



세종대학교  
SEJONG UNIVERSITY

# Undergraduate Admission Guide for International Students





**Undergraduate**  
**Admission Guide**  
**for International Students**  
**Fall 2026**



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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

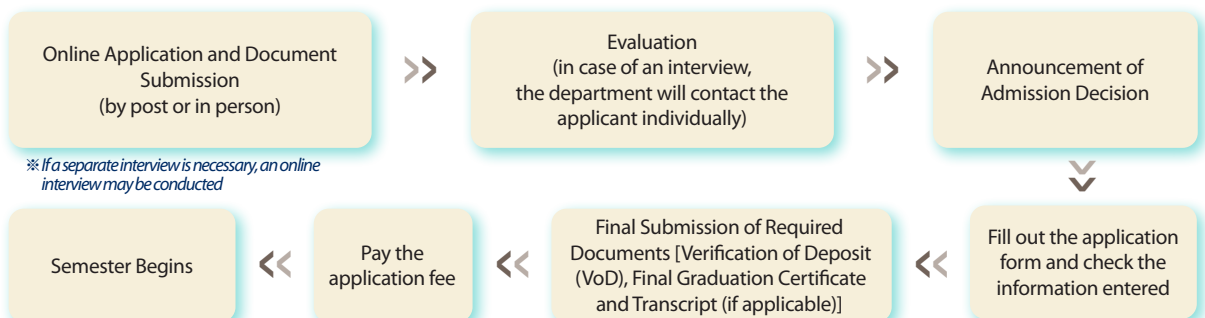
Procedure	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	Important Notes
<b>Online Application &amp; Submitting Documents</b>	Mar 09, 2026 ~ Mar 24, 2026 (5:00PM)	Apr 27, 2026 ~ May 15, 2026 (5:00PM)	<ul style="list-style-type: none"> <li>• Online Application: Sejong One Stop Service Center Website (<a href="https://sos.sejong.ac.kr">sos.sejong.ac.kr</a>)</li> <li>• <b>Submitted documents must arrive</b> at Sejong University's One Stop Service Center (admissions team) <b>by the fixed deadline.</b></li> <li>• Any documents submitted after the deadline will automatically be canceled.</li> <li>• You must complete the online application (including payment of application fees) before submitting the documents.</li> <li>• Documents sent with cash on delivery will not be accepted and will be returned.</li> <li>• Submitted documents cannot be returned regardless of reason.</li> <li>• If necessary, there may be a request for an online pre-screening interview.</li> </ul>
<b>Evaluation</b>	Apr 16, 2026 ~ Apr 21, 2026	Jun 11, 2026 ~ Jun 16, 2026	<ul style="list-style-type: none"> <li>• The contents of the evaluation will not be disclosed except for the final decision (admitted/not admitted).</li> <li>• How to check: Please log into <a href="https://sos.sejong.ac.kr">sos.sejong.ac.kr</a> to see the admission results.</li> </ul>
<b>Admission Decisions and Guide for Admitted Students (Provisional)</b>	May 07, 2026 (5:00PM) [provisional]	Jul 01, 2026 (5:00PM) [provisional]	<ul style="list-style-type: none"> <li>• Please carefully review the Notification of Acceptance &amp; Enrollment Information and complete all necessary procedures to finalize your enrollment.</li> </ul>
<b>Tuition Payment</b>	May 07, 2026 ~ May 19, 2026 (4:00PM)	Jul 01, 2026 ~ Jul 10, 2026 (4:00PM)	<ul style="list-style-type: none"> <li>• The payment must be confirmed by the deadline for each round of tuition fees by Sejong University.</li> <li>• Even if you submit an overseas remittance confirmation sheet during the payment period, if the amount has not arrived by the deadline, it will be considered unregistered.</li> </ul>
<b>Issuance of Certificate of Admission</b>	From Jul 02, 2026	From Jul 24, 2026	<ul style="list-style-type: none"> <li>• Inquiries asking if the certificates can be issued faster cannot be answered.</li> <li>• For those whose passport has been updated, please send your updated passport information in advance.</li> </ul>

※ The admission timeline is subject to change. If a change is made, it will be announced at the website (<https://sos.sejong.ac.kr>).

※ All schedules are based on Korean Standard Time (KST).

## 2 Application Procedure

Admission decisions are made based on the candidate's previous academic achievements and other reference documents submitted during admission such as language proficiency, etc. 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.



※ If a separate interview is necessary, an online interview may be conducted

### 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 Internet Explorer version 5.0 or higher.
- 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.

### 3 Departments and Majors

Division	College	Program	Admission		Major
			Freshman	Transfer	
Humanities and Social Sciences	Liberal Arts	Department of Korean Language and Literature	O	O	
		Division of International Studies*	O	X	English Data Convergence / International Japanese Studies / Chinese Trade and Commerce
		Division of International Studies	X	O	English Language and Literature / Japanese Language and Literature / Chinese Trade and Commerce
		Department of History	O	O	
		Department of Education	O	O	
		Division of Global Leadership*	O	O	Korean Language and Culture / International Trade and Commerce
	Social Sciences	Division of Global Leadership <b>English Track</b>	O	O	International Affairs
		Department of Public Administration	O	O	
		Department of Public Administration <b>English Track</b>	O	O	
		Department of Media and Communication	O	O	
Business, Economics, Hospitality and Tourism	Business and Economics	Department of Media and Communication <b>English Track</b>	O	X	
		Department of Law	O	O	
		Faculty of Business Administration	O	O	
		Faculty of Business Administration <b>English Track</b>	O	O	
	Hospitality and Tourism	Department of Economics	O	O	
		Department of Economics <b>English Track</b>	O	O	
Natural and Life Sciences	Natural Sciences	Faculty of Hospitality, Tourism & Food Service Management*	O	O	Hospitality and Tourism Management / Food Service Management
		Faculty of Hospitality, Tourism & Food Service Management <b>English Track</b>	O	O	Hospitality and Tourism Management
		Department of Mathematics & Statistics	O	O	
	Life Sciences	Department of Physics and Astronomy	O	O	
		Department of Chemistry	O	O	
Information Technology	AI Convergence	Faculty of Biological Systems*	O	O	Food Science and Biotechnology / Integrative Bioscience and Biotechnology / Bioindustry and Bioresource Engineering
		Department of Integrative Biological Sciences and Industry	O	O	
		Department of AI Convergence Electronic Engineering	O	X	
		Department of Electrical Engineering	X	O	
		Department of Semiconductor Systems Engineering	O	O	
		Department of Computer Science and Engineering	O	O	
		Department of Computer Science and Engineering <b>English Track</b>	O	O	
		Department of Computer and Information Security	O	O	
Advanced Convergence	AI Convergence	Software	X	O	
		Department of Quantum Information Science and Engineering	O	X	
		Faculty of Creative Studies	O	O	Innovation Design Major / Comics & Animation Technology Major
		Faculty of Creative Studies <b>English Track</b>	O	X	Comics & Animation Technology Major
Engineering	Engineering	Department of Artificial Intelligence and Robotics	O	O	
		Department of Artificial Intelligence and Data Science	O	O	
		Department of Artificial Intelligence and Information Technology	O	X	
		Department of Software	O	X	
		Department of Architectural Engineering	O	O	
		Architecture(5-year)	O	O	
		Department of Civil and Environmental Engineering	O	O	
		Department of Environment and Energy	O	X	
		Department of Environment, Energy & Geoinformatics	X	O	
		Department of Energy Resources and Geosystems Engineering	O	X	
		Energy Resources and Geosystems Engineering	X	O	
		Department of Mechanical Engineering	O	O	
Engineering	Engineering	Faculty of Aerospace System Engineering*	O	X	Aerospace Engineering Major / Intelligent Drone Convergence Major
		Faculty of Aerospace and Drone Engineering	X	O	Aerospace Engineering Major / Intelligent Drone Convergence Major
		Department of Nanotechnology & Advanced Materials Engineering	O	O	
		Department of Quantum and Nuclear Engineering	O	O	

### 3 Departments and Majors

Division	College	Program	Admission		Major
			Freshman	Transfer	
Arts and Physical Education	Arts and Physical Education	Department of Painting	O	O	Western Painting / Korean Painting
		Department of Fashion Design	O	O	
		Department of Fashion Design <b>English Track</b>	O	O	
		Department of Music	O	O	Voice/ Piano/ Contemporary Music/ Violin/ Viola/ Cello/ Contrabass/ Flute/ Clarinet/ Bassoon/ Oboe/ Horn/ Trumpet
		Department of Music <b>English Track</b>	O	O	Contemporary Music
		Department of Physical Education(Male)	O	O	
		Department of Dance	O	O	Korean Dance / Modern Dance / Ballet
		Department of Film Art	O	O	Directing & Producing / Acting
<b>ENGLISH TRACK</b>					
Liberal Arts and Social Science	Liberal Arts	Division of Global Leadership <b>English Track</b>	O	O	International Affairs
	Social Sciences	Department of Public Administration <b>English Track</b>	O	O	
		Department of Media and Communication <b>English Track</b>	O	X	
Business, Economics, Hospitality and Tourism	Business and Economics	Faculty of Business Administration <b>English Track</b>	O	O	
		Department of Economics <b>English Track</b>	O	O	
	Hospitality and Tourism	Faculty of Hospitality, Tourism & Food Service Management <b>English Track</b>	O	O	Hospitality and Tourism Management
Information Technology	AI Convergence	Department of Computer Science and Engineering <b>English Track</b>	O	O	
		Faculty of Creative Studies <b>English Track</b>	O	X	Comics & Animation Technology Major
Arts and Physical Education	Arts and Physical Education	Department of Fashion Design <b>English Track</b>	O	O	
		Department of Music <b>English Track</b>	O	O	Contemporary Music

※ English Track programs provide entire courses in English.

※ Departments marked with an asterisk (\*) admit freshmen by faculty, and students select their specific major in their second year.

### 4 Application Fee and Tuition

#### 1 Application Fee

- Application fee: Total 150,000 KRW
- Withdrawal of application and refund of application fee
  - ① For withdrawal of application before the application due date, the 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 SJU's acceptable reasons for a refund are satisfied.
  - ② Acceptable reasons for a refund : Any reason that is not attributable to the applicant or outside the applicant's control, including natural disaster, applicant's hospitalization or injury from an accident and SJU's mistake, is considered acceptable.
  - ③ **How to cancel an application:** Submit your cancellation request directly through [Sejong University One Stop Service Center website (<https://sos.sejong.ac.kr/>) → My Page].
    - ※ **Applications cannot be submitted via email or by phone.**

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

#### 2 Tuition (as of 2026, KRW)

Division	Tuition
Humanities and Social Sciences/ Business, Economics, Hospitality and Tourism	4,669,000
Natural Sciences College / Physical Education	5,521,000
Information Technology / Advanced Convergence / Engineering / Life Sciences College	6,340,000
Arts (excluding PE)	6,392,000

※ Virtual account payment for tuition fees is only available for domestic transfers within South Korea.

※ Overseas remittance is possible; however, if the amount received by the University is less than the invoiced tuition due to exchange rate fluctuations or bank charges, the payment will not be recognized as registration. We recommend using Flywire.

※ Please be aware that if you need a refund of tuition or deposit after enrollment, for instance due to withdrawal, we can only refund to the original payment method. Therefore, please choose your payment method carefully. For example, if a relative overseas used their credit card to pay your tuition, we cannot refund the money to a Korean bank account under your name after enrollment.

※ The actual invoiced amount may vary for each individual depending on scholarships.

