Undergraduate Admission Guide for International Students

2023 Spring

SEJONG UNIVERSITY

Undergraduate 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.

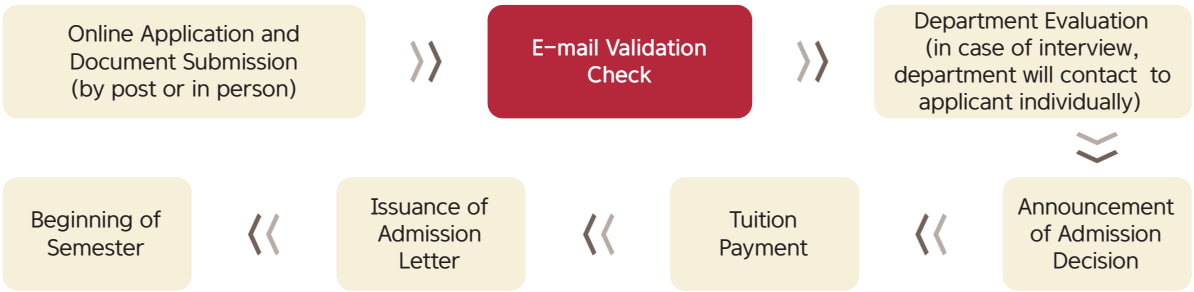
1 Admission Timeline

Procedure	Timeline		Important Notes
	1st Round	2nd Round	
1. Online Application & Document Submission	TUE, September 13 ~ WED October 5, 2022	MON, October 31 ~ WED, November 23, 2022	• KOR: www.sejong.ac.kr • ENG: eng.sejong.ac.kr • The required documents **must arrive** at OIA by the deadline. Submission after the deadline will not be accepted.
2. E-mail Validation	WED, October 12, 2022	WED, November 30, 2022	• An e-mail will be sent to applicants from 10:00AM-4:00PM for validation check • Applicants who do not receive an e-mail must send their correct e-mail address to intadmission@sejong.ac.kr
3. Evaluation by Department	MON, October 24 ~ WED, October 26, 2022	MON, December 05 ~ WED, December 07, 2022	
4. Admission Decisions	THU, November 17 (5:00PM)	THU, December 29 (5:00PM)	• The admission decisions will be posted on the SU website (http://eng. sejong.ac.kr) for a week. Since the announcement will not be available after this period, please check out the admission decisions and guidelines on registration on time.
5. Invoice for Tuition	THU, December 29, 2022		
6. Tuition Payment	MON, January 02 ~ FRI, January 06, 2023		
7. Certificate of Admission Release	From WED, January 25, 2023~		
8. Beginning of Semester	THU, March 02, 2023		

·· *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 are incomplete or unsatisfactory, you will be disqualified for the admission.*
·· *Any issues arising as a result of visa refusal will be solely the responsibility of the applicant.*

2 Application Procedure

Admission decisions are made based on the candidate's previous academic achievements, study plan and other specific diploma and qualifications such as language proficiency. Study plan has some requirements and it should be filled as instructed. Interviews, auditions, and/or additional documents may be required as dictated by the policy of the individual college or department, and the individual college or department will directly contact the applicant if required.



Notes for Online Application

- The standard method for application is via the Undergraduate 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 **17:00(Korea local time).** To apply successfully, all relevant information must be entered, and the application fee must be paid in full, prior to this time.
- 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.

3 Departments and Majors

College	Program	Admission		Major
		Freshman	Transfer	
Liberal Arts	Korean Language and Literature	○	○	
	International Studies	○	○	English Language and Literature, Japanese Language and Literature, Chinese Trade and Commerce
	History	○	○	
	Education	○	○	
Law		○	○	Law
Social Sciences	Public Administration (Korean Track)	○	○	
	Public Administration (English Track)	○	○	
	Media and Communication (Korean Track)	○	○	
	Media and Communication (English Track)	○	×	
Business and Economics	Faculty of Business Administration (Korean Track)	○	○	
	Faculty of Business Administration (English Track)	○	○	
	Economics (Korean Track)	○	○	
Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management (Korean Track)	○	○	Hospitality and Tourism Management, Food Service Management
	Faculty of Hospitality, Tourism and Food Service Management (English Track)	○	○	Hospitality and Tourism Management
Natural Sciences	Mathematics and Statistics	○	×	
	Faculty of Mathematics and Statistics	×	○	Mathematics, Applied Statistics
	Physics and Astronomy	○	○	
	Chemistry	○	○	
Life Sciences	Faculty of Biological Systems (Korean Track)	○	○	Food Science and Biotechnology, Integrative Bioscience and Biotechnology, Bioindustry and Bioresource engineering
	Integrative Biological Sciences and Industry	○	○	
Electronics and Information Engineering	Electrical Engineering	○	○	
	Semiconductor Systems Engineering	○	×	
Software and Convergence Technology	Computer Science and Engineering (Korean Track)	○	○	
	Computer Science and Engineering (English Track)	○	○	
	Computer and Information Security	○	○	
	Data Science	○	○	
	School of Intelligent Mechatronics Engineering	×	○	Smart Device Engineering, Unmanned Vehicle Engineering Major
	Intelligent Mechatronics Engineering	○	×	
	Creative Studies (Design Innovation)	○	○	
	Creative Studies (Comics and Animation Tech)	○	○	
	Artificial Intelligence	○	○	
Engineering	Architectural Engineering	○	×	
	Faculty of Architectural Engineering	×	○	Architectural Engineering, Architecture(5-Year)
	Architecture	○	×	(5-Year program)
	Civil and Environmental Engineering	○	○	
	Environment, Energy & Geoinformatics	○	○	
	Energy & Mineral Resources Engineering	○	○	
	Energy Resources and Geosystems Engineering	○	○	
	Mechanical Engineering	○	×	
	Faculty of Aerospace Engineering System	○	×	Aerospace Engineering
	Faculty of Mechanical and Aerospace Engineering	×	○	Mechanical Engineering, Aerospace Engineering
	Nano Technology and Advanced Materials Engineering	○	○	
	Quantum and Nuclear Engineering	○	○	

