-554-2688
 - E-mail: cis88@cis.or.kr

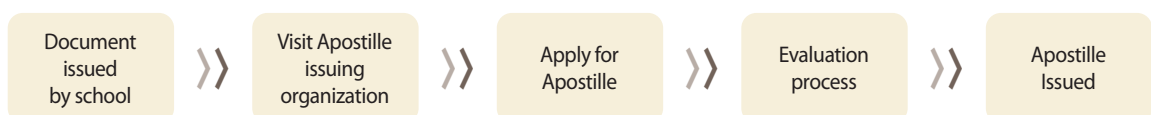
2. Information of Apostille Convention

1) Apostille Convention

- 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
- 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
- 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. The procedure of issuing Apostille



4. Apostille Convention Countries (Based on 2022.06.04)

Area	Country
Asia/Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Australia, India, Indonesia, Japan, Macau, Hong Kong, the Cook Islands, Tajikistan, Tonga, Fiji, Philippines, Singapore, 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 and Jamaica
Africa/Middle East	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Seychelles, Eswatini, Cape Verde, Burundi, Swaziland, Oman, Israel, Bahrain, Morocco, Tunisia

13 Appendix 2

List of countries where English is an official language

Region	Total	Country
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.

14 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) · 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 (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 (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

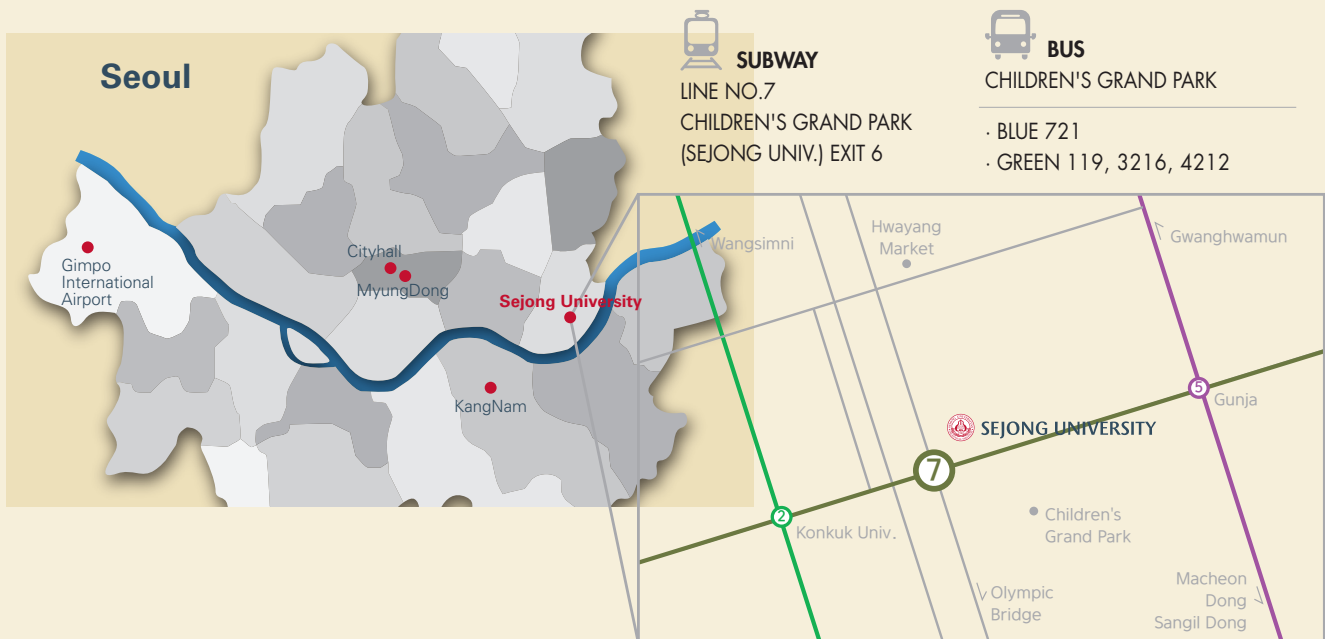
- Announcement Board: <http://board.sejong.ac.kr/boardlist.do?bbsConfigFK=674>

- E-mail: intadmission@sejong.ac.kr

- Phone: (82-2)-3408-3973



SEJONG UNIVERSITY



Office of International Admissions

- Address: (05006) Office of International Admissions, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
- Email: intadmission@sejong.ac.kr
- Phone: 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese), +82-2-3408-4408(English, Uzbek, Russian)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00