## 5 Eligibility and Qualification

Admission	Eligibility																				
Both	<ul style="list-style-type: none"> <li>• <b>A non-Korean national whose parents are BOTH non-Korean nationals</b> <ul style="list-style-type: none"> <li>※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible</li> <li>※ A Korean citizen who holds dual citizenships is not considered as a foreigner.</li> <li>※ For applicant with a single parent due to the death, disappearance of the other; divorce; non-marriage of the parent, etc., the nationality of both the parent and the applicant must be verified by a document issued by the government</li> </ul> </li> </ul>																				
Freshman	<ul style="list-style-type: none"> <li>• <b>International applicants must meet ALL of the following requirements :</b> <ol style="list-style-type: none"> <li>1 A student who has completed, or is expected to complete primary and secondary education at the time of application (Vocational schools are included)               <ul style="list-style-type: none"> <li>※ If a student is educated in two or more countries, the total education period should be 12 years or more.</li> </ul> </li> <li>2 A non-Korean national who satisfies the <b>language proficiency requirements</b> specified below ;               <ol style="list-style-type: none"> <li>(1) English Track: International Affairs, Public Administration, Media and Communication, Business Administration, Economics , Hospitality and Tourism Management , Computer Science and Engineering, Comics &amp; Animation Technology Major, Fashion Design, Contemporary Music                   <ul style="list-style-type: none"> <li>• A person who meets at least one of the following language proficiency requirements</li> </ul> <table border="1" data-bbox="347 819 1439 880"> <thead> <tr> <th>Division</th> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>All Majors</td> <td>5.5</td> <td>71(4.0)</td> <td>327</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>※ Students from a country which uses English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)</li> <li>※ Those from non-English speaking countries educated in an English speaking country must submit their English proficiency test results.</li> <li>※ TOEFL: MyBest Scores and iBT Home Edition are accepted. TOEFL ITP scores are not accepted.</li> </ul> </li> <li>(2-1) Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests)                   <ul style="list-style-type: none"> <li>• A person who meets the minimum TOPIK or Sejong TOPIK score</li> </ul> <table border="1" data-bbox="347 1050 1439 1133"> <thead> <tr> <th>Creative Studies, Arts and Physical Education majors</th> <th>Korean Language and Literature, Media and Communication, Business Administration</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Level 2</td> <td>Level 4</td> <td>Level 3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>※ Students with the Sejong TOPIK must obtain Level 4(Level 3 for Creative Studies and Arts&amp;Physical Education majors) or higher before graduation.</li> </ul> </li> <li>(2-2) Korean Track : Applying with the Sejong Korean Language Program                   <ul style="list-style-type: none"> <li>• A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University, and is recommended by the Dean of the Sejong Language Center in Sejong University must meet the following requirements</li> </ul> <table border="1" data-bbox="347 1279 1439 1361"> <thead> <tr> <th>Creative Studies, Arts and Physical Education majors</th> <th>Korean Language and Literature, Media and Communication, Business Administration</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Level 2 Completion</td> <td>Level 4 Completion</td> <td>Level 3 Completion</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>※ If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean ( TOPIK) or the Sejong TOPIK. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.</li> <li>※ Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.</li> </ul> </li> <li>(3) Sejong Prep Course : Students who do not meet language requirements can pass Sejong University's prep course by being evaluated for other academic potential. Students who have passed the Sejong Prep Course must apply under the "Sejong Prep Course Completion" qualification. However, regular admission is only possible upon successful completion of the Sejong Prep Course (submission of a completion certificate is required afterward).                   <ul style="list-style-type: none"> <li>※ To apply for the Sejong Prep Course, please contact the Sejong Language Center.</li> </ul> </li> </ol> </li> </ol> </li> </ul> <div data-bbox="331 1659 1439 2056" style="background-color: #fff9c4; padding: 10px;"> <p style="text-align: center;"><b>[Precautions for Preliminary Admission]</b></p> <ul style="list-style-type: none"> <li>• Students who were admitted to the preliminary admission process for the second semesters of 2024 can <b>apply for the same department</b> under the "previous preliminary admission process application" qualification, provided that they meet the following necessary requirements.           <ol style="list-style-type: none"> <li>① Korean Language Course Completion: Students must complete at least one semester of the Korean language course offered by Sejong University's International Education Institute within two years after passing the preliminary admission.</li> <li>② Language Proficiency Test: Students must acquire the required TOPIK or Sejong TOPIK score for their desired department.</li> </ol> </li> <li>• To finalize admission, please submit the following documents in person or by mail after completing the online application and paying the application fee: (1) the completed application form, (2) the original certificate from the International Education Institute, your TOPIK or Sejong TOPIK score report, and (3) your provisional admission notice.</li> <li>• While your submitted application documents during preliminary admission will be carried over, additional documents like an updated deposit certificate, a final high school diploma, and transcript of grades may be required for visa processing or other purposes. Please note that failure to provide these documents when requested could result in the cancellation of your admission.</li> <li>• Applicants who applied for preliminary admission more than two years ago will need to submit a new application, as their academic documents will no longer be valid.</li> </ul> </div>	Division	IELTS	TOEFL iBT	New TEPS	All Majors	5.5	71(4.0)	327	Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others	Level 2	Level 4	Level 3	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
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## 5 Eligibility and Qualification

Admission	Eligibility								
Transfer	<b>International applicants must meet ALL of the following requirements :</b>								
	<p><b>1</b> 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</p> <ul style="list-style-type: none"> <li>※ 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.</li> <li>※ Applicants who graduated (or are expected to graduate) from Chinese institutions must submit an Academic History Verification Report in English version issued by the Ministry of Education in China.</li> <li>※ Students who enrolled in Sejong University are NOT eligible for transfer admissions.</li> </ul>								
	<p><b>2</b> A non-Korean national who satisfies the <b>language proficiency requirements</b> specified below :</p> <p>(1) English Track: International Affairs, Public Administration, Business Administration, Economics , Hospitality and Tourism Management , Computer Science and Engineering, Fashion Design, Contemporary Music</p> <ul style="list-style-type: none"> <li>• A person who meets at least one of the following language proficiency requirements</li> </ul>								
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	<ul style="list-style-type: none"> <li>※ Students from a country which uses English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)</li> <li>※ Those from non-English speaking countries educated in an English speaking country must submit their English proficiency test results.</li> <li>※ TOEFL: MyBest Scores and iBT Home Edition are accepted. TOEFL ITP scores are not accepted.</li> </ul>								
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<p>(2-2) Korean Track : Applying with the Sejong Korean Language Program</p> <ul style="list-style-type: none"> <li>• A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University, and is recommended by the Dean of the Sejong Language Center in Sejong University will meet the requirements below as a substitution(* A letter of recommendation from the Dean of the Sejong Language Center of Sejong University is required)</li> </ul>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a4a; color: white;"> <th style="width: 60%;">Creative Studies, and Arts and Physical Education Majors</th> <th style="width: 40%;">Others</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Level 4 Completion</td> <td style="text-align: center;">Level 5</td> </tr> </tbody> </table>	Creative Studies, and Arts and Physical Education Majors	Others	Level 4 Completion	Level 5					
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Level 4 Completion	Level 5								
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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

- ➡ Applicants must upload files of application documents on (<https://sos.sejong.ac.kr>) and send original documents by post before the application deadline.
  - Documents for application: Submit all of the listed documents below in order from 1~21
- ➡ If you have documents that cannot be reissued, please refer to FAQ#2&4 for instructions. Once documents have been submitted, they cannot be returned for any reason.
- ➡ Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. For more details, please see the **Notes and Q&A** below.
- ➡ Statement of Reason for Missing Document
  - If a required document is unavailable or cannot be submitted by the designated deadline, applicants must download and complete the "Statement of Reason for Missing Document" form during the online application process and attach it in front of the relevant document when submitting the original documents by mail or in person.
  - Submission of this form does not guarantee an extension of the submission deadline or acceptance of the explanation; final approval is subject to the University's discretion.

No.	Documents	Freshman	Transfer	Submission Format
1	<b>• Applicant Checklist Required</b> ※ Applicants are required to download the designated form from the SJU website during the application process, complete it and then print and submit it either by post or in person.	○	○	One photocopy
2	<b>• Application Form Required</b> ※ Print out after completing the online application. ※ If submitting documents multiple times, submit them together with the application form.	○	○	One photocopy
3	<b>• Copy of the Applicant's Passport Required</b> ※ Photocopy the passport on A4-sized paper and submit the copy as a whole. Do not cut the marginal space. ※ Applicants from countries that issue separate domestic and foreign passports must submit their foreign passport only. (Domestic passports are not accepted.)	○	○	One photocopy
4	<b>• Front and back copy of alien registration card Applicable only</b> ※ Applicants who have a valid Korean visa (ARC) during admission period, must submit a copy of their ARC.	○	○	One photocopy
5	<b>• Documents verifying the applicant's proficiency of the Korean or English Language Applicable only</b> ※ Submit a copy of your official Korean or English proficiency test score report (TOPIK, TOEFL, New TEPS, IELTS) that is valid for two years and verifiable online, based on a date that is 20 days after the start of the application period. ※ A recommendation letter from the Dean of the Sejong Language Center at Sejong University is required for Korean Track, if 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) ※ English course: Students with nationality from countries where English is not their native language or official language can study in countries where English is spoken. Even if you have completed training, you must submit your language proficiency score.	○	○	One original
6	<b>• Expected Graduation of High School Required</b> ※ Submit a certificate of expected graduation that clearly states the expected graduation date. ※ Applicants who are expected to graduate from a high school outside Korea must submit the original, translated and notarized certificate of expected graduation when applying (refer to FAQ No. 7). ※ Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit a high school graduation certificate. <ul style="list-style-type: none"> <li>• Korean High School : One original</li> <li>• Chinese High School : original translation and notarization               <ul style="list-style-type: none"> <li>※ Admission to China's 5-year intensive academic program is not possible.</li> <li>※ For (expected) graduates from Chinese secondary vocational schools, etc. : Refer to Appendix 3 &amp; 4</li> </ul> </li> <li>• High schools other than Korea/China : consular confirmation or apostille original</li> </ul>	○	○ (if applicable)	One original
7	<b>• Certificate of Graduation Required</b> ※ Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit documents verifying their high school academic background. <ul style="list-style-type: none"> <li>• Chinese High School : English printout of CHSI certification report               <ul style="list-style-type: none"> <li>※ For (expected) graduates of Chinese secondary vocational schools, etc. : Refer to appendix 3&amp;4</li> </ul> </li> <li>• High schools other than Korea/China : Original graduation certificate, consular confirmation or Apostille</li> </ul>	○	○ (if applicable)	One original
8	<b>• High school Transcript of Grades Required</b> ※ Applicants expected to graduate from a high school outside of Korea must submit an original, translated, and notarized transcript of grades for all high school semesters except the last semester. ※ If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, university entrance exam scores from your home country, transcript from your exchange program, etc.)" <ul style="list-style-type: none"> <li>• Korean high school : Original school records containing grades from all grades</li> <li>• High Schools other than Korea               <ul style="list-style-type: none"> <li>- For Expected Graduates : Notarized translation of academic transcripts from all grades</li> <li>- Graduates : Consular confirmation or Apostille of transcripts from all high school grades</li> </ul> </li> </ul>	○	X	One original

