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SEJONG UNIVERSITY

CREATIVITAS SERVITIUM

2027
Spring Semester

Undergraduate Admission Guide for International Students

세종대학교
SEJONG UNIVERSITY

Undergraduate Admission Guide for International Students

Spring 2027

CONTENTS

1 Admission Timeline 5
2 Application Procedure 5
3 Departments and Majors 6
4 Application Fee and Tuition 8
5 Eligibility and Qualifications 10
6 Required Documents 11
7 Important Notes for Applicants 14
8 Scholarship 15
9 Dormitory for International Students 15
10~12 FAQ 16
13~15 Appendix 18

•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.

SEJONG UNIVERSITY

Important Information for International Admissions

※ The following applies starting from Spring admissions of the 2027 academic year.
※ Applicants must review the information before submitting their application.

1 Application Document Submission

❶ Online Submission of Application Documents — Required during the Application Period
All required documents must be apostilled (or consularly authenticated) and notarized as required, scanned, and uploaded online during the application period.
※ Original (physical) documents are not submitted by post or in person during the application period.

❷ Submission of Original (physical) Documents — Only for final admitted applicants who wish to enroll
Applicants who are admitted and wish to enroll must submit the original (physical) Documents by post during the registration (tuition payment) period.
※ In-person submission is not accepted.

❸ Important Notes
※ Documents submitted online are treated the same as original (physical) documents. Incomplete or improperly prepared submissions will be subject to point deductions during document evaluation.
※ Failure to upload the required documents during the application period may result in disqualification for failure to meet the eligibility requirements.
※ If an admitted applicant fails to submit the original (physical) documents during the registration period, their admission and enrollment may be canceled.

2 Daeyang Global College (DGC) Admissions

Daeyang Global College is Sejong University's dedicated college for international students, offering both major and general education programs. Daeyang Global College consists of the School of Global Liberal Studies, School of Humanities and Social Sciences, School of Convergence Technologies, and School of Entertainment and Content. These divisions together offer 8 specific majors.

※ School of Global Liberal Studies — Admission and Major Selection
Students admitted to the School of Global Liberal Studies spend their first year exploring various majors and, upon advancement to the second year, may enter one of the eight specific majors within Daeyang Global College or transfer to a major in another college according to the university's major transfer regulations

1st Year	Upon Advancement to the 2nd Year
Major Exploration and Career Planning	① Enter one of the eight majors within Daeyang Global College ② Enter another major in accordance with the University's regulations on changing majors

※ Language proficiency requirements for entering a specific major vary. (See Page 9, Eligibility and Qualification)
※ Change of major is subject to SJU's regulations and the selection criteria of each department.
※ For details on the eight majors, curriculum, and career paths of Daeyang Global College, please refer to the Daeyang Global College website.

Daeyang Global College website

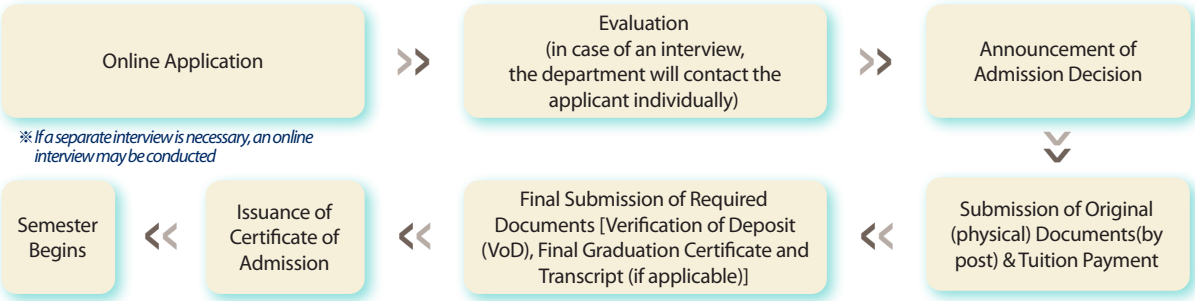
1 Admission Timeline

Procedure	1st Round	2nd Round	Important Notes
Online Application	Sep 07, 2026 ~ Sep 21, 2026 (5:00PM)	Oct 22, 2026 ~ Nov 13, 2026 (5:00PM)	• Online Application: Sejong One Stop Service Center Website (sos.sejong.ac.kr) • Applicants must complete the application form, pay the application fee, and upload all required documents within the online application period. • Evaluation will be conducted based on the documents submitted online. • All documents submitted online must be clearly scanned from the original documents so that all information is legible. • If necessary, there may be a request for an online prescreening interview.
Evaluation	Oct 15, 2026 ~ Oct 20, 2026	Dec 04, 2026 ~ Dec 09, 2026	• The contents of the evaluation will not be disclosed except for the final decision (admitted/not admitted). • How to check: Please log into sos.sejong.ac.kr to see the admission results. • Please carefully review the Notification of Acceptance & Enrollment Information and complete all necessary procedures to finalize your enrollment.
Admission Decisions Release & Guide for Admitted Students	Nov 09, 2026 (5:00PM) [provisional]	Dec 23, 2026 (5:00PM) [provisional]	
Submission of Original (physical) Documents & Tuition Payment	Nov 09, 2026 ~ Nov 20, 2026 (4:00PM)	Dec 23, 2026 ~ Jan 05, 2027 (4:00PM)	• The original (physical) documents corresponding to those submitted online must arrive at the Sejong University One Stop Service Center (Admissions Team) by the designated deadline. Failure to submit the original (physical) documents by the deadline will result in cancellation of admission. • Submitted documents cannot be returned regardless of reason. • Documents sent with cash on delivery will not be accepted and will be returned. • The payment must be confirmed by the deadline for each round of tuition fees by Sejong University. • 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.
Issuance of Certificate of Admission	From Dec 08, 2026	From Jan 19, 2027	• Inquiries asking if the certificates can be issued faster cannot be answered. • For those whose passport has been updated, please send your updated passport information in advance.