3 Departments and Majors

College	Program	Admission		Major
		Freshman	Transfer	
Arts and Physical Education	Painting	○	○	Western Painting, Korean Painting
	Fashion Design	○	○	
	Music (Korean Track)	○	○	Voice, Piano, Violin, Applied Music
	Music (English Track)	○	○	Applied Music
	Physical Education	○	○	
	Dance	○	○	Korean Dance, Modern Dance, Ballet
	Film Art	○	○	Directing & Producing, Acting
ENGLISH TRACK				
Social Sciences	Public Administration	○	○	
	Media and Communication	○	×	
Business and Economics	Faculty of Business Administration	○	○	
Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management	○	○	Tourism and Food Service Management
Software and Convergence Technology	Computer Science and Engineering	○	○	
Arts and Physical Education	Music	○	○	Applied Music

·· *English Track programs provide entire courses in English.*

4 Application Fee and Tuition

1. Application Fee

- Application fee: Total 128,000 KRW
- Withdrawal of application and refund of application fee
  - ① For withdrawal of application before the application due date, total application fee is refunded. Withdrawal of application after the application due date is not allowed, and the application fee is not refundable unless any of SU's acceptable reasons for a refund is satisfied.
  - ② Acceptable reasons for a refund: Any reason that is not attributable to the applicant or outside the applicant's control, including a natural disaster, the applicant's hospitalization or injury from an accident and SU's mistake, is considered acceptable.

·· *In case that all or any of required documents are not submitted or an applicant is disqualified, the applicant will fail to the admission and the application is not refundable.*

2. Tuition (as of 2022, subject to change, per semester, KRW)

Program	Admission Fee	Tuition	Premilinary Deposit*	Total
Liberal Arts; Social Sciences; Business Administration; Hospitality and Tourism Management	198,000	4,164,000	200,000	4,562,000
Natural Sciences; Physical Education (PE)	198,000	4,959,000	200,000	5,357,000
Life Sciences; Electronics & Information Engineering; Software and Convergence Technology; Engineering	198,000	5,724,000	200,000	6,122,000
Arts (excluding PE)	198,000	5,772,000	200,000	6,170,000

·· *Actual payable amount will be varied depending on each individual due to scholarship amount.*
·· *1 USD = around KRW 1,300*
·· *Preliminary Deposit: It must be paid with the tuition due to possible exchange rate fluctuations, remittance fees and tuituion fee increase and etc. If any remaining occurs, the refund will be made.*

⑤ Eligibility and Qualification

<table>
<tr><th>Program</th><th>Eligibility</th></tr>
<tr><td>Both</td><td>

• A non-Korean national whose parents are BOTH non-Korean nationals

·· *Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.*
·· *A Korean citizen who holds dual citizenships is not considered as foreigners.*
·· *An applicant with single-parent due to death, disappearance, divorce, unmarried, etc., the nationality of both the parent and the applicant must also be verified by a document issued by the government.*

</td></tr>
<tr><td>Fresh
-man</td><td>

• International applicants must meet ALL of the following requirements:

1. A student who has completed, or is expected to complete primary and secondary education at the time of application (Vocational schools are included).
   ·· *If a student is educated in two or more countries, total education period should be 12 years or more.*

2. A non-Korean national who satisfies **language proficiency requirements** specified below;

(1) English Track: Business Administration, Hospitality Tourism and Food Service Management, Computer Science and Engineering,Public Administration, Media and Communication, Music

• A person who meets at least one of the following language proficiency requirements