## 6 Required Documents

No.	Documents	Freshman	Transfer	Submission Format
9	<ul style="list-style-type: none"> <li>• <b>Secondary School Graduation Exam / College Entrance Exam Score</b> <b>Optional</b>  <ul style="list-style-type: none"> <li>※ If submitted, it will be included in the evaluation process</li> </ul> </li> </ul>	O	O	One original
10	<ul style="list-style-type: none"> <li>• <b>Previous college completion/graduation certificate</b> <b>Required</b>  <ul style="list-style-type: none"> <li>※ Applicants who are expected to graduate from a university outside of Korea must submit the original, translated and notarized copy of their expected graduation certificate when applying (refer to FAQ No. 7).</li> </ul> </li> <li>• <b>Korean university student/graduate</b> : original proof of university completion (expected)/certificate of (expected) graduation</li> <li>• <b>Chinese university students/graduates</b> : original, translated and notarized certificate of university attendance or completion/expected graduation</li> <li>• <b>Students attending/graduated from universities other than Korea/China</b> : original university graduation (expected) certificate, confirmed by consulate or apostille</li> </ul>	X	O	One original
11	<ul style="list-style-type: none"> <li>• <b>Certification of Graduation or Completion from previous university</b> <b>Required</b>  <ul style="list-style-type: none"> <li>• <b>Chinese university students/graduates</b> : English printout of university CHSI certification report</li> <li>• <b>Students attending/graduated from universities other than Korea/China</b> : original university graduation (expected) certificate, confirmed by consulate or apostille</li> </ul> </li> </ul>	X	O	One original
12	<ul style="list-style-type: none"> <li>• <b>Transcript of Grades from previous university</b>  <ul style="list-style-type: none"> <li>※ If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, university entrance exam scores from your home country, transcript from your exchange program, etc.)"</li> <li>※ Applicants with exchange student experience must submit a transcript from their previous university that includes the credits earned during the exchange program."</li> </ul> </li> <li>• <b>Korean university student/graduate</b> : Original university transcript</li> <li>• <b>Universities other than Korea</b> <ul style="list-style-type: none"> <li>- <b>For Expected Graduates</b>: Notarized translation of university transcripts</li> <li>- <b>Graduates</b>: Consular confirmation or Apostille of transcripts from all university</li> </ul> </li> </ul>	X	O	One original
13	<ul style="list-style-type: none"> <li>• <b>Documentation of Graduation credits from previous university</b> <b>Applicable only</b>  <ul style="list-style-type: none"> <li>※ Students who have completed (or are expected to complete) a previous university program must submit documentation (in English) specifying the number of credits required for graduation. (However, this is not required if such information is already indicated on the official university transcript.)</li> <li>※ A printed page from the university website or an official certificate issued by the previous university is acceptable.</li> </ul> </li> </ul>	X	O	One photocopy or One original
14	<ul style="list-style-type: none"> <li>• <b>Study Plan</b> <b>Required</b>  <ul style="list-style-type: none"> <li>※ Print out after completing the online application.</li> <li>※ Korean Track must be written in Korean, English Track must be written in English</li> </ul> </li> </ul>	O	O	One photocopy
15	<ul style="list-style-type: none"> <li>• <b>Qualification Review Request Form</b> <b>Required</b>  <ul style="list-style-type: none"> <li>※ Print out after completing the online application</li> </ul> </li> </ul>	O	O	One original
16	<ul style="list-style-type: none"> <li>• <b>Portfolio of the applicant's artwork / accomplishments</b> <b>Required for Arts and Creative Studies</b>  <ul style="list-style-type: none"> <li>※ The College of Arts and Physical Education (Excluding the Department of Physical Education) and the Department of Creative Studies must submit one</li> <li>※ Free form (attached as a URL to the portfolio upload section of the support site. When you click the URL, without logging in, watching ads, or downloading files, etc. the work must be visible immediately. (Cannot be submitted via USB or hard copy, etc.)</li> </ul> </li> </ul>	O	O	Enter an URL on the application Website
17	<ul style="list-style-type: none"> <li>• <b>Recommendation Letters</b> <b>Optional</b>  <ul style="list-style-type: none"> <li>※ No form. You can submit it according to your choice. Only if submitted after upload, it will be included in the evaluation process</li> </ul> </li> </ul>	O	O	One original
18	<ul style="list-style-type: none"> <li>• <b>Language Center Completion Certificate and Transcript of Grades</b> <b>Applicable only</b>  <ul style="list-style-type: none"> <li>※ If applying as a successful candidate in the existing preliminary admission process: Submit certificate of completion from Sejong University Institute of International Education and transcript of grades</li> <li>※ If you are applying as a person who completed the Korean language course at Sejong University: Submit a certificate of completion from the Sejong University Institute of International Education, transcript, and letter of recommendation from the Director of the Institute of International Education.</li> </ul> </li> </ul>	O	O	One original
19	<ul style="list-style-type: none"> <li>• <b>A copy of both parents' passport</b> <b>Required</b>  <ul style="list-style-type: none"> <li>※ If your parents do not have passports, you can submit their ID card.</li> <li>※ National Identification cards that are not in English or Chinese must be translated into English and notarized.</li> </ul> </li> </ul>	O	O	One photocopy each
20	<ul style="list-style-type: none"> <li>• <b>An official document that shows the parent-child relationship</b> <b>Required</b>  <ul style="list-style-type: none"> <li>※ 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.</li> <li>※ 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.</li> <li>※ In the case of Chinese applicants, if necessary, they may request submission of a notarized original translation of the family register.</li> </ul> </li> </ul>	O	O	One original

## 6 Required Documents

No.	Documents	Freshman	Transfer	Submission Format
21	<p><b>• Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more Required</b></p> <ul style="list-style-type: none"> <li>※ The certificate must be issued within 30 days from the date of application for the visa or Certificate of Visa Issuance. However, if the bank balance certificate specifies a validity period, it will be accepted until the stated expiration date, up to a maximum of 6 months from the date of issuance. When setting the freezing date, it should extend until after the beginning date of semester.</li> <li>※ For deposit certificate issued in languages other than English or Chinese, the original and notarized translation must be submitted.</li> <li>※ For Chinese applicants, after acceptance, a balance certificate issued within 30 days of issuance of the standard admission certificate must be submitted by the date indicated in the notice to successful applicants. One-time upload and original mail/in-person submission is required. Applicants from other countries must apply once upon application and once upon issuance of a standard admission letter after passing the admission. (Refer to the guidance for successful applicants), must be submitted twice in total.</li> <li>※ All documents must be scanned and submitted as originals. The scanned uploaded copy and actual original submitted copy must match. If the original copy is not verified, a standard admission certificate will not be issued.</li> <li>※ The VOD must be under the applicant's name, but only parents are considered as an exception when inevitable</li> <li>※ A copy of bankbook, transaction statement, and two or more certificates of numerous bank account numbers cannot be submitted.</li> <li>※ 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</li> <li>※ If you have an alien registration card but are unable to submit a Korean bank VOD due to unavoidable reasons, please send the proof along with the reason (e.g., certificate of entry &amp; departure)</li> </ul>	○	○	One original
22	<p><b>• Academic background verification consent form Required</b></p> <ul style="list-style-type: none"> <li>※ Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.</li> </ul>	○	○	One photocopy

### Notes for Submission of Required Documents

- 1 All the documents must be submitted within application period. After the deadline, Submission of documents is not possible. If all required documents are not submitted within the submission period, the application may be rejected due to failure to meet the eligibility requirements (except : who applied with expected graduation certificate).
- 2 Any document that is not in Korean or English must be translated into English, and the notarized original copy of the translation must be submitted along with a copy of the original document.
- 3 Documents sent with cash on delivery will not be accepted and will be returned.
- 4 You will not be notified individually regarding the receipt of documents. Notifications about admission results and tuition payments will not be provided individually, and applicants can check this information on their My Page.
- 5 For all submitted documents, the principle is to submit them in A4 size (do not arbitrarily cut passport copies, etc., to passport size). Documents must be submitted in the order listed on the "Required Documents".
- 6 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.
- 7 There is no need to submit additional photo of the applicant if uploaded online when online application.
- 8 The applicant's achievements, such as portfolio, picture of work, and recording materials, are 'free format' and the One Stop Service Center (Admissions Team) will not receive questions regarding the applicant's submission form.
- 9 Students who passed the preliminary admission process and have met the language proficiency requirements, must submit additional documents for existing preliminary admission applicants (see notes on page 7).

### 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 Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. The notarized document must include both the original and the translated content as a single set. The notarization must be held in the country in which the documents are issued.
- 3 If the apostille is issued in a language other than English (i.e., not in English or not accompanied by an English version), the original apostille must be included in the notarized translation of the document.
- 4 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. (Refer to page14, Q4)
- 5 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, this may also be a reason for disqualification of the applicant.
- 6 If the applicant or applicant's family name is different on documents, a document issued by the government of the country of origin must be submitted to prove that all are the same person.

### Important Guide

<b>How to Submit</b>	Documents must be received by post or in person. Submission by e-mail will not be accepted.	All the documents must be original and when the original is not available, the copy must be notarized with Consulate Certification / apostille ※ Additional documents can be requested if the submitted documents found to be not sufficient.
<b>Submit by</b>	Must arrive (NOT shipped) by <b>the respective deadline.</b>	The required documents must arrive at One Stop Service Center (Admission Team) by the deadline. Submission after the deadline will not be accepted.
<b>Send to</b>	(05006) One Stop Service Center(Admission Team), Sejong University, 209, Neundong-ro, Gwangjin-gu, Seoul, Korea	E-mail: <a href="mailto:intadmission@sejong.ac.kr">intadmission@sejong.ac.kr</a> Phone: +82-2-3408-4406(English) +82-2-3408-3353(Chinese, Korean) +82-2-3408-4407(Vietnamese, English) Office Hours: 10:00-16:00 Weekdays
<b>Valid Date for Documents</b>	Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
	Nationality and Family Documents	Translation&Notarization: Six Months from the start date of application for the first round
	Verification of Deposit (When applying)	Must be issued after the start date of application for the first round and if the deposit period is stated, the expiration date must be later than the beginning date of semester
	Verification of Deposit (After being admitted)	Please refer to the acceptance notification for each round of admissions
<b>Notice for Incomplete Documents</b>	Insufficient documents may or may not be guided depending on the time of completion of application and the completion degree of document submission and etc., ※ There are at least two different document reviewers and you may get more than two emails or calls from different people at different times. Please check your email frequently.	

## Important Notes for Applicants

- 1 Applicants are responsible for any disadvantages caused by mistakes, omissions, or typographical errors when completing the online application. Please complete the form carefully, as changes or cancellations are not allowed once the application has been submitted.
- 2 Please make and keep copies of all completed forms and submitted documents. All documents and records submitted for admission become the property of Sejong University and will not be returned to the applicant. If you require documents for visa issuance, you must prepare them separately.
- 3 All notifications regarding interviews, documents, etc. will be sent via email. Therefore, applicants must provide an accurate and valid email address on the application form and immediately notify the One Stop Service Center (Admissions Team) if the address changes. Chinese applicants are advised to use an email address other than [qq.com](http://qq.com).
- 4 If an applicant who is expected to graduate fails to graduate before the scheduled enrollment date, the admission offer will be automatically canceled. Prospective graduates must submit their graduation certificate (with consular confirmation or Apostille original) and final transcript after graduation.
- 5 If it is confirmed that admission was obtained through false documents or other fraudulent means, admission will be revoked even after enrollment, and reapplication will be prohibited.
- 6 Sejong University does not disclose any specific details regarding individual admission decisions.
- 7 Applicants may be excluded from evaluation under the following circumstances. In such cases, the evaluation results will not be disclosed or notified to the applicant:
  - Incomplete or late submission of documents (email submissions are not accepted)
  - False, incomplete, or forged entries in the application form
  - Suspected intentions other than studying abroad
  - Determined to lack sufficient academic or financial capability.
- 8 Sejong University issues admission certificates only for the purpose of obtaining a student visa (D-2). If the Ministry of Justice denies the D-2 visa issuance/extension, or the Ministry of Foreign Affairs denies the student visa, the applicant's admission will be canceled.
- 9 Information for admitted students regarding tuition payment, submission of documents for the issuance of the Certificate of Admission, etc., will be available on the One Stop Service Center website (<https://sos.sejong.ac.kr/>) under "My Page" on the date of the admission announcement. Individual email notifications will not be sent, so applicants must check the admission notice carefully.