※ 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

Applicants are selected through a comprehensive evaluation of academic achievement, academic-related activities, aptitude for the intended major, language proficiency, practical skills, and other relevant factors, based on the transcripts, submitted works, and other supporting documents submitted by the applicant.



Notes for Online Application

- The deadline for online application is **17:00 (KST)**. The application will be considered complete only after all required information has been entered and the application fee has been paid.
- As the application website may experience heavy traffic on the final day, applicants are advised to complete the application process before the deadline.

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 Data Convergence / Japanese Language and Literature / Chinese Trade and Commerce
		Department of History	O	O	
		Department of Education	O	O	
		Division of Global Leadership	X	O	Korean Language and Culture / International Trade and Commerce
		Division of Global Leadership English Track	X	O	International Affairs
	Social Sciences	Department of Public Administration	O	O	
		Department of Public Administration English Track	O	O	
		Department of Media and Communication	O	O	
		Department of Media and Communication English Track	O	X	
		Department of Law	O	O	
Business, Economics, Hospitality and Tourism	Business and Economics	Faculty of Business Administration	O	O	
		Faculty of Business Administration English Track	O	O	
		Department of Economics	O	O	
		Department of Economics English Track	O	O	
	Hospitality and Tourism	Faculty of Hospitality, Tourism & Food Service Management*	O	O	Hospitality and Tourism Management / Food Service Management
		Faculty of Hospitality, Tourism & Food Service Management English Track	O	O	Hospitality and Tourism Management
Natural and Life Sciences	Natural Sciences	Department of Mathematics & Statistics	O	O	
		Department of Physics and Astronomy	O	O	
		Department of Chemistry	O	O	
	Life Sciences	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	
Information Technology	AI Convergence	Department of AI Convergence Electronic Engineering	O	O	
		Department of Semiconductor Systems Engineering	O	O	
		Department of Computer Science and Engineering	O	O	
		Department of Computer Science and Engineering English Track	O	O	
		Department of Computer and Information Security	O	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 English Track	O	X	Comics & Animation Technology Major
Advanced Convergence	AI Convergence	Department of Artificial Intelligence and Data Science	O	O	
		Department of Artificial Intelligence and Robotics	O	O	
		Department of Artificial Intelligence and Information Technology	O	O	
		Department of Software	O	O	
Engineering	Engineering	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	O	
		Department of Energy Resources and Geosystems Engineering	O	X	
		Energy Resources and Geosystems Engineering	X	O	
		Department of Mechanical Engineering	O	O	
		Faculty of Aerospace System Engineering	O	O	Aerospace Engineering Major / Intelligent Drone Convergence Major

3 Departments and Majors

Division	College	Program	Admission		Major
			Freshman	Transfer	
Engineering	Engineering	Department of Nanotechnology & Advanced Materials Engineering	O	O	
		Department of Quantum and Nuclear Engineering	O	O	
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 Music	O	O	Voice/ Piano/ Violin/ Viola/ Cello/ Contrabass/ Flute/ Clarinet/ Bassoon/ Oboe/ Horn/ Trumpet
			X	O	Contemporary Music
		Department of Music English Track	X	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
Humanities and Social Sciences	Daeyang Global College	School of Global Liberal Studies*	O	X	
		School of Global Liberal Studies* English Track	O	X	
		School of Humanities and Social Sciences*	O	X	Department of Korean Language and Culture Education / Department of International Trade and Commerce
		School of Humanities and Social Sciences* English Track	O	X	Department of Korean Language and Culture Education / Department of International Affairs
Engineering		School of Convergence Technologies English Track	O	X	Department of AI and Software / Department of Smart Mobility
Arts and Physical Education		School of Entertainment and Content	O	X	Department of K-Pop Entertainment / Department of Visual and Performing Content / Department of Contemporary Music
		School of Entertainment and Content English Track	O	X	Department of K-Pop Entertainment / Department of Visual and Performing Content / Department of Contemporary Music
ENGLISH TRACK					
Humanities and Social Sciences	Liberal Arts	Division of Global Leadership English Track	X	O	International Affairs
	Social Sciences	Department of Public Administration English Track	O	O	
		Department of Media and Communication English Track	O	X	
Business, Economics, Hospitality and Tourism	Business and Economics	Faculty of Business Administration English Track	O	O	
		Department of Economics English Track	O	O	
	Hospitality and Tourism	Faculty of Hospitality, Tourism & Food Service Management English Track	O	O	Hospitality and Tourism Management
Information Technology	AI Convergence	Department of Computer Science and Engineering English Track	O	O	
		Faculty of Creative Studies English Track	O	X	Comics & Animation Technology Major
Arts and Physical Education	Arts and Physical Education	Department of Music English Track	X	O	Contemporary Music
Humanities and Social Sciences	Daeyang Global College	School of Global Liberal Studies* English Track	O	X	
		School of Humanities and Social Sciences* English Track	O	X	Department of Korean Language and Culture Education / Department of International Affairs
Engineering		School of Convergence Technologies English Track	O	X	Department of AI and Software / Department of Smart Mobility
Arts and Physical Education		School of Entertainment and Content English Track	O	X	Department of K-Pop Entertainment / Department of Visual and Performing Content / Department of 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.*