	IELTS	TOEFL iBT	New TEPS
All Majors (excluding Music)	5.5	80	326
Music	5.0	60	262

·· *Students from a country which use English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)*

(2-1) Korean Track: Applying with TOPIK Score

• A person who meets minimum TOPIK score below or applying with the score of Korean proficiency test(Sejong TOPIK) conducted by Center for International Education at Sejong University

Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others
Level 2	Level 4	Level 3

·· *Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.*

(2-2) Korean Track: Applying with Sejong Korean Language Program Completion

• A person who has registered and completed two or more semesters in the Center for International Education at Sejong University, and recommended by the Head of the Center will meet the following requirements

Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others
Level 2 Completion	Level 4 Completion	Level 3 Completion

·· *If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) instead of the Korean Proficiency Test at Sejong University. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.*
·· *Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.*

(3) Preliminary Admission Process: The application can be submitted for preliminary admission process even the condition (2-1) is not satisfied. However, those who are selected for the pre-admission course can re-apply and get enrolled after having fulfilled the language requirement.

[Important notes on Preliminary Admission Process]

• Students who do not meet the language requirements will also be able to pass the evaluation for Preliminary Admission Process on the basis of other academic skills.
• Students who have accepted for the preliminary admission process will be awarded a "Letter of Preliminary Acceptance" and will not need to pay tuition fees.
• Students who have accepted for the preliminary admission process must continue studying for at least two semesters at the International Education Center at Sejong University before entering Sejong University undergraduate program, immediately after selection (afterwards, a certificate of attendance is required)
• If the applicant wishes to be admitted to the university, he/she must meet the TOPIK requirements and apply online (re-apply) to the same department again in the next or the following application period.
   ·· *Applicants must submit the "Letter of Preliminary Acceptance", the TOPIK score sheet in accordance with the admission requirements, and the certificate of attendance at Sejong University's International Education Center.*
   ·· *Applicants who wish to enter (re-apply) after meeting the language requirement need to pay the application fee after completing the online application*
• Those who are accepted for the preliminary admission process will be required to pay the tuition at the payment period for the re-applying semester and get enrolled for the undergraduate course.
• The preliminary admission certificate is valid only for the online application period of the next semester and the following semester, and the eligibility for admission on the preliminary admission process will be canceled afterwards.
• Even if a preliminary accepted applicant submits TOPIK score before the registration (tuition fee payment), it is not possible to get enrolled in that applying semester. The enrollment is possible only through re-application for the next semester or the following semester.
• The Office of International Admissions may request additional documents such as proof of the deposit balance for the visa issuance period at the time of re-application.

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5 Eligibility and Qualification

<table>
<tr><th>Program</th><th>Eligibility</th></tr>
<tr><td>Transfer</td><td>

• International applicants must meet ALL of the following requirements:

1. Applicants who have completed 2 or more years of the coursework in a 4-year university or received a degree in a 2/3-year junior college (those who expect completion of course work or reception of degree by February 2023 are also eligible.)
   ·· *If you are enrolled in a 4-year university, you are eligible to apply in case you have earned more than 50% of the credits required for graduation.*
   ·· *Graduates of Chinese school must submit academic verification stating that the diploma holder is able to continue their study in senior years of undergraduate program for a Bachelor's degree.*
   ·· *Students who have enrolled to SU are not eligible for transfer admission.*

2. A non-Korean national who satisfies **language proficiency requirements** specified below:

(1) English Track: Business Administration, Hospitality Tourism and Food Service Management, Computer Science and Engineering, Public Administration, Music

• A person who meets at least one of the following language proficiency requirements

IELTS	TOEFL iBT	New TEPS
5.5	80	326

·· *Students from a country which use English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)*

(2-1) Korean Track: Applying with TOPIK Score

• A person who meets minimum TOPIK score or applying with the score of Sejong TOPIK conducted by Center for international Education at Sejong University

Creative Studies, and Arts and Physical Education majors	Others
Level 3	Level 4

(2-2) Korean Track: Applying with Sejong Korean Language Program Completion

• A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and recommended by the head of the Center for International Education in Sejong University will meet requirement as a substitution. (··*A recommendation letter from the head of the Center for International Education in Sejong University is required.*)

Creative Studies, and Arts and Physical Education majors	Others
Level 4 Completion	Level 5 Completion

·· *If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) instead of the Korean Proficiency Test at Sejong University. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.*
·· *Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.*

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NOTE !

Admissions for both freshmen and transfer students require academic records on regular programs offered by educational institutions accredited under the education laws of foreign countries (The following courses and exams do not qualify: language courses, university preparatory courses, continuing [lifelong] education courses, adult university courses, correspondence courses, Internet courses, high school diploma equivalency exams in the U.S. and Canada (like GED), homeschooling, and the Higher Education Self-taught Examination System of China [gaodengjiaoyu zixuekaoshi]).