## 7 Important Notes for Applicants

- 10 Final admitted students who fail to submit, within the deadline, the notarized translated originals of their final graduation certificate (with consular confirmation or Apostille), transcript, and financial proof documents will not be issued a Certificate of Admission, and their admission will be canceled.
- 11 The One Stop Service Center (Admissions Team) may request additional documents for the purpose of issuing a Certificate of Admission or visa. In such cases, applicants must promptly submit the requested documents.
- 12 In the event of tuition or deposit refunds due to withdrawal of admission, refunds will only be made using the same payment method originally used. Therefore, applicants must choose their payment method carefully. (For example: If tuition is paid with a relative's overseas credit card, the refund cannot be sent to the student's Korean bank account-it will be refunded to same credit card.)

## 8 Scholarship

No.	Classification	Eligibility	Benefits																										
1	Sejong International Scholarship A (First Semester)	Meet one of the language score qualifications	<p><b>&lt;English Track&gt;</b></p> <ul style="list-style-type: none"> <li>A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores</li> </ul> <table border="1"> <thead> <tr> <th>Benefits</th> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>80%</td> <td>8.0</td> <td>112(6.0)</td> <td>498</td> </tr> <tr> <td>50%</td> <td>6.5</td> <td>100(5.0)</td> <td>398</td> </tr> <tr> <td>30%</td> <td>5.5</td> <td>71(4.0)</td> <td>327</td> </tr> </tbody> </table> <p>※ 30% of the first semester's tuition fee will be provided to students from a country whose mother tongue is the English language.(UK, USA, Canada, Australia, New Zealand, Ireland, South Africa).            ※ Applicants from countries that use English as an official language need an official English test score.(Refer to Appendix 2)</p> <p><b>&lt;Korean Track&gt;</b></p> <ul style="list-style-type: none"> <li>A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores</li> </ul> <table border="1"> <thead> <tr> <th>Benefits</th> <th>TOPIK</th> </tr> </thead> <tbody> <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> </tbody> </table>	Benefits	IELTS	TOEFL iBT	New TEPS	80%	8.0	112(6.0)	498	50%	6.5	100(5.0)	398	30%	5.5	71(4.0)	327	Benefits	TOPIK	100%	Level 6	70%	Level 5	50%	Level 4	30%	Level 3
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2	Sejong International Scholarship B (First Semester)	Students from the Sejong Language Center of Sejong University	<ul style="list-style-type: none"> <li>Students selected for the "Sejong Prep Course" at the Sejong Language Center of Sejong University, who have completed at least two semesters of the Korean Language Program with the required level and are recommended by the Dean of the Sejong Language Center, will receive a 100% tuition waiver for the first semester.</li> </ul>																										
3	Sejong International Scholarship Outstanding Academic (Enrolled student)	Scholarships for excellent grades based on school records while attending school	<ul style="list-style-type: none"> <li>20% ~ 50% of tuition fee (also applicable to transfer students)                ※ Need to earn at least 15 credits(10 credits if the previous semester is the final grade) in the previous semester.</li> </ul>																										

※ Sejong international Scholarship A~B is limited only to the documents (Language proficiency test score, recommendation letter, etc.) submitted first during the application period.

※ 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 for "Sejong International Scholarship Outstanding Academic."

## 9 Dormitory for International Students

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 month of January and July, 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](mailto:dormitory@sejong.ac.kr)).

## 10 FAQ – Regarding Documents

**Q1.** The original high school graduation certificate can only be issued once, so it is not possible to submit the original.

A. Please get it notarized and submit it by referring to the table below.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	○	×	×
	Other	○	×	○
Photocopy	Korea(Korean)	All the documents issued by Korean schools must be original		
	English Speaking Countries(ENG)	○	○	×
	Other	○	○	○

※ For documents issued in Korean or English in countries other than Korea : translation is not required.

**Q2.** I can only issue an Apostille once, so I cannot submit the original graduation certificate that got an Apostille.

A. Photocopied documents cannot be submitted. Please make a copy, get one of the following, translate and notarize it, and submit it. Certified copy of Korean diplomatic office in foreign country | apostille | consulate's confirmation or certified true copy stamp. If you submit an original English diploma with an apostille, please note that it cannot be returned to you regardless of the admission results. It is also not possible to return for the visa purposes. Please prepare for additional issuance of your documents in advance.

**Q3.** I would like to copy or scan the graduation certificate certified by Apostille / Consulate Certification and submit it after printing (black and white / color).

A. Documents printed after copying or scanning are not original, so we do not accept them. Please submit the original Apostille / Consulate Certification.

**Q4.** What are copy notarization and translation notarization?

A. If the original document cannot be submitted or if a document requires translation into English, it must go through a notarization process. During notarization, the notary public must verify that the copy is identical to the original and that the translation accurately reflects the content of the original document. For example, we must be able to find sentences like "I do hereby solemnly and sincerely declare that the attached certificate exactly corresponds to the original. I swear that the attached translation is true to the original."

**Q5.** I want to know the expiration date for each document.

A. Please refer to the table below.

Documents	Valid Date
Educational Background	• Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Related	• Translation&Notarization: Six Months from the start date of application for the first round
Verification of Deposit	• Issued within 30 days from the date of application for the visa or Certificate of Visa Issuance. Bank balance certificates with a specified validity period are accepted for up to 6 months from the date of issuance. The freeze date must be set after the semester start date.

**Q6.** I would like to submit a Verification of Deposit under my brother's name.

A. The name of the Verification of Deposit must be the father / mother / self.

**Q7.** When applying for the first round and reapplying for the second round, I would like to reuse the documents submitted during the first round application for the second round.

A. When applying from one admission round to another, you must click the transfer request button then upload and submit separately the new application form and other required documents (incomplete documents, expired documents, etc.).

**Q8.** I am expected to graduate so I can't get Apostille/consulate certification on my graduation certificate.

A. Please refer to the table below and submit it without apostille or consulate certification.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	×	×	×
	Other	×	×	○
Photocopy	Korea(Korean)	All the documents by Korean must be original		
	English Speaking Countries(ENG)	×	○	×
	Other	×	○	○

※ Submission of the graduation certificate is mandatory after graduation. Please refer to the acceptance notification for each round of admissions.

※ For documents issued in Korean or English in countries other than Korea: translation is not required.

**Q9.** I have an alien registration number, but I cannot submit a bank balance certificate from banks in Korea because I am not in Korea during the application period.

A. If you submit an official entry and departure record that you were not in Korea at the time of submitting the application, you are exceptionally allowed to submit a bank balance certificate from an overseas bank.

**Q10.** I am attending a language school in Korea, but I cannot open an account in Korea because my alien registration card has not yet been issued.

A. Please submit a certificate of enrollment in the language school (state the period of study) and a VOD in your home country. After issuing the alien registration card, please submit a VOD issued by a bank in Korea by the designated deadline.

## **11** FAQ – Regarding Application

**Q1.** I have completed the online application, but there is something that needs to be revised.

A. Please send the applicant's application number and the information you want to modify to the One Stop Service Center (Admission Team) email ([intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)). However, if you would like to change your department, you have to apply for cancellation and re-submit your application.

**Q2.** I would like to cancel my online application.

A. To cancel your application, please log in to your My Page on the Sejong University One Stop Service Center website (<https://sos.sejong.ac.kr/>) before the online application deadline. Refunds will be processed within 5 business days. **(Email cancellation requests are not accepted.)**

**Q3.** I was not admitted. I would like to know the reason.

A. The reason cannot be disclosed to applicants due to university policy.

**Q4.** I want to get a refund on the online application fee because I was not admitted / could not submit the documents on time.

A. You cannot get a refund because of those reasons. You can only get a refund for the application fee if you request to cancel the application within the online application period.

## **12** FAQ – Regarding Eligibility

**Q1.** One of the parents is a Korean national.

A. Both parents must be foreign nationals to apply.

**Q2.** I want to know the exact criteria for foreign nationality.

A. You cannot apply if you have acquired multiple nationalities (Korea and foreign countries) or acquired a foreign nationality later in life, and you will be eligible to apply only if you have a foreign nationality from birth.

**Q3.** Both parents and applicants have attended foreigner schools in Korea.

A. Even if you have got education in Korea or abroad, you can apply if the learning period has met a total of 12 years.

**Q4.** My nationality is Korean, but I completed all curriculums overseas.

A. It does not grant application qualifications for international admission.

**Q5.** I have the nationality of a country that does not use English as my first language. Do I have to submit an official English language score even if I complete all the courses in a country where English is spoken as its mother tongue language, such as the United States and Canada?

A. If you are an English Track applicant, you must submit a certified English test score (IELTS / TOEFL / TEPS only) even if you used English while attending schools.

## 13 Appendix 1: Guide to Document Certification

### 1 Instruction of submitting academic background documents

Applicants must submit a high school graduation certificate and transcript by selecting one of the following methods 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) Academic background documents (high school graduation certificate and transcript) certified with an Apostille issued in the applicant's country
- 2) Academic background documents (high school graduation certificate and transcript) certified by the Korean Embassy or Consulate in the applicant's country
- 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](http://www.chsi.com.cn)

#### 2-1 Vocational/Arts High School Graduates in China

Please refer to Appendix 3

### 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 smooth mutual authentication of public and official documents.
- 2) Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law : You can check detailed and updated information regarding regional authorities at website [www.hcch.net](http://www.hcch.net)

### 4 The procedure of issuing Apostille



### 4 Apostille Convention Countries (As of 2025.12.31)

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

※ Countries scheduled for Apostille issuance: Algeria (July 9, 2026), Vietnam (September 11, 2026)