3 Departments and Majors

Information on Engineering Education Accreditation

Category	Departments (Majors) Operating Engineering Education Accreditation Programs
Freshman	Department of AI Convergence Electronic Engineering, Department of Computer Science and Engineering, Department of Software, Department of Artificial Intelligence and Robotics, Department of Architectural Engineering, Department of Civil and Environmental Engineering, Department of Environment and Energy, Department of Energy Resources and Geosystems Engineering, Department of Mechanical Engineering, Department of Nanotechnology & Advanced Materials Engineering, Department of Quantum and Nuclear Engineering, Faculty of Aerospace System Engineering – Aerospace Engineering Major, School of Convergence Technologies – Department of Smart Mobility, School of Convergence Technologies – Department of AI and Software
Transfer	Department of Computer Science and Engineering, Department of Computer and Information Security, Department of Artificial Intelligence and Robotics, Department of Artificial Intelligence Data Science, Department of Architectural Engineering, Department of Civil and Environmental Engineering, Department of Mechanical Engineering, Department of Nanotechnology & Advanced Materials Engineering, Department of Quantum and Nuclear Engineering, Department of Energy Resources and Geosystems Engineering

※ *The departments (majors) listed above operate engineering education programs accredited by the Accreditation Board for Engineering Education of Korea (ABEEK). International students enrolled in these departments (majors) may graduate with engineering education accreditation upon fulfilling the accreditation requirements.*
※ *Departments (majors) operating engineering education accreditation programs are subject to change at the time of admission. For further details, please contact the Center for Engineering Education*
• *Inquiries: Center for Engineering Education, 02-3408-3975, eerc@sejong.ac.kr*

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 is beyond the applicant's control, such as a natural disaster, hospitalization or injury due to an accident, or an error by SJU, 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

※ *The above tuition is based on the 2026 school year, and may increase in the 2027 school year, so you may be required to pay a preliminary deposit in addition to the tuition fee to cover possible tuition fee difference.*
※ *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	**• A non-Korean national whose parents are BOTH non-Korean nationals** ※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible ※ A Korean citizen who holds dual citizenships is not considered as a foreigner. ※ 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
Freshman	**• International applicants must meet ALL of the following requirements :**

1 A student who has completed, or is expected to complete primary and secondary education at the time of application

※ If a student is educated in two or more countries, the total education period should be 12 years or more.

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

(1) **English Track**: Public Administration, Media and Communication, Business Administration, Economics , Hospitality and Tourism Management , Computer Science and Engineering, Comics & Animation Technology Major, School of Global Liberal Studies, School of Humanities and Social Sciences, Department of AI and Software, Department of Smart Mobility, Department of K-Pop Entertainment, Department of Visual and Performing Content, Department of Contemporary Music

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

Division	IELTS	TOEFL iBT	New TEPS
All Majors	5.5	3.5 (old scoring system: 59 points)	202

※ Students from countries where English is a native language or an official language may submit proof of completion of secondary or higher education (e.g., an academic transcript, graduation certificate, or original confirmation issued by the school) in place of an official English proficiency test score. However, students from non-English-speaking countries must submit an official English proficiency test score even if they completed their education in such countries.

※ TOEFL: Scores obtained under the old scoring system (0–120) on or before January 20, 2026, will be recognized as an iBT score of 3.5 if the score is 59 or higher. MyBest Scores and iBT Home Edition are accepted. TOEFL ITP scores are not accepted.

(2-1) **Korean Track** : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests)

• A person who meets the minimum TOPIK or Sejong TOPIK score

School of Global Liberal Studies	Creative Studies, Arts and Physical Education majors, School of Entertainment and Content	Korean Language and Literature, Media and Communication, Business Administration	Others
No Language Proficiency Requirement	Level 2	Level 4	Level 3

※ Students admitted with TOPIK Level 2: Mandatory completion of one of the following within one year after admission: ① at least 300 hours of Korean language training (including SJU language training programs in addition to regular courses), ② the Korea Immigration and Integration Program (KIIP), or ③ a Korean language course offered by a King Sejong Institute(Up to 20 hours of SJU-designated online or offline Korean language courses completed within one year prior to admission may be counted toward the required hours.)

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

※ Meeting any one of the conditions below may be accepted in place of a TOPIK score. For Sejong Institute, only locally issued certificates of completion for the basic course are accepted; online completion certificates are not accepted.

TOPIK Level	Social Integration Program (KIIP)	King Sejong Institute Korean Language Course
Level 2	Preliminary Assessment: A score of 41 or higher, or completion of Level 2	Completion of Beginner 2
Level 3	A score of 61 or higher, or completion of Level 3	Completion of Intermediate 1
Level 4	A score of 81 or higher, or completion of Level 4	Completion of Intermediate 2

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

※「Sejong Language Center」refers to the Sejong Language Center(formerly the Center for International Education) affiliated with Sejong University — a different institution from the National Institute for International Education (NIIED), which administers the TOPIK. Completion of King Sejong Institute programs follows the substitution criteria listed above.

• A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University must meet the following requirements

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

※ If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) or the Sejong TOPIK. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.

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

(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).

※ To apply for the Sejong Prep Course, please contact the Sejong Language Center.

5 Eligibility and Qualification

Admission	Eligibility
Transfer	

• International applicants must meet ALL of the following requirements :

1 Applicants who have completed 2 or more years of the coursework in a 4-year university or received a degree from a two- or three-year college.
(applicants who are expected to complete the required period of study or obtain a degree are also eligible to apply)
※ 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.
※ 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.
※ Students who have enrolled in or been dismissed from Sejong University are NOT eligible for transfer admission.