6 Required Documents(Freshman)

Please refer to the Submited Format and submit two sets of documents that are for departmental evaluation

No.	Documents	Submitted Format
1	**• Application Form(Required)** ·· *Print out after completing the online application*	One original, one photocopy
2	**• Copy of Applicant's Passport(Required)** ·· *Photocopy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut eh the marginal space* ·· *UZB Applicants should submit their International passports(local passport copies will NOT be accepted)*	One photocopy
3	**• Documents verifying the applicants' proficiency of the Korean or English language(If applicable)** ·· *Certificate issued within two years from the starting date of application* ·· *Those who cannot submit the language proficiency test score within the submission due date should apply for the admission as "preliminary assessment"* ·· *A recommendation letter from the head of the Center for International Education at Sejong University is required for Korean Track: Applying with Sejong Korean Language Program Completion* ·· *English track: Applicants who are from countries that use English as their official language do not need to submit it, but need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school)*	One original, one photocopy
4	**• Certificate of Graduation or Expected Graduation of High School(Required)** • Korean High School Graduate 1 Original copy of Certificate of (expected) Graduation 2 Copy of the school records with grades written • General High School Graduate in China ·· *For applicants from vocational and other high schools in China, please refer to Appendix 4.* 1 CHSI Certificate 2 Certificate of Graduation Original Copy – translated and notarized 3 Original Final Transcript – translated and notarized • General(Regular) High School Expected Graduate in China ·· *Admission decision can be cancelled if the students fail to submit their final graduation and transcript within the deadline* 1 Certificate of Expected Graduation Original Copy – translated and notarized 2 Original Transcript – translated and notarized • High School Graduate from other than Korea / China 1 Certificate of Graduation – translated and notarized with Korean Consulate Certification or Apostille 2 Original Final Transcript – translated and notarized • High School Expected to Graduate from other than Korea / China ·· *Admission decision can be cancelled if the students fail to submit their final graduation and transcript within the deadline* 1 Certificate of Expected Graduation Original – translated and notarized 2 Original Transcript – translated and notarized	One original, one photocopy (do not need to be translated if the original documents are issued in English)
5	**• Secondary School Graduation Exam / College Entrance Exam Score(Optional)** ·· *If submitted, it will be included in evaluation*	One original, one photocopy
6	**• Qualification Review Request Form(Required)** ·· *Print out after completing the online application*	One original
7	**• Study Plan(Required)** ·· *English Track: Type in English* ·· *Korean Track: Type in Korean*	One original, one photocopy
8	**• Portfolio of the applicant's artwork/accomplishments(If applicable)** ·· *College of Arts and Physical Education (excluding the Department of Physical Education) and the Department of Creative Studies only*	One original, one photocopy (two USBs)
9	**• Recommendation letters(Optional)** ·· *If submitted, it will be included in evaluation*	One original, one photocopy
10	**• Transcripts and attendance records from Korean Language Program(If applicable)** ·· *If a preliminary accepted student satisfies the language proficiency requirement, the student must submit transcripts and attendance records of ALL period from Sejong Center for International Education.*	One original
11	**• An official document that shows the parent-child relationship(Required)** ·· *If one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted* ·· *Chinese applicants should submit both family registration document and HOKUBU(must be notarized)* ·· *For countries with no such documents, you can submit other official government-issued document (notarized) such as your official birth certificate with your parents' nationality in it*	One original

6 Required Documents(Freshman)

No.	Documents	Submitted Format
12	**• A Copy of the both parents' passport(Required)** ·· *If you do not have a parent's passport, submit a copy of your parents' ID card*	One photocopy for each parent
13	**• Applicant's verification of deposit (VOD) of a minimum of USD 20,000(Required)** ·· *Must be issued later than September 13, 2022* ·· *In the case of a financial certificate with validity period, the validity period is accepted up to 6 months.* ·· *The statement must be under the applicants name, but only parents are considered as an exception when inevitable* ·· ***Unable to replace it with bank note copy, transaction statement, and two or more certificates of numerous bank account numbers*** ·· ***The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name***	One original
14	**• Agreement for Verification of Academic Record(Required)** ·· *Signature required*	One original

7 Required Documents(Transfer)

Please refer to the Submited Format and submit two sets of documents that are for departmental evaluation