## 14 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 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.

## 15 Appendix 3: 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.

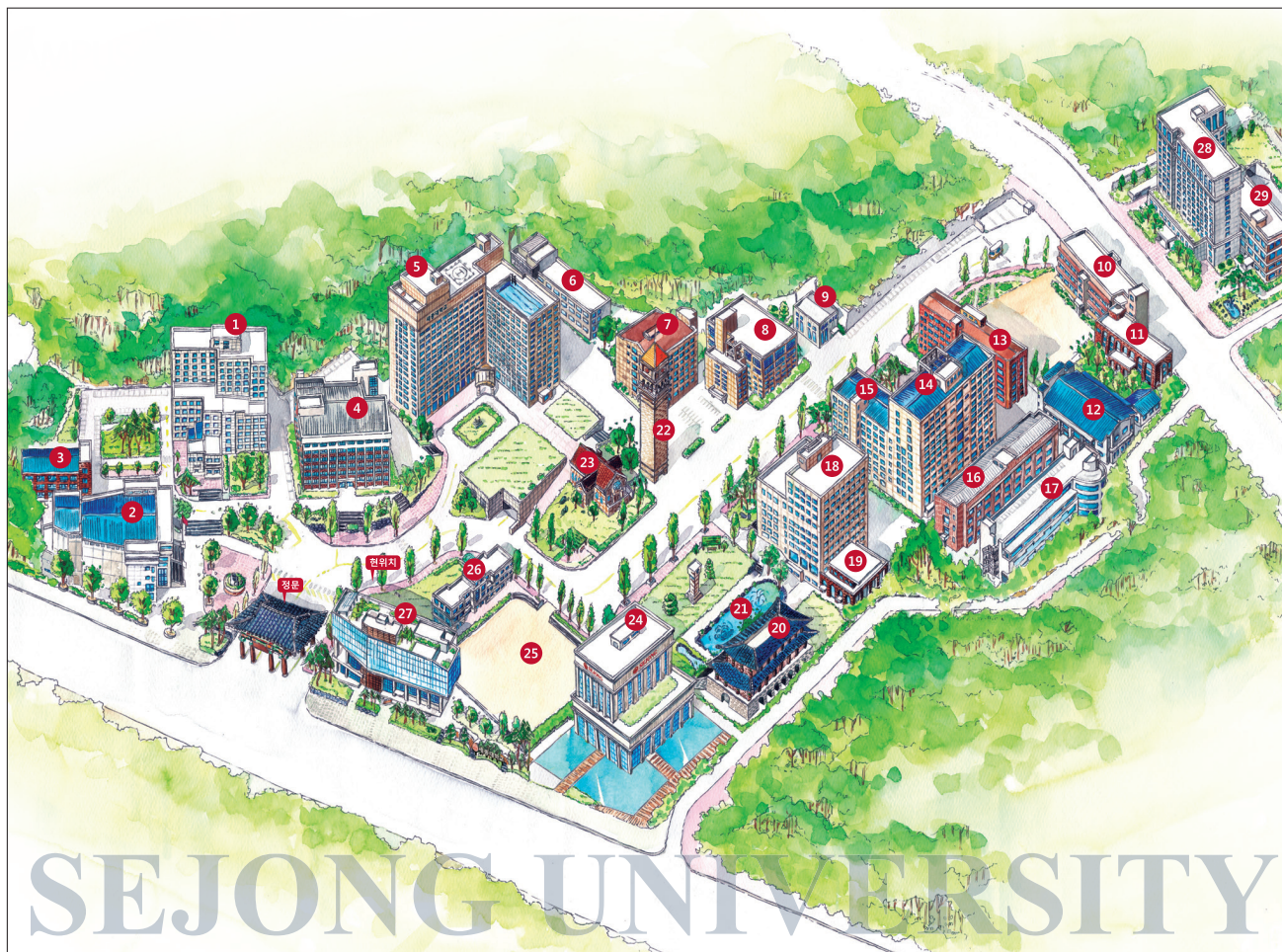
Type	Criteria	Note
Secondary Vocational School	Regular Specialized Secondary Schools	Choose Online or Offline
	Vocational High Schools	
	Skilled Workers Schools	
Other Schools (International, Arts, etc.)	1) Graduation Certificate issued by School + Korean Consulate in China Certification/Apostille ※ A Copy of Establishment Permit(Business Unit Legal Certificate or Business Unit Legal Certificate of School Education Permit) 2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille	

※ School Information Confirmation is available for download from the Undergraduate Announcements section of the One Stop Service Center (<https://sos.sejong.ac.kr/>).

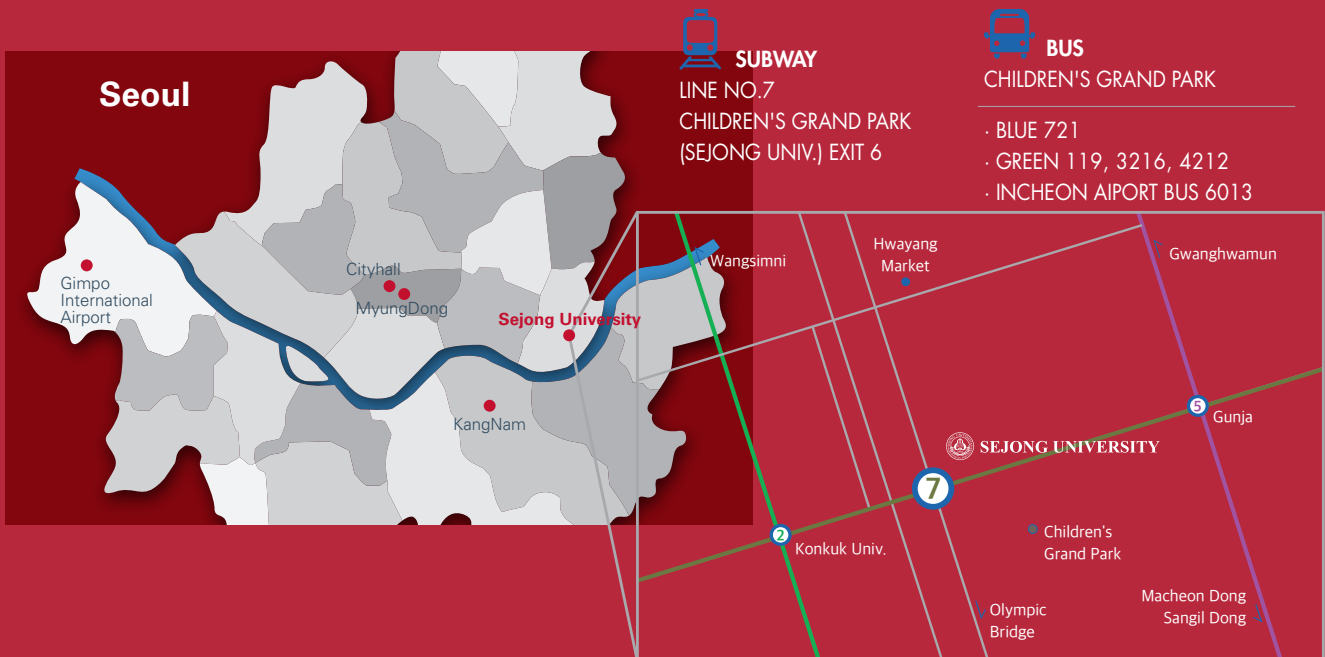
**16 Appendix 4: Chinese Secondary Vocational School Information Confirmation**

<b>학교 정보 확인서 学校信息确认书</b>				
<b>유학생 인적사항 留学生 个人信息</b>	성명 姓名		생년월일 出生日期	
	국적 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	
<b>학교정보 学校信息</b>	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期: 20 . . .)		
	학교유형 学校类型	보통중등전문학교 普通中专 ( )      직업고등학교 职业高中 ( ) 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 ( ) <small>※비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证</small>		
	소재지 学校地址			
	전화번호 学校电话			
	학교 이메일 学校邮箱			
	홈페이지 学校官网			
<b>교직원 연락정보 教职工 联系信息</b>	소속 및 직위 学校电话			
	성명 姓名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	
<p>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。</p> <p style="text-align: right; margin-right: 100px;">20 . . .</p> <p style="text-align: right; margin-right: 100px;">유학생 본인 留学生本人 (서명 签名)</p> <p><small>※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。</small></p>				

# CAMPUS MAP



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



## One Stop Service Center(Admissions Team)

• **Address:** (05006) One Stop Service Center (Admissions Team), Room 209, Student union Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea

(05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)

• **Email:** [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)

• **Phone:** 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)

• **Office Hours for visit and telephone inquiries:** Weekdays 10:00~16:00



세종대학교  
SEJONG UNIVERSITY

# Graduate Admission Guide for International Students

**2026**  
Fall Semester





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② Departments and Majors.....	4
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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

Step	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	Important Notes
Online Application & Document Submission	Mar 09, 2026 ~ Mar 24, 2026 (5:00PM)	Apr 27, 2026 ~ May 15, 2026 (5:00PM)	<ul style="list-style-type: none"> <li>Go to the SJU website (<a href="http://sos.sejong.ac.kr">http://sos.sejong.ac.kr</a>) to apply [Fall 2026 Graduate School Admission for International Students].</li> <li>You must complete the online application before submitting the documents.</li> <li>Once you have completed the online application, submit the required documents to SJU One Stop Service Center by <b>post or in person by the indicated deadline.</b></li> <li>Online submission of documents (PDF, etc.) is <b>not accepted.</b></li> <li>Start of the semester: <b>Sep 01, 2026</b></li> </ul>
Evaluation	Apr 16, 2026 ~ Apr 21, 2026	Jun 11, 2026 ~ Jun 16, 2026	<ul style="list-style-type: none"> <li>Each department may conduct interviews if needed.</li> </ul>
Admission Decisions Release and Invoice Download	May 07, 2026 (5:00PM) [provisional]	Jul 01, 2026 (5:00PM) [provisional]	<ul style="list-style-type: none"> <li>Admission decision will be posted on the SJU website (<a href="http://sos.sejong.ac.kr">http://sos.sejong.ac.kr</a>) 🔴 Check after logging in</li> <li>Admission results will not be individually notified. Applicants must check the results on the website themselves.</li> <li>Please carefully review the Notification of Acceptance&amp;Enrollment Information and complete all necessary procedures to finalize your enrollment.</li> </ul>
Tuition Payment	May 07, 2026 ~ May 19, 2026 (4:00PM)	Jul 01, 2026 ~ Jul 10, 2026 (4:00PM)	<ul style="list-style-type: none"> <li>Failure to enroll and pay tuition within the designated period will result in automatic cancellation of admission.</li> <li><u>If the payment is not received by the payment deadline, the applicant will be considered not registered, even if a remittance receipt is submitted during the payment period.</u></li> </ul>
Issuance of Certificate of Admission	From Jul 02, 2026	From Jul 24, 2026	<ul style="list-style-type: none"> <li>In the case of any updates and/or changes in the applicant's passport, please send us the updated passport information in advance.</li> </ul>

※ The admission timeline is subject to change. If a change is made, it will be announced at the website (<https://sos.sejong.ac.kr>).

※ All schedules are based on Korean Standard Time (KST).

