



2023
Fall

**Graduate
Admission
Guide
for International
Students**



SEJONG UNIVERSITY



Graduate
Admission Guide
for International Students
Fall 2023



① Admission Timeline	5
② Department and Majors	6
③ Tuition and Other Fees	8
④ Qualifications	9
⑤ Required Documents	10
⑥ Screening Criteria	11
⑦ How to Apply	11
⑧ Important Notes for Applicants	12
⑨ Scholarship Application	12
⑩ Scholarship for International Students ...	13
⑪ International Students Dormitory	13

• 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	3 rd Round	
1. Online Application & Document Submission	Wed, March 08 th ~ Wed, March 29 th , 2023	Wed, May 10 th ~ Fri, May 26 th , 2023	Mon, July 10 th ~ Tue, July 18 th , 2023	<ul style="list-style-type: none"> Go to the SJU website (http://en.sejong.ac.kr). Click on the [Fall 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 Fall 2023 starting September 1st, 2023 Once you have completed the online application, submit the required documents to SJU One Stop Service Center 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. E-mail Validation	Wed, April 5 th , 2023	Fri, June 2 nd , 2023	Tue, July 18 th , 2023	<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. Evaluation by Department	Wed, April 16 th ~ Mon, April 24 th , 2023	Fri, June 16 th ~ Wed, June 21 st , 2023	Fri, July 21 st ~ Mon, July 24 th , 2023	<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. Admission Decisions	Wed, May 10 th , 2023	Fri, July 7 th , 2023	Fri, August 4 th , 2023	<ul style="list-style-type: none"> The admission decision will be posted on the SJU website (http://en.sejong.ac.kr). Click on the [Fall 2023 Graduate School Admission for International Students] banner to find out.
5. Invoice for Tuition	Fri, July 7 th , 2023		Mon, August 7 th , 2023	
6. Tuition Payment	Mon, July 10 th ~ Fri, July 14 th , 2023		Mon, August 7 th ~ Tue, August 8 th , 2023	<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.

One Stop Service Center

- 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)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00

2 Departments and Majors

Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Liberal Arts and Social Science	Korean Language and Literature	Korean Language Education	○			○	○		
	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	○				○	○	○
		Korea-China Trade and Commerce, Korea-China Political Economics, Korea-China Cultural Studies			○	○	○		
	Education	Educational Psychology/Counseling, Educational Administration			○	○	○		
		Educational Psychology/Counseling, Educational, Measurement & Evaluation, Educational Technology, Educational Administration, Lifelong Education, Early Childhood Education	○				○	○	○
	History	Korean History, Archeology, European History	○				○	○	○
	Economics	Economics	○				○	○	○
	Media and Communication	Media and Communication, Advertising & Public Relations	○			○	○		
		Media and Communication, Advertising & Public Relations	○				○	○	○
	Business	Business Administration, Sustainable Business	○	○			○	○	○
Business Administration(Short-term Program)				○	○	○			
Public Administration	Public Administration, Public Policy	○				○	○	○	
	Public Administration, Public Policy		○		○	○			
Hospitality, Tourism, Culinary and Food Service Management	Hospitality and Tourism Management, Food and Culinary	○	○			○	○	×	
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	○	○			○	○	○
		Artificial Intelligence Programming		○		○	○		
	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	○	○			○	○	○
		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	○	○			○	○	○	

Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Engineering	Optical Engineering	Optical Engineering	○	○			○	○	○
	Software	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	○	○			○	○	○
Art and P.E.	Nuclear Engineering	Nuclear Engineering	○	○			○	○	○
	Fine Art	Korean Painting, Painting	○				○	×	×
	Design Innovation	Visual Communication Design, Industrial Design	○				○	○	○
	Music	<ul style="list-style-type: none"> • 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) • Master's Program: Applied Music(Music Business, Sound Engineering) 	○		○	○	○	○	○
			○		○	○	○		
			○		○	○	○		
	Physical Education	Physical Education	○				○	○	○
	Dance	Korean Traditional Dance, Modern Dance, Ballet	○				○	○	○
	Fashion Design	<ul style="list-style-type: none"> • Master's: Fashion Design • Doctorate: Fashion Design, Aesthetics of Costume, Fashion Marketing, Stage Costume Design, Digital Fashion Design, Textile Design 	○				○	○	○
	Comics & Animation	Animation, Comics ^{1) For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation}	○				○	× ¹⁾	×
Film Arts	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}	○				○	× ²⁾	×	
Collaborative Program	Cooperative Course of Performance, Film & Animation	Performing Art, Film Art, Comics & Animation, Arts Management	○				×	○	×
	AI Language Engineering	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	○	○			○	○	○
	Cooperative Course for Urban, Real Estate and Distribution Study	Cooperative Course for Urban, Real Estate and Distribution Study	○				×	○	×
	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

※ Credit-based master's courses: Korean Language and Literature(Korean Language Education- Korean Language Education as a Foreign Language), Korean Translation, Education (Short-term), Business Administration (Short-term), Applied Music(Music Business, Sound Engineering), Computer Engineering (Artificial Intelligence Programming), Media Communication(Korean Track), Chinese Trade and Commerce, Public Administration(English Track)

※ Bilingual Track: Education(Short-term), Business Administration(Short-term), Chinese Trade and Commerce, Music

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 2023, Provisional) *per semester(Unit: KRW)