No.	Documents	Submitted Format
1	**• Application Form(Required)** ·· *Print out after completing the online application*	One original, one photocopy
2	**• Copy of Applicant's Passport(Required)** ·· *Photocopy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut eh the marginal space* ·· *UZB Applicants should submit their International passports(local passport copies will NOT be accepted)*	One photocopy
3	**• Documents verifying the applicants' proficiency of the Korean or English language(If applicable)** ·· *Certificate issued within two years from the starting date of application* ·· *Those who cannot submit the language proficiency test score within the submission due date should apply for the admission as "preliminary assessment"* ·· *A recommendation letter from the head of the Center for International Education at Sejong University is required for Korean Track: Applying with Sejong Korean Language Program Completion* ·· ***English track: Applicants who are from countries that use English as their official language do not need to submit it, but need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school)***	One original, one photocopy
4	**• Official Diploma(and/or Enrollment/Completion/Expected to Graduate) from Previous Institution(s) including High School(Required)** • Applicants from China 1 Currnetly Enrolled in Chinese College/University High school diploma, high school transcript, college transcript, certificate of enrollment or completion, CHSI certificate for high school and college in English(all needs to be translated and notarized except CHSI) 2 Graduate from Three or Four-year College/University in China High school diploma, high school transcript, college diploma, college transcript, CHSI certificate for high school and college in English(all needs to be original translated and notarized except CHSI) 3 Expected to Graduate from Three or Four-year College/University in China High school diploma, certificate of expected graduation for college, college transcript, CHSI certificate for high school and college in English(all needs to be original translated and notarized except CHSI) 4 Graduate/Currently Enrolled in Korean College/University High school diploma, original transcript of high school, CHSI certificate for high school if graduated in China, original certificate of graduation(expected)/completion(expected) of college, original transcript for college • Non-Chinese Applicants 1 Certificate of Graduation(expected) with Korean Consulate Certification or Apostille 2 If currently enrolled, Certificate of High School Graduation with Consulate Certification or Apostille	One original, one photocopy
5	**• Required Credit for Graduation Information(Required)** ·· *Can be downloaded and printed from the University website or issued by the University*	One Printed or Original

7 Required Documents(Transfer)

No.	Documents	Submitted Format
6	• Qualification Review Request Form(Required) ·· *Print out after completing the online application*	One original
7	• Study Plan(Required) ·· *English Track: Type in English* ·· *Korean Track: Type in Korean*	One original, one photocopy
8	• Portfolio of the applicant's artwork/accomplishments(If applicable) ·· *College of Arts and Physical Education (excluding the Department of Physical Education) and the Department of Creative Studies only*	One original, one photocopy (two USBs)
9	• An official document that shows the parent-child relationship(Required) ·· *If one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted* ·· *Chinese applicants should submit both family registration document and HOKUBU(must be notarized)* ·· *For countries with no such documents, you can submit other official government-issued document (notarized) such as your official birth certificate with your parents' nationality in it.*	One original
10	• A Copy of the both parents' passport(Required) ·· *If you do not have a parent's passport, submit a copy of your parents' ID card*	One photocopy for each parent
11	• Applicant's verification of deposit (VOD) of a minimum of USD 20,000(Required) ·· *Must be issued no later than September 13, 2022* ·· *In the case of a financial certificate with validity period, the validity period is accepted up to 6 months.* ·· *The statement must be under the applicants name, but only parents are considered as an exception when inevitable* ·· ***Unable to replace it with bank note copy, transaction statement, and two or more certificates of numerous bank account numbers*** ·· ***The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name***	One original
12	• Agreement for Verification of Academic Record(Required) ·· *Signature required*	One original

Important Guide		
How to Submit	Documents must be submitted by post or in person. Submitting by e-mail will not be accepted.	All the documents must be original and where the original is not available, the copy must be notarized with embassy attestation / apostille ·· *Additional documents can be requested if the submitted documents found to be not sufficient.*
Submit by	Must be arrived(NOT shipped) by **the respective deadline.**	The required documents must arrive at OIA by the deadline. Submission after the deadline will not be accepted.
Send to	(05006) Office of International Admissions, Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea	E-mail: intadmission@sejong.ac.kr Phone: +82-2-3408-3353 (Chinese, Korean) +82-2-3408-4408 (Uzbek, English, Russian) +82-2-3408-4407 (Vietnamese, English, Korean) +82-2-3408-4406 (English) Office Hours: 10:00-16:00 Weekdays
Valid Date for Documents	Academic Documents	24 Months from September 13, 2022
	Nationality and Family Documents	12 Months from September 13, 2022
	Bank Certificate	Must be issued after September 13, 2022 and if the deposit period is stated, the expiration date must be later than March 02, 2023

Notes for Submission of Required Documents

1. All the documents must be submitted withing application period. After the deadline submission of documents are not possible (except : who applied with expected graduation certificate).
2. Any document that is not in Korean or English must be translated into Korean or English and notarized.
3. Individual notification of the arrival of documents and insufficient documents is not provided. If all documents are not submitted within the document submission period, will be disqualified due to failure to meet the requirements for application.
4. In principle, all submittal documents should be submitted in A4 size. In particular, the passport copy should not be cut and submitted.
5. Your passport must be a passport with a sufficient expiration date at the time of admission, and the applicant is responsible for the disadvantages such as the delay of the visa due to the change (extension) of the passport.
6. There is no need to submit additional photo of the applicant if uploaded online when online application.
7. The applicant's achievements, such as portfolio, picture of work, and recording materials, are 'free format' and the OIA will not receive questions regarding the applicant's submission form.
8. Accepted students for preliminary assessments who satisfy the language proficiency requirement later should confirm list of required documents with OIA before submission (Letter of Preliminary Acceptance, attendance certificate of Center of International Education of Sejong University, etc. will be required.).