## Contact Information

### One Stop Service Center (Admissions Team)

- Address: (05006) Rm#209 Student Center Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
- Email: [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)
- Phone: 82-2-3408-3973

## 2 Departments and Majors

Division	Department	Major	Program					Language		
			Credit-based		Thesis-based			Korean	English	Bilingual
			Master's (short-term)	Master's	Master's	Ph.D	Joint			
Liberal Arts and Social Science	Korean Language and Literature	Korean Language Education		○		○		○		
	English Language and Literature	English Linguistics Convergence, Convergence of English Education & Technology	○					○		
		English Linguistics Convergence, Convergence of English Education & Technology, AI Translation Convergence		○	○	○	○		○	
	Japanese Language and Literature	Japanese Literature, Japanology		○	○	○	○	○		
	History	Korean History, European History, Archaeology		○	○	○	○	○		
	Chinese Trade and Commerce	Korea-China Cultural Studies, Korea-China Trade and Commerce, Korea-China Political Economics		○						○
		Educational Psychology/Counseling	○							○
	Education	Educational Psychology/Counseling, Educational Administration, Educational Measurement and Evaluation, Early Childhood Education		○	○	○	○	○		
		Public Administration	Public Administration, Public Policy		○			○	○	
	Media and Communication	Media and Communication, Advertising & Public Relations		○	○	○	○	○		
	Economics	Economics	○							○
	Business	Business Administration	○							○
		Business Administration, ESG Management				○	○	○		○
	Hospitality, Tourism, Culinary and Food Service Management	Hospitality and Tourism Management	○							○
Food Service Management, Culinary Food Science			○	○	○		○	○		
Natural Science	Physics	Physics			○	○	○	○	○	
	Astronomy and Space Science	Astronomy and Space Science			○	○	○	○	○	
	Chemistry	Inorganic Chemistry, Organic Chemistry, Physical Chemistry, Analytical Chemistry, Biochemistry		○				○		
Integrative Bioscience and Biotechnology		Integrative Bioscience and Biotechnology			○	○	○	○	○	
Engineering	Bioresources Engineering	Bioresources Engineering			○	○	○	○	○	
	Food Science and Biotechnology Engineering	Food Science and Biotechnology Engineering			○	○	○	○	○	
	Computer Science and Engineering	Computer Science and Engineering		○	○	○	○	○	○	
		Software	Software		○	○	○	○	○	○
	AI Convergence Electronics Engineering	AI Convergence Electronics Engineering			○	○	○	○	○	
	Computer and Information Security	Computer and Information Security			○	○	○	○	○	
	Architectural Engineering	Architectural Structure, Architectural Materials, Architectural Environment and Building Systems, Building Information Technology/Construction Management		○	○	○	○	○	○	
	Architecture	Architectural Planning-Design, Architectural Planning-Urban Design, Architectural Theory & History, Construction Management, Built Environment and Building Systems		○	○	○	○	○	○	
	Civil and Environmental Engineering	Structural Engineering, Hydro Engineering, Geotech and Pavement Engineering, Environmental Engineering			○	○	○	○	○	
	Energy & Mineral Resources Engineering	Energy & Mineral Resources Engineering			○	○	○	○	○	

Division	Department	Major	Program					Language		
			Credit-based		Thesis-based			Korean	English	Bilingual
			Master's (short-term)	Master's	Master's	Ph.D	Joint			
Engineering	Mechanical Engineering	Mechanical Engineering			○	○	○	○	○	
	Aerospace Engineering System	Aerospace Engineering System			○	○	○	○	○	
	Nanotechnology and Advanced Materials Engineering	Nanotechnology and Advanced Materials Engineering			○	○	○	○	○	
	Environment and Energy	Climate Change, Environmental Science		○	○	○	○	○	○	
	Nuclear Engineering	Nuclear Engineering			○	○	○	○	○	
	Artificial Intelligence and Robotics	Artificial Intelligence and Robotics			○	○	○	○	○	
	Artificial Intelligence and Data Science	Artificial Intelligence and Data Science		○	○	○	○	○	○	
	Semiconductor Systems Engineering	Semiconductor Systems Engineering			○	○	○	○	○	
	Artificial Intelligence and Information Technology	Artificial Intelligence and Information Technology			○	○	○	○	○	
Advanced Integrated Medicine & Pharmaceutical	Advanced Integrated Medicine & Pharmaceutical			○	○	○	○	○		
Art and P.E.	Fine Art	Western Painting, Korean Painting			○			○		
	Design Innovation	Design			○	○	○	○		
	Fashion Design	Fashion Design			○	○	○	○		○
		Fashion Marketing, Aesthetics of Costume, Stage Costume Design, Digital Fashion Design, Textile Design				○		○		○
	Music	Voice, Piano (Performance, Pedagogy), String, Wind, Applied Music(Music Production, Music Performance), Conducting (Orchestra, Chorus)			○	○	○	○		○
		Piano (Accompanying), Violin Pedagogy, Musical Theatre, Piano Technology			○			○		○
		Applied Music(Music Business, Sound Engineering)		○				○		○
	Physical Education	Physical Education			○	○	○	○		
	Dance	Korean Traditional Dance, Modern Dance, Ballet			○	○	○	○		
Comics & Animation	Animation, Comics <sup>1)</sup> For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation			○	1)		○			
Film Arts	Acting, Scenario-Visual Contents Planning, Theater Directing & Staff, Film Directing and Production(Global Program) <sup>2)</sup> For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation			○	2)		○			
Collaborative Program	Korean Translation	Korean as a Foreign Language for Translation		○				○		
	Cooperative Course of Performance, Film & Animation	Comics & Animation, Film Art, Performing Art, Arts Management				○		○		
	Climate and Energy	Climate and Energy Engineering, Climate and Energy Science, Climate and Energy Policy			○	○	○	○		
	Cooperative Course for Urban, Real Estate, and Commercial Science	Urban Study, Real Estate Study, Commercial Science Development				○		○		
	Ocean Systems Engineering	RADAR and Electronic Warfare, Underwater Acoustics and Signal Processing, Control Engineering			○	○	○	○	○	
	Integrative Biological Sciences and Industry	Integrative Biological Sciences and Industry			○	○	○	○		
	Cooperative Course for Welfare and Communications	Social Welfare				○		○		

※ For Korean Language and Literature, students may apply for the Korean Education Master's program regardless of their majors.

※ Film Arts is an MFA program.

※ Bilingual Track: Education (short-term), Business Administration (short-term), Economics (short-term), Hospitality and Tourism Management (short-term), Chinese Trade and Commerce, Music, Fashion Design.

※ Degrees for Master's programs based on credit based can be obtained through the completion of non-thesis credit courses.

※ In the case of Applied Music department<sup>1)</sup> (Music Production, Music Performance) and the Applied Music majors (Music Business, Sound Engineering), all are under the Department of Music. As stated on the official regulations of the Graduate School, the major names in parenthesis are all applied music majors, and are classified within the department.

※ In the case of Department of Motion Picture Arts<sup>1)</sup> Film Directing and Production (Global Program), the official name of the department based on the Graduate School regulations is<sup>1)</sup> Film Directing and Production. The major name in parentheses is classified within the department.

### 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 once the application has been submitted (i.e., the application fee has been paid). 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.
- ③ **How to cancel an application:** Submit your cancellation request directly through [Sejong University One Stop Service Center website (<https://sos.sejong.ac.kr/>) → My Page].  
**※ Applications cannot be submitted via email or by phone.**

Application Withdrawal	Refund Amount
During the Online Application Period	100% of Application fee
After the Online Application Period	Non-refundable

- Application Fee (Provisional)

Program	Application Fee
Master's, PhD and Master-PhD Joint	KRW 170,000

#### ② Tuition (Based on Academic Year 2026) \*per semester(Unit: KRW)

Division	Admission Fee	Tuition	Total
Liberal Arts, Social Sciences	990,000	6,323,000	7,313,000
Hospitality and Tourism Management	990,000	6,836,000	7,826,000
Natural Sciences, Physical Education, Culinary and Food Service Management	990,000	7,350,000	8,340,000
Engineering	990,000	8,216,000	9,206,000
Arts	990,000	8,289,000	9,279,000
Music (Bilingual Program)	990,000	8,813,000	9,803,000
Short term (1-year program)	990,000	9,455,000	10,445,000

※ Applicants for bilingual program (Music, Chinese Trade and Commerce, Fashion Design) or Short-term program (English Language and Literature/Business/Education/Economics/Hospitality, Tourism, Culinary and Food Service Management) that do not have TOPIK score must take the Korean language course(s) at Sejong Language Center. The tuition fee for language course(s) will be included in the tuition invoice.

※ Please be aware that if you need a refund of tuition or deposit after enrollment, for instance due to withdrawal, we can only refund to the original payment method. Therefore, please choose your payment method carefully. For example, if a relative overseas used their credit card to pay your tuition, we cannot refund the money to a Korean bank account under your name after enrollment.

#### 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																
<b>Master's &amp; Master-Ph.D Joint</b>	<ul style="list-style-type: none"> <li>A person who has obtained a bachelor's degree from a recognized university in Korea or abroad, or is expected to obtain a bachelor's degree before September 2026.</li> </ul>																
<b>Ph.D</b>	<ul style="list-style-type: none"> <li>A person who has obtained a master's degree from a recognized university in Korea or abroad, or is expected to obtain a master's degree before September 2026.</li> </ul>																
<b>In Common</b>	<p><b>International applicants must meet ALL of the following requirements:</b></p> <p><b>1 A non-Korean national whose parents are BOTH non-Korean nationals.</b>        ※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.        ※ A Korean citizen who is a dual national is not considered a non-Korean national.</p> <p><b>2 A person who meets at least one of the following requirements:</b></p> <p>(1) English Track Applicants</p> <p>(1-1) A person who meets at least one of the following language proficiency requirements</p> <table border="1" data-bbox="416 819 1458 913"> <thead> <tr> <th>IELTS</th> <th>TOEFL iBT</th> <th>New TEPS</th> </tr> </thead> <tbody> <tr> <td>5.5</td> <td>71 (4.0)</td> <td>327</td> </tr> </tbody> </table> <p>※ Students from countries where English is the native or official language, and those who graduated from secondary or higher education institutions in English-speaking countries, may be exempt from submitting English proficiency test scores.        ※ TOEFL: A score of 71 or higher (0–120 scale) or 4.0 or higher (1–6 scale) will be accepted. MyBest Scores and iBT Home Edition scores are acceptable for submission. TOEFL ITP scores are not accepted.        ※ IELTS: One Skill Retake scores are not accepted.</p> <p>(1-2) A person who has been approved by the advisor-to-be to possess the ability to carry out research and has obtained the department head's approval to submit the Letter of Verification of Research Capability (Form 6).</p> <p>(2) Korean Track Applicants</p> <p>(2-1) A person who meets the minimum TOPIK or Sejong TOPIK score (TOPIK iBT is acceptable except trial tests)</p> <table border="1" data-bbox="416 1218 1458 1346"> <thead> <tr> <th>Liberal Arts and Social Science, Natural Science, Engineering</th> <th>Art and P.E</th> </tr> </thead> <tbody> <tr> <td>Level 3 or Above</td> <td>Level 2 or above</td> </tr> </tbody> </table> <p>(2-2) A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University, and is recommended by the Dean of the Sejong Language Center in Sejong University will meet the following requirements</p> <table border="1" data-bbox="416 1453 1458 1581"> <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 Completion</td> <td>Level 2 Completion</td> </tr> </tbody> </table> <p>(2-3) Sejong University Graduate School Prep-Course application        Students who do not meet the language requirements but meet the other academic abilities can apply for the Sejong University Graduate School Prep-Course. The application is available through the Sejong Language Center.</p> <p>(3) Bilingual Program Applicants</p> <table border="1" data-bbox="424 1727 1458 1854"> <thead> <tr> <th>Education (short-term), Chinese Trade and Commerce, Business (short-term), Music, Economy (short-term), Fashion Design, Hospitality and Tourism Management(short-term)</th> </tr> </thead> <tbody> <tr> <td>No requirement</td> </tr> </tbody> </table> <p>※ Students admitted without official language proficiency must complete two regular semesters at the Sejong Language Center concurrently with their admission. This can be shortened to one semester through a short-term program, which must be completed within six months of admission. However, courses completed at the Sejong Language Center prior to admission will not be recognized.        ※ Applicants who fail to submit the required TOPIK score by the deadline will not be eligible for exemption.</p>	IELTS	TOEFL iBT	New TEPS	5.5	71 (4.0)	327	Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E	Level 3 or Above	Level 2 or above	Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E	Level 4 Completion	Level 2 Completion	Education (short-term), Chinese Trade and Commerce, Business (short-term), Music, Economy (short-term), Fashion Design, Hospitality and Tourism Management(short-term)	No requirement
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No requirement																	

※ 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 upload files of application documents on(<https://sos.sejong.ac.kr>) and send original documents by post before the application deadline.
  - Documents for application: Submit all of the listed documents below in order from 1~13
- Please keep photocopies of every application document and material. Any and all documents and materials submitted with the application become the property of Sejong University and will not be returned to the applicant under any circumstance.
- Statement of Reason for Missing Document
  - If a required document is unavailable or cannot be submitted by the designated deadline, applicants must download and complete the "Statement of Reason for Missing Document" form during the online application process and attach it in front of the relevant document when submitting the original documents by mail or in person.
  - Submission of this form does not guarantee an extension of the submission deadline or acceptance of the explanation; final approval is subject to the University's discretion.