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

(1) English Track: International Affairs, Public Administration, Business Administration, Economics , Hospitality and Tourism Management , Computer Science and Engineering, Department of Music - Contemporary Music

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

Division	IELTS	TOEFL iBT	New TEPS
All Majors	5.5	3.5 (old scoring system: 59 points)	202

※ Students from countries where English is a native language or an official language may submit proof of completion of secondary or higher education (e.g., an academic transcript, graduation certificate, or original confirmation issued by the school) in place of an official English proficiency test score. However, students from non-English-speaking countries must submit an official English proficiency test score even if they completed their education in such countries.
※ TOEFL: MyBest Scores and iBT Home Edition are accepted. TOEFL ITP scores are not accepted.

(2-1) Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests)

• A person who meets the minimum TOPIK or Sejong TOPIK score

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

※ Korean track studentsmust obtain Level 4(Level 3 for Creative Studies and Arts&Physical Education majors) or higher before Graduation.
※ Meeting any one of the conditions below may be accepted in place of a TOPIK score. For Sejong Institute, only locally issued certificates of completion for the basic course are accepted; online completion certificates are not accepted.

TOPIK Level	Social Integration Program (KIIP)	King Sejong Institute Korean Language Course
Level 2	Preliminary Assessment: A score of 41 or higher, or completion of Level 2	Completion of Beginner 2
Level 3	A score of 61 or higher, or completion of Level 3	Completion of Intermediate 1
Level 4	A score of 81 or higher, or completion of Level 4	Completion of Intermediate 2

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

※「Sejong Language Center」refers to the Sejong Language Center(formerly the Center for International Education) affiliated with Sejong University — a different institution from the National Institute for International Education (NIIED), which administers the TOPIK. Completion of King Sejong Institute programs follows the substitution criteria listed above.

• A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University must meet the following requirements

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

※ 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 with the Sejong TOPIK. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.
※ Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation

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, Korean high school equivalency exam, high school diploma equivalency exams (e.g., the GED in the U.S./Canada, China's Self-Taught Higher Education Examination[zixuekaoshi], and homeschooling.

⑥ Required Documents

☑ Applicants must upload files of all application documents on sos.sejong.ac.kr during the application period. Only admitted applicants are required to submit the original documents during the registration period.
- Documents for application: Submit all of the listed documents below in order from 1~22

☑ If you have documents that cannot be reissued, please refer to FAQ#1&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.
- 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.

☑ When applying through the SJU website, applicants are required to enter the following numbers: TOPIK Verification Number, New TEPS Verification Number, IELTS TRF Number, TOEFL Appointment Number, CHSI Verification Code

No.	Documents	Freshman	Transfer	Original (Physical) Document Submission Format (Admitted Applicants Only)
1	• Application Form Required ※Print out after completing the online application. ※If submitting documents multiple times, submit them together with the application form.	O	O	One printout
2	• Copy of the Applicant's Passport Required ※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.)	O	O	One photocopy
3	• Front and back copy of alien registration card Applicable only ※Applicants who have a valid Korean visa (ARC) during admission period, must submit a copy of their ARC.	O	O	One photocopy
4	• Documents verifying the applicant's proficiency of the Korean or English Language Applicable only ※Submit a copy of your official Korean or English proficiency test score report (TOPIK, TOEFL, New TEPS, IELTS) obtained within 2 years of the start date of the application semester and verifiable online. ※**English track**: Students from countries where English is a native language or an official language do not need to submit an official English proficiency test score, but need to submit documents proving that they have completed secondary or higher education (transcript, diploma, or the original Certificate of Confirmation issued by the school, etc.). ※**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.	O	O	One photocopy
5	• High School Graduation (or Expected Graduation) Certificate Required ※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 (refer to page 16, FAQ No. 8). ※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. • **Korean High School** : One original • **Chinese High School** : original translation and notarization ※Admission to China's 5-year intensive academic program is not possible. ※For (expected) graduates from Chinese secondary vocational schools, etc. : Refer to Appendix 2 & 3 • **High schools other than Korea/China** : consular confirmation or apostille original	O	O (If applicable)	One original
6	• High School Academic Background Verification Required ※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. • **Chinese High School** : English printout of CHSI certification report ※For (expected) graduates of Chinese secondary vocational schools, etc. : Refer to appendix 2 & 3 • **High schools other than Korea/China** : Original graduation certificate, consular confirmation or Apostille	O	O (If applicable)	One original
7	• High school Transcript of Grades Required ※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.)." • **Korean high school** : Original school records containing grades from all grades • **High Schools other than Korea** - **For Expected Graduates :** Notarized translation of academic transcripts from all grades - **Graduates :** Consular confirmation or Apostille of transcripts from all high school grades	O	X	One original
8	• Secondary School Graduation Exam / College Entrance Exam Score Optional ※If submitted, it will be included in the evaluation process	O	O	One original