Important notes related to Notarization, Consulate Certification and Apostille documents

1. All documents notarized / consulate certification / apostille must be held in the country in which the documents are issued or at the respective consulates in Korea.
2. Any document that is not in Korean or English must be translated into Korean or English and notarized. The notarization must be held in the country in which the documents are issued.
3. Unless stated as "Photocopy", all the above documents should be original. In case documents are not allowed for re-issuance or original documents are not available, notarized copies can be acceptable.
4. Please review your translated and notarized documents. If the name, gender, etc. are written differently from official documents such as passports due to the translator's mistake, it may also be a reason for disqualification of the applicant.

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 keep photocopies of all completed forms. **Any documents and/or materials submitted with the application become the property of SU and will not be returned to the applicant.** If any of the submitted documents are required for visa application, you should additionally prepare them.
3. Among the new applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be automatically changed to Preliminary Admission. Among the transfer applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be canceled automatically due to the lack of eligibility requirements. Freshmen/transfer applicants on the English track, if they do not submit their language proficiency test score during the application period, their admission will be canceled automatically due to the lack of eligibility requirements.
4. Documents must be submitted by post or in person. Submitting by e-mail will not be accepted.
5. The OIA may request additional documents individually for the purpose of issuing an admission certificate or visa. It is necessary to submit the document to the OIA as soon as possible, if requested.
6. A detailed information of any individual admissions decision will not be disclosed
7. If any of the submitted materials contains false information, admission will be rescinded.
8. If a graduate-to-be fails to graduate prior to the beginning of a semester, admission will be cancelled. If a graduate-to-be do not submit graduation certificate(Embassy Attestation or Apostille) after graduation, admission will be cancelled.
9. Be sure to understand that the University issues only the Certificate of Admissions for student visa (Type: D2) application for the admitted students.
10. 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.
11. Important notice will be provided by email only. Please write down your primary email address correctly in the application form. Announcement of admission decision and following notices also will be posted the bulletin board (http://eng.sejong.ac.kr).
12. Refund of the application fee is not possible after the application period has passed.
13. If you fall under the following, you may be excluded from the assessment and the assessment and evaluation results will not be informed or disclosed to the applicant.
    - If the document submission is incomplete or documents are not submitted within the deadline (e-mail submission is not accepted)
    - The information entered at the time of application are found to be unfaithful, false, or forgery.
    - Applicant's purpose of application seems to be other than earning a degree.
    - Applicant's academic ability or financial ability seems to be insufficient.

9 Scholarship

<table>
<tr><th>No.</th><th>Classification</th><th>Eligibility</th><th>Benefits</th></tr>
<tr><td>1</td><td>Sejong International Scholarship A
(First semester)</td><td>Meet one of the language score qualifications</td><td>
[English Track]
• A scholarship of the corresponding % of the first semester's tuition fees, if satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOEFL iBT</th><th>IELTS</th><th>New TEPS</th></tr>
<tr><td>80%</td><td>112</td><td>8.0</td><td>498</td></tr>
<tr><td>50%</td><td>100</td><td>6.5</td><td>398</td></tr>
<tr><td>30%</td><td>80</td><td>5.5</td><td>327</td></tr>
<tr><td>20%</td><td>60</td><td>5.0</td><td>262</td></tr>
</table>
·· 30%, if a student is from a country whose mother tongue is the English language.
[Korean Track]
• A scholarship of the corresponding % of the first semester's tuition fees, if satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOPIK</th></tr>
<tr><td>100%</td><td>Level 6</td></tr>
<tr><td>70%</td><td>Level 5</td></tr>
<tr><td>50%</td><td>Level 4</td></tr>
<tr><td>30%</td><td>Level 3</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>Sejong International Scholarship B
(First semester)</td><td>Students from Center of International Education of Sejong University</td><td>• have registered in the Center of International Education of Sejong University for more than 2 semesters and recommended by Dean of Center of International Education are exempt from enrollment fee in addition to tuition benefits from the Sejong International Scholarship A.
• have selected and registered in "Sejong Prep Course" of the Center of International Education of Sejong University for more than 2 semesters, and recommended by Dean of Center of International Education are exempt from both enrollment fee and tuition fee (100%).</td></tr>
<tr><td>3</td><td>Sejong International Scholarship Outstanding Academic
(Enrolled student)</td><td>Scholarships for excellent grades based on school records while attending school</td><td>• 20% ~ 50% of tuition fee (also applicable to transfer students)
·· Need to earn more than 15 credits(10 credits if the previous semester is the final grade) in the previous semester.</td></tr>
</table>