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000	6,019,000	7,009,000
Hospitality and Tourism Management	990,000	6,508,000	7,498,000
Natural Sciences, Physical Education, Culinary and Food Service Management	990,000	6,997,000	7,987,000
Engineering	990,000	7,821,000	8,811,000
Arts	990,000	7,890,000	8,880,000
Music(Bilingual Program)	990,000	8,390,000	9,380,000
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 September 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 September 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" data-bbox="416 898 1463 981"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>71</td> <td>327</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> Korean Track Applicants Students who meet the following TOPIK level <table border="1" data-bbox="416 1137 1463 1245"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and P.E</th> </tr> </thead> <tbody> <tr> <td>Level 4 or above</td> <td>Level 2 or above</td> </tr> </tbody> </table> Bilingual Program Applicants(Education, Business and Music) are not required to submit Letter of Verification of Research Capability(form6) <ul style="list-style-type: none"> ※ Bilingual Track students who have not met language requirement must register and complete two regular courses at Sejong University International Language Institute upon admission. However, short-term(Education, Business) students may complete only one regular course at Sejong University International Language Institute. ※ Students who submit TOPIK or Sejong TOPIK certificate(Grade 3 or higher) to the Graduate School Department (Gwanggaetogwan Room 905) before September 2023, may be exempted from the obligation to register and complete regular courses at Sejong University International Language Institute. 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	5.5	71	327	Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E	Level 4 or above	Level 2 or above
IELTS	TOEFL iBT	New TEPS									
5.5	71	327									
Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E										
Level 4 or above	Level 2 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 issued within two years from the start date of application. 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) Sejong University Language Proficiency Test (Sejong TOPIK)
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 ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August 25 th , 2023 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before August 25 th , 2023 for the issuance of Certificate of Admission. ※ 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. ※ 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.
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 ※ Students expected to graduate should submit Certificate of expected graduation with the graduation dates no later than August 25 th , 2023 (including CHSI Certificate for those graduating from a university in China). Certificate of Graduation and final version of transcripts should be submitted before August 25 th , 2023 for the issuance of Certificate of Admission. ※ 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.
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	●	●		※ Another currency is acceptable (e.g. RMB 145,000, KRW 26,000,000 etc.) ※ Validity Period Standards: - Date of Issuance: after March 8 th , 2023 - Frozen Date: until September 9 th , 2023 ※ 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 ※ 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. ※ VOD must be under the applicant's name, only in some inevitable cases can be by parents ※ Foreign residents who are already registered in Korea must submit a bank statement issued only by a Korean local bank.

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 issued within two years from the start date of application. • A certificate of completion of two semesters at the Korean Language Institute of Sejong University • Graduation Certificate at Sejong University (Undergraduate or Graduate School)

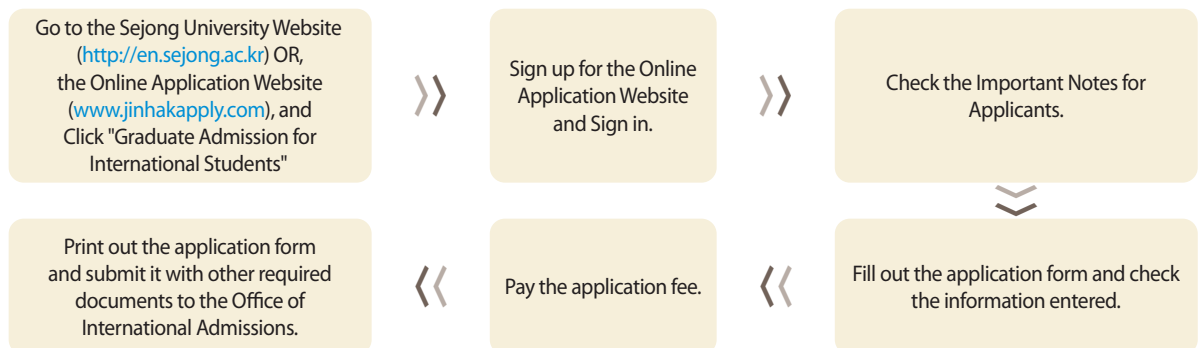
※ Any document that is not in Korean or English must be translated into Korean or English and notarized before submission.

※ 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 One Stop Service Center within the informed timeline.

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

[One Stop Service Center, 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 (May 26th, 2023)** and to the Office of Graduate School (Room 905, Gwangaetogwan) after the above informed timeline. Of the applications received **by May 26th, 2023 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 August 31st, 2023 (Thu) 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 (**September 1st, 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 **September 1st, 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
Level 5	5.5	71	327

※ 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

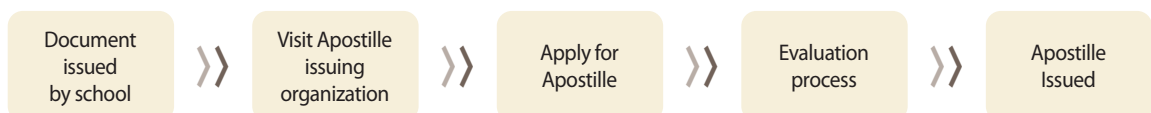
2. Information of Apostille Convention

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 (As of December 7, 2022)

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

Seoul

Gimpo International Airport



MyungDong

KangNam

Sejong University



SUBWAY

LINE NO.7
CHILDREN'S GRAND PARK
(SEJONG UNIV.) EXIT 6



BUS

CHILDREN'S GRAND PARK

· BLUE 721
· GREEN 119, 3216, 4212



One Stop Service Center

- Address: (05006) One Stop Service 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)
- Fax: 82-2-3408-3813
- Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00