⑥ Required Documents

No.	Documents	Freshman	Transfer	Original (Physical) Document Submission Format (Admitted Applicants Only)
9	• **Previous college completion/graduation certificate** Required ※ 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 (refer to page 16, FAQ No. 8). • **Korean university student/graduate** : original proof of university completion (expected)/certificate of (expected) graduation • **Chinese university students/graduates** : original, translated and notarized certificate of university attendance or completion/expected graduation • **Students attending/graduated from universities other than Korea/China** : original university graduation (expected) certificate, confirmed by consulate or apostille	X	O	One original
10	• **Certification of Graduation or Completion from previous university** Required • **Chinese university students/graduates** : English printout of university CHSI certification report • **Students attending/graduated from universities other than Korea/China** : original university graduation (expected) certificate, confirmed by consulate or apostille	X	O	One original
11	• **Transcript of Grades from previous university** ※ 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.). ※ Applicants with exchange student experience must submit a transcript from their previous university that includes the credits earned during the exchange program. • **Korean university student/graduate** : Original university transcript • **Universities other than Korea** - **For Expected Graduates:** Notarized translation of university transcripts - **Graduates:** Consular confirmation or Apostille of transcripts from all university	X	O	One original
12	• **Documentation of Graduation credits from previous university** Applicable only ※ 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.) ※ A printed page from the university website or an official certificate issued by the previous university is acceptable.	X	O	One photocopy or One original
13	• **Study Plan** Required ※ Print out after completing the online application. ※ Korean Track must be written in Korean, English Track must be written in English	O	O	One printout
14	• **Qualification Review Request Form** Required ※ Print out after completing the online application	O	O	One printout
15	• **Portfolio of the applicant's artwork / accomplishments** Required for Arts and Creative Studies ※ Division of Arts and Physical Education(Excluding the Department of Physical Education) and the Department of Creative Studies must submit one ※ 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.) ※ The portfolio may only be submitted as a link (URL) from the platforms listed below. - Accepted: YouTube, Google Drive, OneDrive, Dropbox, Vimeo - Not accepted: Bilibili, Youku, Xiaohongshu, Naver Cafe, ArtStation, or other submissions in plain text (original-text) format ※ The link must be set to "Anyone with the link can view" and must be accessible directly without requiring login, viewing advertisements, or downloading the files.	O	O	Enter an URL on the application Website
16	• **Recommendation Letters** Optional ※ No format. You can submit it according to your choice. Only if submitted after upload, it will be included in the evaluation process	O	O	One original
17	• **Language Center Completion Certificate and Transcript of Grades** Applicable only ※ If applying as a person who completed the Korean language course at Sejong Language Center: Submit a certificate of completion and transcript from the Sejong University's Sejong Language Center.	O	O	One original
18	• **A copy of both parents' passport** Required ※ If your parents do not have passports, you can submit their ID card. ※ National Identification cards that are not in English or Chinese must be translated into English and notarized.	O	O	One photocopy each
19	• **An official document that shows the parent-child relationship** Required ※ If one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted. ※ 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. ※ In the case of Chinese applicants, if necessary, they may request submission of a notarized original translation of the family register.	O	O	One original

6 Required Documents

No.	Documents	Freshman	Transfer	Original (Physical) Document Submission Format (Admitted Applicants Only)
20	• Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more Required ※ Applicants must upload the documents to the One Stop Service Center website and submit the originals by post by the deadline specified in the guidelines for admitted applicants. ※ 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. ※ For deposit certificate issued in languages other than English, the original and notarized translation must be submitted. ※ For bank balance certificates issued in China, only certificates issued by the following four banks will be accepted: Bank of China, ICBC (Industrial and Commercial Bank of China), China Construction Bank, Agricultural Bank of China. ※ All documents must be uploaded as scanned copies and submitted as originals. The scanned copies must match the originals submitted. If the originals cannot be verified, the Certificate of Admission cannot be issued. ※ The VOD must be under the applicant's name, but only parents are considered as an exception when inevitable ※ A copy of bankbook, transaction statement, and two or more certificates of numerous bank account numbers cannot be submitted. ※ 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 ※ 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 & departure)	Only those who got accepted	Only those who got accepted	One original
21	• Academic background verification consent form Required ※ Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.	O	O	One printout
22	• Applicant Checklist Required ※ When applying online, applicants must download, complete, and upload the required form. The original document must be submitted during the registration period for admitted applicants.	O	O	One printout

Notes for Submission of Required Documents

1. All required documents must be uploaded during the application period. No additional documents may be submitted after the application deadline. Original (physical) documents must be submitted by admitted applicants during the registration period. Failure to submit all required documents within the document submission period may result in disqualification for failure to meet the application eligibility requirements. (Exception: Applicants who are expected to graduate and are unable to obtain their graduation certificate during the application period may submit it before enrollment.)
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.

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 page16, 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		
How to Submit	**Application** : Upload documents online during the application period(Submission by post, in person, or by email is not accepted). **After Admission** : Admitted applicants must submit the original (physical) documents by post during the registration period.	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.
Submit by	Original (physical) documents **must be received by the deadline**; the date of dispatch will not be considered.	The documents must arrive within the registration period. Please send them well in advance of the deadline.
	Final Graduation Certificate and Transcript for Expected Graduates:Please refer to the 'Notification of Acceptance and Enrolment Information' guidelines for each application round.	The documents must be authenticated with an Apostille or consular certification. Failure to submit the required documents may result in cancellation of admission.
Send to	(05006) One Stop Service Center(Admissions Team), Sejong University, 209, Neungdong-ro, Gwangjin-gu, Seoul, Korea	E-mail: intadmission@sejong.ac.kr Phone: +82-2-3408-3973(Korean) / +82-2-3408-4406(English) +82-2-3408-3353(Chinese) / +82-2-3408-4407(Vietnamese) Office Hours: 10:00-16:00 Weekdays
Valid Date for Documents	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(After being admitted)	Please refer to the acceptance notification for each round of admissions
Notice for Incomplete Documents	Notification of incomplete documents may vary depending on when the application is completed and the completeness of the submitted documents. ※ 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.	