No.	Required Documents	Program		Notes												
		Master's & Master-Ph.D Joint	Ph.D													
1	Applicant Checklist	●	●	※ Applicants are required to download the designated form from the SJU website during the application process, complete it and then print and submit it either by post or in person.												
2	Application Form	●	●	※ Print out after completing the online application.												
3	Applicant's Passport	●	●	※ Submit after ensuring that all information on the personal information page are clearly visible. ※ Scanned copies must be submitted in color; blurry images will not be accepted.												
4	Residence Card	if applicable	if applicable	※ Applicants who have acquired an alien registration card (ARC), must submit a copy of the card on both sides, or a certificate of alien registration. ●												
5	Eligibility Documents	○	○	<b>An official copy of the language test score (TOEFL, New TEPS, IELTS or TOPIK)</b> ※ The language certificate must be obtained within two years from the start date of the semester in which you are applying. ※ Applicants who are expected to graduate from the master's program at Sejong University Graduate School and are applying to a doctoral program may reuse the language proficiency test score submitted at the time of their master's program application. However, a copy of the test score and a written explanation (free format), briefly stating your intention to reuse the previously submitted test score for your doctoral program application, must be submitted. ※ Applicants who have already graduated must submit a new language proficiency test score.												
				<b>Sejong University Language Proficiency Test (Sejong TOPIK)</b>												
				<b>The original copy of the Letter of Verification of Research Capability (Form 6) containing the live handwritten signatures and/or stamps of both the Sejong University advisor-to-be and the head of the department.</b> ※ Only research scholarship and English track applicants can submit this form.												
6	Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended	○	○	※ Students expected to graduate should submit certificate of expected graduation with the graduation date (including CHSI for those graduating from a university in China). ※ 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. ※ If the submitted academic transcript does not indicate the GPA (Grade Point Average) or the maximum scale, an official GPA certificate issued by the applicant's institution must be additionally submitted. ●												
7	Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended		○	※ Applicants who have graduated (or are expected to graduate) from the undergraduate program at Sejong University and have a transfer history are not required to submit academic records from the institution attended prior to transfer. However, they must submit academic records for coursework completed after transferring to Sejong University. ※ If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, transcript from your exchange program, etc.).												
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8	Study Plan	●	●	※ Applicants are required to download the designated form from the SJU website during the application process, complete it, upload it online, and then print and submit it either by post or in person. ※ When uploading the Study Plan, the application number may be left blank. The application number is issued only after the application fee payment is completed and must be indicated when submitting the final documents.												

## 5 Required Documents

No.	Required Documents	Program		Notes																								
		Master's & Master-Ph.D Joint	Ph.D																									
9	Research Accomplishments List		●	※ Applicants are required to download the designated form from the SJU website during the application process, complete it, upload it online, and then print and submit it either by post or in person.																								
10	Curriculum Vitae, Employment Certificates		●	※ CV: free format / mandatory submission + Employment Certificate: if applicable																								
11	Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.	Only those in Arts, Music & PE	Only those in Arts, Music & PE	<p>※ The portfolio must be submitted as a URL that can be accessed directly without login, advertisements, or file downloads.</p> <p>※ Links requiring private access, login, or file download (including URLs) may not be used for evaluation. Any disadvantage resulting from this (including disqualification) will be the sole responsibility of the applicant.</p> <p>※ If portfolio submission is not mandatory for your application, please briefly state the reason for not submitting in the URL field.</p> <p>※ The submitted URL must remain valid and accessible until the beginning of the semester.</p> <p>※ Physical items such as collections of works or USBs are not accepted.</p> <p>※ Art department applicant(except music major) can make their portfolio in a free format,</p> <p>※ Applicants in the Department of Cooperative Course of Performance, Film &amp; Animation must submit portfolio.</p> <p>※ No submission required: Applicants to Graduate School Prep-Course students, Department of Physical Education, and Arts Management in the Department of Performance, Film, and Animation.</p> <p>※ Music department audition requirements:</p> <table border="1"> <tr> <td>Piano</td> <td>2 prepared pieces from different eras. 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12	Applicant's Parents' Passports	●	●	<p>※ Can be replaced by any official document <b>stating the parents' nationality</b>.</p> <p>※ All other IDs in languages other than English or Chinese must be notarized. ●</p> <p>※ If one or both of the applicant's parents are deceased, please submit a certificate of death or birth certificate. ●</p>																								
13	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	●	●	<p>※ If the parents are divorced, please submit a certificate of divorce or birth certificate. ●</p> <p>※ If the name (including all spellings of the English name) or date of birth in items 3 and 12 do not match, you must submit original documents proving that you are the same person. ●</p> <p>※ In the case of applicants with Chinese nationality, a notarized household register may be required. ●</p>																								

## 5 Required Documents

No.	Required Documents	Program		Notes
		Master's & Master-Ph.D Joint	Ph.D	
14	The Applicant's Verification of Deposit (VOD) of a Minimum of KRW 20,000,000	Only those who got accepted ●	Only those who got accepted ●	<ul style="list-style-type: none"> <li>● : Original   ● : Copy   ● : Online verification copy</li> <li>● : Original document with consular verification or apostille</li> <li>● : Original notarized English Translation</li> </ul> <p>※ Another currency is acceptable (e.g. RMB 110,000, USD 16,000 or more etc.)</p> <p>※ Applicants must upload the documents on the SJU website and submit the originals by post or in person by the deadline stated in the guidance for successful applicants.</p> <p>※ The certificate must be issued within 30 days from the date of application for the visa or Certificate of Visa Issuance. However, if the VOD specifies a validity period, it will be accepted until the stated expiration date, up to a maximum of 6 months from the date of issuance. When setting the freezing date, it should extend until after the beginning date of semester.</p> <p>※ Foreign residents who are already registered in Korea must submit a bank statement issued by a Korean local bank only.</p> <p>※ If a foreigner residing in Korea and holding an alien registration card is unable to obtain a VOD from a bank in Korea due to unavoidable circumstances, they can submit a letter of explanation along with supporting evidence (e.g., certificate of entry and exit) as proof.</p> <p>※ For RA students, if you do not have a Verification of Deposit (VOD) with a minimum of 20 million Korean won, you may use the Form 5 (The letter of Conformation on Financial Support) from your advisor at Sejong University. The form must include the advisor's handwritten signature. However, the number of sponsored students is limited to one per advisor, so please ensure to confirm this with your advisor when submitting the financial guarantee.</p> <p>※ If the academic advisor guarantees only part of the tuition or living expenses, the applicant must additionally submit a VOD showing at least KRW 10,000,000.</p> <p>※ The letter of Conformation on Financial Support(Form 5) may not be accepted by the consulate/embassy. Additional supporting documents, such as bank statements, employment certificate, business registration, property taxpayment certificate, 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>※ Validity Period: Refer to the Notification of Acceptance and Enrollment Information for each round.</p>
15	Agreement for Verification of Academic Records	●	●	<p>※ Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.</p> <p>※ Your application information and signature will be automatically generated on the form. By downloading and uploading the form during application, you acknowledge that you have consented the verification of your academic records.</p>
16	Scholarship Application Document	if applicable	if applicable	<p>[Submit only the documents that apply to you]</p> <p>① The original copy of the Letter of Recommendation on a Researcher for an External Research Project (Form 7), containing the live handwritten signature and/or stamp of the Sejong University advisor-to-be. ●</p> <p>② An official language test score (TOEFL, New TEPS, IELTS, TOPIK) ●</p> <p>③ A certificate of completion of two semesters at the Sejong Language Center ●</p> <p>④ Graduation Certificate at Sejong University (Undergraduate or Graduate School) ●</p>

### [Required Notarized Documents]

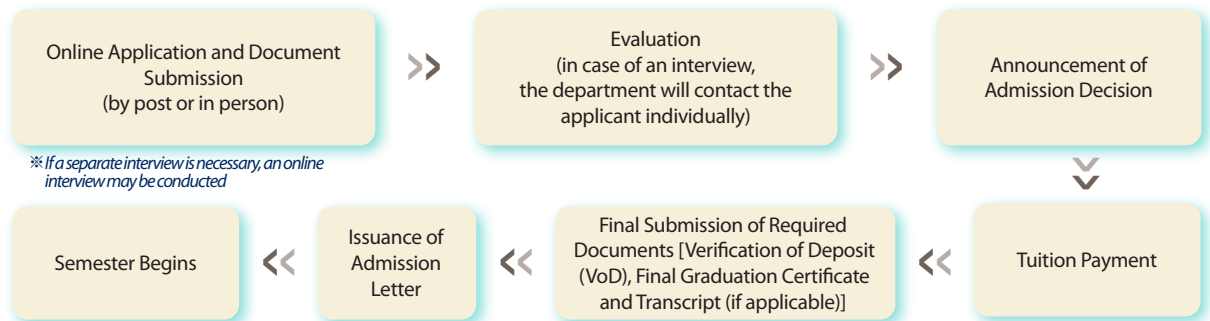
Document Language	Document Type	Submission Status	① Original Notarized copy	② Original document with consular verification or apostille	③ Original notarized English Translation
English	Academic Documents	Original		②	
		Copy		① → ②	
	Non-academic documents	Original		-	
		Copy		①	
Others	Academic Documents	Original		② → ③	
		Copy		② → ③	
	Non-academic documents	Original		③	
		Copy		③	

※ If the Apostille is issued in English or includes an English version, it may be obtained before the notarized translation.

## 6 Screening Criteria

The admissions decisions will be made based on the 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 Application Procedure



### Notes for Submission of Required Documents

- 1 All the documents must be submitted within application period. After the deadline. Submission of documents are not possible. If all required documents are not submitted within the submission period, the application may be rejected due to failure to meet the eligibility requirements (except : who applied with expected graduation certificate).
- 2 Any document that is not in Korean or English must be translated into English and notarized.
- 3 The University will not provide individual notification regarding the arrival or completeness of submitted documents. Failure to submit all required documents by the designated deadline may result in disqualification for not meeting the eligibility requirements.
- 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 One Stop Service Center (Admissions Team) will not receive questions regarding the applicant's submission form.

### 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 Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. The notarized document must include both the original and the translated content as a single set. 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 also be a reason for disqualification of the applicant.
- 5 If the applicant or applicant's family name is different on documents, a document issued by the government of the country of origin must be submitted to prove that all are the same person.

## 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 under any circumstance.**
- 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/revoked and readmission will be prohibited.
- 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 Ministry of Justice, 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 Depending on the nationality, some applicants may be asked to participate in an interview(s) before or during the application/screening period. In this case, please proceed as instructed.
- 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
- 12 If the original document cannot be submitted or if a document requires translation into English, it must go through a notarization process. During notarization, the notary public must verify that the copy is identical to the original and that the translation accurately reflects the content of the original document.