·· *Sejong international Scholarship A~B is limited only to the documents (Language proficiency test score, recommendation letter, etc.) submitted by deadline.*
·· *Successful applicants who pass the preliminary assessment will be eligible for scholarships at the time of enrollment.*
·· *The scholarship will be suspended upon change of nationality.*
·· *Transfer students are not eligible for freshmen scholarships, but eligible to "Sejong international Scholarship Outstanding Academic."*

10 International Students Dormitory

Sejong University has dormitory facilities that can accommodate about 255 international students. It is selected on a semester (six months) basis, and applications are accepted every January and July a month before the semester begins. The dormitory fee for six months is about 1.6 million won. More information will be provided later on the bulletin board of the International Affairs (for inquiries: dormitory@sejong.ac.kr).

11 Appendix 1: Guide to Document Certification

1. Instruction of submitting academic background documents

Applicant must submit a certificate of graduation and a transcript from high school selecting one of the documents as below during the application period. If there is a delay of submission under unavoidable circumstances, submit the documents within the specified deadline after announcement of admission.

1) Confirmed academic background documents(certificate of graduation and transcript from high school) of Apostille from one's country Apostille
2) Confirmed academic background documents(certificate of graduation and transcript from high school) by Korean Consulate
3) For China, enrollment/completion/graduation certificate and the report of China Ministry of Education (CHSI)
   ‥ *For details for Chinese academic background verification, please refer to the Korean or Chinese version of Admission Guide*

2. Method of getting proof of Secondary and Post Secondary Institutions in China

Submit Certificate of CHSI in English from the China Credential Verification
Website: www.chsi.com.cn

To get CHSI certificate from South Korea, please visit 'Confucius Institute in Seoul'
Website: www.cis.or.kr

2-1. Vocational/Arts High School Grduates in China

Pleaser refer to Appnedix 4

3. 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 smmoth 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**

4. The procedure of issuing Apostille

Document Issued by School ›› Visit Apostille Issuing Organization ›› Apply for Apostille ›› Evaluation Process ›› Apostille Issued

5. Apostille Convention Countries (As of June 04, 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, Slovakia
North America	United States
Latin America and the Caribbean	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua, Bahamas, Barbados, Belize, Colombia, Dominican Federation, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, St. Kitsunevis, Costa Rica, Nicaragua, Paraguay, Panama, Chile, Chile, and Chile
Africa / Middle East	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Brundi Sao Tome and Principe, Seychelles, Swaziland, Oman, Israel, Cabo Verde, Tunisia

12 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

·· *During the admission, applicants for English Track from the country where English is the second language will be exempted from language proficiency score. However, before graduation, an official English Language proficiency certificate must be submitted to the University and need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school) when applying.*

13 Appendix 3: Visa

Applicant	Visa Status	Visa information
Freshman /Transfer (Having Korean language student visa during the admission)	D4 ➔ D2	Required documents with visa renewal schedule information will be announced on the notice board of Sejong University . ·· *for changing visa status, it is required to submit the final academic background certificate/diploma. This document should be prepared in advance.*
Freshman/Transfer (From other universities in Korea ➔ Sejong University)	D2 ➔ D2	Receiving a new D2 visa is not possible in Korea, have to apply from home country (For more information, contact the Immigration Office 1345)

14 Appendix 4: Academic Accreditation Center

Graduates of Chinese secondary vocational schools (certified educational institutions only) whose certificates are not issued by the China Higher Education Qualification are submitted according to the following criteria.

Type		Criteria	Note
Secondary Vocational School	Regular Specialized Secondary Schools	• Issued Online: Translated and notarized Certificate of Graduation issued by local education authorities + Korean Consulate in China Confirmation • Issued Offline: School Information Confirmation Required(Appendix 5) 1 Certificate of Graduation issued by local education authorities(translated and notarized) 2 Certificate of Graduation(translated and notarized) issued by the school confirmed by the Education Office(City Education Office) + Korean Consulate in China Confirmation	Choose One
	Vocational High Schools		
	Adult Specialized Secondary Schools		
	Skilled Workers Schools	Online Certificate from the Ministry of Human Resources and Social Security of the People's Republic of China(http:mohrss.gov.cn/) + Korean Consulate in China Confirmation ·· *Accepted only if authenticity can be verified online*	
Other Schools (International, Arts, etc.)		Translated and notarized Certificate of Graduation issued by the school + Establishment Permit(Business Unit Legal Certificate of School Education Permit)	