7 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. Applicants from certain countries may be required to attend an interview during the admission process to verify their purpose of study. Applicants selected for an interview will be notified individually. Those who fail to attend the interview without a valid reason after being notified may be excluded from admission consideration.
4. 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.
5. 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.
6. 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.
7. Sejong University does not disclose any specific details regarding individual admission decisions.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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

<table>
<tr><th>No.</th><th>Classification</th><th>Eligibility</th><th>Benefits</th></tr>
<tr><td>1</td><td>Sejong International Scholarship A (For Freshmen)</td><td>Meet one of the language score qualifications</td><td>
<English Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOEFL iBT</th><th>IELTS</th><th>New TEPS</th></tr>
<tr><td>80%</td><td>6.0(114)</td><td>8.0</td><td>468</td></tr>
<tr><td>50%</td><td>4.5(86)</td><td>6.5</td><td>291</td></tr>
<tr><td>30%</td><td>3.5(59)</td><td>5.5</td><td>202</td></tr>
</table>
※ 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).
<Korean Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOPIK</th></tr>
<tr><td>100%</td><td>Level 6</td></tr>
<tr><td>70%</td><td>Level 5</td></tr>
<tr><td>50%</td><td>Level 4</td></tr>
<tr><td>30%</td><td>Level 3</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>Sejong International Scholarship B (For Freshmen)</td><td>Students from the Sejong Language Center of Sejong University</td><td>
• 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, will receive a 100% tuition waiver for the first semester and an admission fee waiver.
• Students who have completed the Korean Language Program at the Sejong Language Center of Sejong University will receive a scholarship for the first semester upon admission, depending on the number of semesters completed.
<table>
<tr><th>Semesters Completed</th><th>Scholarship</th></tr>
<tr><td>4 Semesters or More</td><td>1,000,000 KRW</td></tr>
<tr><td>3 Semesters Completed</td><td>750,000 KRW</td></tr>
<tr><td>2 Semesters Completed</td><td>500,000 KRW</td></tr>
</table>
※ If eligible for both Sejong International Scholarship A and B, both scholarships may be received up to the amount of tuition fees.
</td></tr>
<tr><td>3</td><td>Sejong International Scholarship Outstanding Academic (Enrolled student)</td><td>Scholarships for excellent grades based on school records while attending school</td><td>
• 20%–50% of tuition fees (available to students with a GPA of 3.0 or higher at Sejong University; 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.
</td></tr>
</table>

※ Sejong International Scholarship A and B are awarded based on the documents (language proficiency test scores, recommendation letters, etc.) submitted within the submission deadline.
※ International students who change their nationality to Korean after admission will no longer be eligible for the above scholarships.
※ 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 One Stop Service Center (Admissions Team). (for inquiries: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 obtained an Apostille for my original diploma. Can I submit a photocopy?

A. *No, photocopies cannot be submitted. Please make a copy and obtain one of the following certifications, then submit it with a notarized translation. Certified copy of Korean diplomatic office in foreign country/apostille/consulate's confirmation or certified true copy stamp.*

※ *Please note that if you submit an original English diploma with an Apostille attached, the document cannot be returned regardless of the admission result. It also cannot be returned for visa issuance purposes, so please prepare an additional copy 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	• Please refer to the 'Notification of Acceptance and Enrolment Information' guidelines for each round of admissions

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 and separately upload the new application form and other required documents (incomplete documents, expired documents, etc.) online. After admission, you must submit the original (physical) documents during the registration period.*

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 a bank in Korea because I am not currently in Korea.**

A. *If you submit an official entry and departure record showing that you are not currently in Korea, you may exceptionally 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 (Admissions Team) email(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 my parents and I are foreign nationals, but I have attended school 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

High school graduation certificates and transcripts (or certificates of enrollment) issued by overseas high schools must be verified through one of the following methods「①-③」.

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 Academic background documents certified by the embassy or consulate of the relevant country in Korea

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

2-1 Vocational/Arts High School Graduates in China

Please refer to Appendix2

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**

4 The procedure of issuing Apostille

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

5 Apostille Convention Countries (As of 2026.06.30)

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, Algeria, Eswatini, Cabo Verde, Burundi, Tunisia, Rwanda

※Countries scheduled for Apostille issuance: Vietnam (September 11, 2026), Thailand(February 28, 2027)

14 Appendix 2: 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	1) Certificate of Graduation • Issued Online: Translated and notarized Certificate of Graduation issued by local education authorities + Korean Consulate in China Certification/ Apostille • Issued Offline: School Information Confirmation Required(Appendix 3) ① Certificate of Graduation by local education authorities(translated and notarized) ② Certificate of Graduation(translated and notarized) issued by the school confirmed by the Education office(City Education Office) + Korean Consulate in China Certification/Apostille 2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille	Choose Online or Offline
	Vocational High Schools		
	Skilled Workers Schools	1) Online Certificate from the Ministry of Human Resources and Social Security of the People's Republic of China(http:mohrss.gov.cn/) +Graduation Certificate+ Korean Consulate in China Certification/Apostille 2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille	
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/).*

⑮ Appendix 3: Chinese Secondary Vocational School Information Confirmation

학교 정보 확인서 学校信息确认书

유학생 인적사항 留学生个人信息	성 명 姓 名		생년월일 出生日期	
	국 적 国 籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
학교정보 学校信息	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期 : 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 ( ) ※비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
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	전화번호 学校电话			
	학교 이메일 学校邮箱			
	홈페이지 学校官网			
교직원 연락정보 教职工联系信息	소속 및 직위 学校电话			
	성 명 姓 名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	

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20 . . .