## 9 Scholarship Application

- 1 All scholarship application documents must be submitted to the One-Stop Service Center (Room 209, Student Center) by 17:00 on the document submission deadline. Only documents submitted within the designated period will be considered, and scholarships approved by the Dean of the Graduate School based on those documents will be reflected in the Certificate of Admission. Applicants who fail to submit the documents by the deadline may submit them to the Graduate School Administration Office (Room 905, Gwanggaeto Hall) within three days from the start date of the semester of admission. In this case, the scholarship will be paid in cash to the student's bank account. Under no circumstances will additional submissions be accepted after three days from the start date of the semester. For detailed information regarding scholarships, please refer to the International Student Scholarship Guidelines.
- 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 Scholarship recipient will be billed the amount after the scholarship is deducted.
- 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 3.8.
- 6 All documents must be submitted in their original form. Language proficiency test scores are valid only if obtained within two years prior to the commencement date of the semester for which the scholarship is applied.
- 7 Scholarships shall be granted only to students who meet the scholarship eligibility requirements at the time of admission. Even if a student newly satisfies the scholarship eligibility requirements during enrollment, new scholarship awards or upgrades to a higher-tier scholarship shall not be permitted.
- 8 Applicants who wish to apply for scholarships are advised to refer to Scholarships for International Students and submit only the documents applicable to them to the One-Stop Service Center.

## 10 Scholarships for International Students

Types of Scholarships	Category	Eligibility Criteria	Scholarship Benefits		
Research Assistant (External Research Project)		Letter of Recommendation from the (Prospective) Supervising Professor (Form 7)	Admission Fee	100%	
			Tuition		
Official Language Proficiency Test Scores		TOEFL iBT	71 (4.0)	Tuition	50%
		IELTS	5.5		
		New TEPS	327		
		TOPIK	Level 5 Level 4		40%
Sejong University Sejong Language Center (Including Graduate School Prep-Course Students)	(A)	Students who have completed at least two semesters	Admission Fee	100%	
	(A) + TOPIK		Level 3 (Arts & PE: Level 2~3)	Tuition	30%
			Level 4		50%
			Level 5		70%
			Level 6		100%
Sejong University Graduates		Upon admission of bachelor's degree holders to a master's program	Tuition	50%	
		Upon admission of bachelor's and/ or master's degree holders to a doctoral program		30%	

※ The language certificate must be obtained within two years from the start date of the semester in which you are applying. Applicants who are expected to graduate from the master's program at Sejong University Graduate School and are applying to a doctoral program may reuse the language proficiency test score submitted at the time of their master's program application.

※ Persons from countries where English is the native language are exempt from the language proficiency test requirement.

※ A recipient of a foreign government scholarship can be excluded from any Sejong University scholarship.

※ Even if the scholarship eligibility requirements are newly satisfied during enrollment, new scholarship awards or changes to a higher-tier scholarship shall not be permitted. However, scholarships for serving as research assistants on external research projects shall be granted based on enrollment status during the research project period.

※ Starting from the second semester, the scholarship payment ratio will be adjusted as follows:

• Official Language Proficiency Test Scores: 40~50% → 20~30%

• Sejong Language Center: 30~100% → 10~40%

• Research Assistant (External Research Project): 100% → 85%

※ For transfer students, there is no first semester; therefore, the scholarship percentage that normally applies after the first semester (from the second semester onwards) will be applied from the semester of admission.

※ For students in the science and engineering fields enrolled in a credit-based master's program (non-thesis track), scholarships for serving as research assistants on external research projects will not be provided. Instead, scholarships will be awarded as follows:

• 1st semester: 70% of tuition

• 2nd-4th semesters: 20-30% of tuition

※ Short-term programs are not eligible for scholarships, and duplicate scholarship benefits are not permitted.

## 11 International Students Dormitory

Sejong University dormitories consist of rooms for 2, 3, or 4 individuals, fostering a global living environment where diverse cultures coexist. Sejong University provides apartment-style dormitories equipped with kitchens for individuals who need to cook for religious or health reasons. Further details will be provided to enrolled students. Due to the delayed admission schedule for the third round, dormitory applications are not available.

## 12 Appendix 1: Guide to Document Certification

### 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.

- ① Academic background documents (certificate of graduation and transcript from university) with Apostille based in the country of the university
- ② Academic background documents (certificate of graduation and transcript from university) approved by Korean Embassy in one's country or the Embassy of one's country in Korea
- ③ Academic background documents from China Higher Education Student Information([www.chsi.com.cn](http://www.chsi.com.cn)):  
Only for students who graduated from Chinese institutes.

#### [CHSI – Certificate Authority]

China Higher Education Student Information (中国高等教育学生信息网(学信网))

- Homepage: [www.chsi.com.cn](http://www.chsi.com.cn)
- E-mail: [xlrz@moe.edu.cn](mailto:xlrz@moe.edu.cn)
- Phone: +86-10-6113-9123

### 2 Information of 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.
- 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 [www.hcch.net](http://www.hcch.net).

### 3 Procedure of Issuing Apostille



### 4 Apostille Convention Countries (As of 2025.12.31)

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

※ Countries scheduled for Apostille issuance: Algeria (July 9, 2026), Vietnam (September 11, 2026)

## 13 Appendix 2: List of Countries where English is an Official Language

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, Eswatini, 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 Visas for New Students

Case	Change in Visa Types	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 PH.D)	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: <https://www.sejong.ac.kr/kor/intro/notice5.do>

## 15 Appendix 4: FAQs about Regarding Documents

Q1. The original graduation certificate can only be issued once, so it is not possible to submit the original.

A. Please get it notarized and submit it by referring to the table below.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	○	×	×
	Other	○	×	○
Photocopy	Korea(Korean)	All the documents issued by Korean schools must be original		
	English Speaking Countries(ENG)	○	○	×
	Other	○	○	○

※ For documents issued in Korean or English in countries other than Korea : translation is not required.

**Q2. I can only issue an Apostille once, so I cannot submit the original graduation certificate that got an Apostille.**

A. Photocopied documents cannot be submitted. Please make a copy, get one of the following, translate and notarize it, and submit it. Certified copy of Korean diplomatic office in foreign country | apostille | consulate's confirmation or certified true copy stamp. If you submit an original English diploma with an apostille, please note that it cannot be returned to you regardless of the admission results. It is also not possible to return for the visa purposes. Please prepare for additional issuance of your documents in advance.

**Q3. I would like to copy or scan the graduation certificate certified by Apostille / Consulate Certification and submit it after printing (black and white / color).**

A. Documents printed after copying or scanning are not original, so we do not accept them. Please submit the original Apostille / Consulate Certification.

**Q4. I want to know the expiration date for each document.**

A. Please refer to the table below.

Documents	Valid Date
Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Related	Translation&Notarization: Six Months from the start date of application for the first round
Verification of Deposit	Please refer to the acceptance notification for each round of admissions

**Q5. I would like to submit a Verification of Deposit under my brother's name.**

A. The name of the Verification of Deposit must be the father / mother / self.

**Q6. When applying for the first round and reapplying for the second round, I would like to reuse the documents submitted during the first round application for the second round.**

A. When applying from one admission round to another, you must click the transfer request button then upload and submit separately the new application form and other required documents (incomplete documents, expired documents, etc.).

**Q7. I am expected to graduate so I can't get Apostille/consulate certification on my graduation certificate.**

A. Please refer to the table below and submit it without apostille or consulate certification.

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
<b>Original</b>	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	×	×	×
	Other	×	×	○
<b>Photocopy</b>	Korea(Korean)	All the documents by Korean must be original		
	English Speaking Countries(ENG)	×	○	×
	Other	×	○	○

※ Submission of the graduation certificate is mandatory after graduation. Please refer to the acceptance notification for each round of admissions.

※ For documents issued in Korean or English in countries other than Korea: translation is not required.

**Q8. I have an alien registration number, but I cannot submit a bank balance certificate from banks in Korea because I am not in Korea during the application period.**

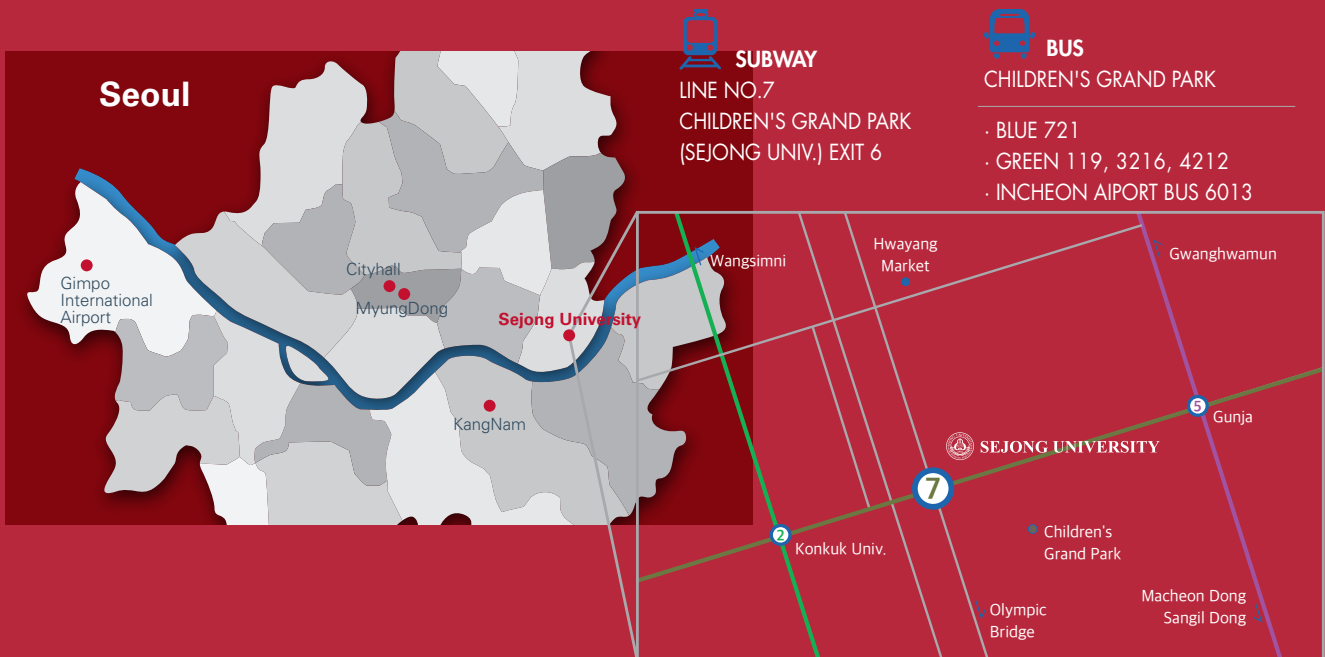
A. If you submit an official entry and departure record that you were not in Korea at the time of submitting the application, you are exceptionally allowed to submit a bank balance certificate from an overseas bank..

**Q9. I am attending a language school in Korea, but I cannot open an account in Korea because my alien registration card has not yet been issued.**

A. Please submit a certificate of enrollment in the language school(state the period of study)and a VOD in your home country. After issuing the alien registration card, please submit a VOD issued by a bank in Korea by the designated deadline.

**Q10. What are copy notarization and translation notarization?**

A. If the original document cannot be submitted or if a document requires translation into English, it must go through a notarization process. During notarization, the notary public must verify that the copy is identical to the original and that the translation accurately reflects the content of the original document. For example, we must be able to find sentences like "I do hereby solemnly and sincerely declare that the attached certificate exactly corresponds to the original. I swear that the attached translation is true to the original!"



## One Stop Service Center(Admissions Team)

• **Address:** (05006) One Stop Service Center (Admissions Team), Room 209, Student union Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea

(05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)

• **Email:** [intadmission@sejong.ac.kr](mailto:intadmission@sejong.ac.kr)

• **Phone:** 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)

• **Office Hours for visit and telephone inquiries:** Weekdays 10:00~16:00