⑮ Appendix 5: Chinese Secondary Vocational School Information Confirmation

학교 정보 확인서 学校信息确认书

유학생 인적사항 留学生个人信息	성 명 姓 名		생년월일 出生日期	
	국 적 国 籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
학교정보 学校信息	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期 : 2022. . .)		
	학교유형 学校类型	보통중등전문학교 普通中专 ( ) 직업고등학교 职业高中 ( ) 성인중등전문학교 成人中专 ( ) 기타 其他 ( )		
	교육과정 教育种类	고등학교 학력과정 高中阶段学历教育 ( ) 고등학교 비학력과정 高中阶段非学历教育 ( ) ※비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소재지 学校地址			
	전화번호 学校电话			
	홈페이지 学校官网			
교직원 연락정보 教职工联系信息	소속 및 직위 学校电话			
	성 명 姓 名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	

본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다.
本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。

20 . . .

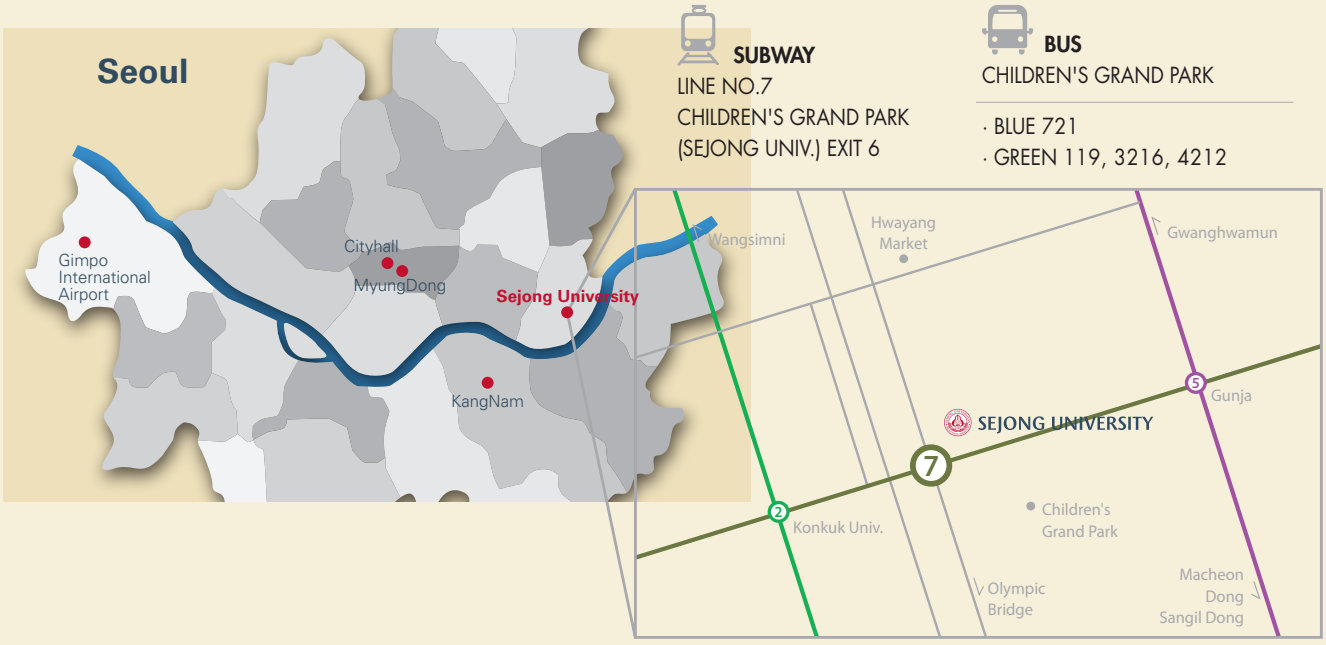
유학생 본인 留学生本人 (서명 签名)

※2부 작성 후 교육기관 및 재외공관에 각각 제출
本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。

CAMPUS MAP

1 Jiphyeon-gwan
2 Daeyang Hall
3 Mozart Hall
4 Gunja-gwan
5 Gwanggaeto-gwan
6 Yidang-gwan
7 Jingwan Hall
8 Yongdeok-gwan
9 Hong Jin Structure Research Center
10 Sejong Elementary School
11 Continuing Education Annex
12 Sejong Elementary School Auditorium
13 Yeongsil-gwan
14 Chungmu-gwan
15 Yulgok-gwan
16 Dasan-gwan
17 Parking Garage
18 Dongcheon-gwan(University Library)
19 Ujeong-dang
20 Sejong University Museum
21 Asadal Pond
22 Daeyang Tower
23 Aejiheon Chapel
24 Daeyang AI Center
25 Athletics Field
26 Sejong-gwan
27 Student Center
28 Saenal-gwan(Continuing Education Center)
29 Mubang-gwan(Sejong Cyber University)

SEJONG UNIVERSITY



The Office of International Admissions (OIA)

- 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