유학생 본인 留学生本人 (서명 签名)

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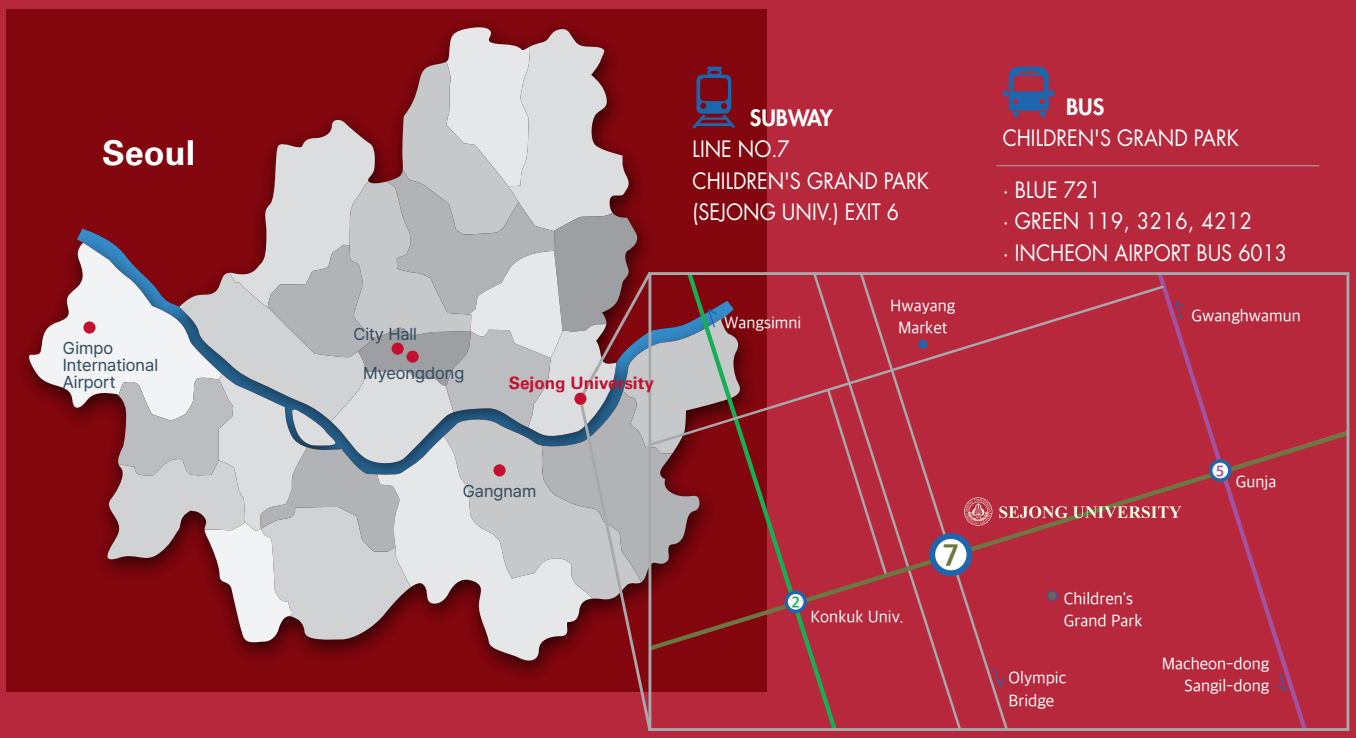

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(SEJONG UNIV.) EXIT 6

BUS
CHILDREN'S GRAND PARK

- BLUE 721
- GREEN 119, 3216, 4212
- INCHEON AIRPORT BUS 6013

One Stop Service Center(Admissions Team)

- **Address:** (05006) One Stop Service Center (Admissions Team), Room 209, Student union Bldg., Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul, Korea
  (05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)
- **Email:** intadmission@sejong.ac.kr
- **Phone:** 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)
- **Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00**

www.sejong.ac.kr

SEJONG UNIVERSITY

CREATIVITAS SERVITIUM

2027
Spring Semester

Graduate Admission Guide for International Students

세종대학교
SEJONG UNIVERSITY

Graduate
Admission Guide
for International Students
Spring 2027

CONTENTS

1 Admission Timeline 5
2 Departments and Majors 6
3 Tuition and Other Fees 8
4 Qualifications 9
5 Required Documents 10
6 Screening Criteria 14
7 Application Procedure 14
8 Important Notes for Applicants 15
9 Scholarship Application 15
10 Scholarships for International Students 16
11 International Students Dormitory 16
12 Appendix 1: Guide to Document Certification 17
13 Appendix 2: Regarding Visas for New Students 18
14 Appendix 3: FAQs 18

• 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.

SEJONG UNIVERSITY

2027 Academic Year Spring Semester General Graduate School Admissions:

Key Changes and Document Submission Method

1 Key Changes

Newly Established Departments

- Defense AI Systems Engineering
- AI Content

Discontinued Departments

- Ocean Systems Engineering

Change to the Study Plan

Reorganized into two sections: "Motivation for Studying Abroad and Study Plan" and "Career and Financial Plan After Graduation"

2 Document Submission Methods (① + ②)

01

Online Document Submission (Required During the Application Period)

All required documents must be scanned after completing Apostille (or consular verification), notarized English translation, etc., and submitted online during the application period.

※ *However, Letter of Confirmation on Financial Support (Form 5), Letter of Verification of Research Capability (Form 6), Letter of Recommendation for a Researcher on an External Research Project (Form 7) must be submitted not only online but also by post or in person within the application period.*

02

Submission of Original (Physical) Documents (only for applicants who wish to enroll)

All original documents except Forms 5–7 must be submitted within the registration (tuition payment) period.

3 Submission Method by Document (Summary)

※ *The numbers refer to the <Required Documents> table on the following pages.*

No.	Document type	Online upload	Original document submission timeframe	Original document submission method
4	Letter of Verification of Research Capability (Form 6)	During the Application Period	During the Application Period	By Post or In Person
5	Letter of Recommendation for a Researcher on an External Research Project(Form 7)	During the Application Period	During the Application Period	By Post or In Person
14	Verification of Deposit (VOD)	My Page (After announcement of successful candidates)	By the deadline stated in the 'Notification of Acceptance & Enrolment Information'	By Post
Substitute for 14	Letter of Confirmation on Financial Support (Form 5)	During the Application Period	During the Application Period	By Post or In Person
16	Applicant Checklist	No upload required (Form download only)	During the Registration Period for Admitted Students	By Post
1~15	**All other documents**	**During the Application Period**	**During the Registration Period for Admitted applicant (For those who wish to enroll)**	**By Post**

※ *Form 5 does not have a separate number in the table and is only used as a document when substituting for item No. 14. Forms 6 and 7 are documents included within items No. 4 and No. 5, respectively.*

※ *Documents submitted online are treated the same as original documents. Incomplete or improperly prepared submissions will be subject to point deductions during document evaluation.*

1 Admission Timeline

Step	1st Round	2nd Round	Important Notes
Online Application & Document Upload	Sep 07, 2026 ~ Sep 21, 2026 (5:00PM)	Oct 22, 2026 ~ Nov 13, 2026 (5:00PM)	• Go to the SJU website (http://sos.sejong.ac.kr) to apply [Spring 2027 Graduate School Admission for International Students]. • All documents must be submitted by uploading them online. However, the original of the following documents must be submitted by post or in person **during the application period**: Letter of Confirmation on Financial Support (Form 5), Letter of Verification of Research Capability (Form 6), and Letter of Recommendation for a Researcher on an External Research Project (Form 7). (The original copies of all other documents must be submitted **during the registration period** for admitted students.) • Start of the semester: **Mar 02, 2027**
Evaluation	Oct 15, 2026 ~ Oct 20, 2026	Dec 04, 2026 ~ Dec 09, 2026	• Each department may conduct interviews if needed.
Admission Decisions Release and Invoice Download	Nov 09, 2026 (5:00PM) [Provisional]	Dec 23, 2026 (5:00PM) [Provisional]	• Admission decision will be posted on the SJU website (http://sos.sejong.ac.kr) **Check after logging in** • Admission results will not be individually notified. Applicants must check the results on the website themselves. • Please carefully review the Notification of Acceptance&Enrollment Information and complete all necessary procedures to finalize your enrollment.
Submission of Original (physical) Documents and Tuition Payment	Nov 09, 2026 ~ Nov 20, 2026 (4:00PM)	Dec 23, 2026 ~ Jan 05, 2027 (4:00PM)	• Failure to enroll and pay tuition within the designated period will result in automatic cancellation of admission. • **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.** • The original (physical) copies of all documents, except for Letter of Confirmation on Financial Support (Form 5), Letter of Verification of Research Capability (Form 6), and Letter of Recommendation for a Researcher on an External Research Project (Form 7), must be submitted **by post**.
Final Document Submission	By the deadline stated in each round's 'Notification of Acceptance and Enrolment Information'.		• Graduates (Expected graduates): Submit the original final academic documents (graduation certificate and transcripts), notarized and authenticated according to the [Required Notarized Documents] table under <Required Documents>. • Verification of Deposit (VOD): Submit the original document. ***including F-visa holders** • If not submitted by the deadline, the Certificate of Admission will not be issued, and the acceptance and admission may be cancelled.
Issuance of Certificate of Admission	From Dec 08, 2026 (Issued sequentially)	From Jan 19, 2027 (Issued sequentially)	• In the case of any updates and/or changes in the applicant's passport, please send us the updated passport information in advance. • The Certificate of Admission will be uploaded to the applicant's account in PDF format. Applicants are required to check and print the document themselves for use. (No separate paper copy will be sent by post).

※ 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 Neungdong-ro, Gwangjin-gu, Seoul, Korea
- Email: intadmission@sejong.ac.kr
- Phone: 82-2-3408-3973

2 Departments and Majors

Division	Department	Major	Program					Language		
			Credit-based		Thesis-based					
			Master's (short-term)	Master's	Master's	Ph.D	Joint	Korean	English	Bilingual
Liberal Arts and Social Science	Korean Language and Literature	Korean Language Education		○		○		○		
	English Language and Literature	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			○	○	○	○		
	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			○	○	○	○	○	
				○				○		
Engineering	Integrative Bioscience and Biotechnology	Integrative Bioscience and Biotechnology			○	○	○	○	○	
	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			○	○	○	○	○	
	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			○	○	○	○	○	
	Mechanical Engineering	Mechanical Engineering			○	○	○	○	○	
	Aerospace Engineering System	Aerospace Engineering System			○	○	○	○	○	
	Nanotechnology and Advanced Materials Engineering	Nanotechnology and Advanced Materials Engineering			○	○	○	○	○	

2 Departments and Majors

Division	Department	Major	Program					Language		
			Credit-based		Thesis-based					
			Master's (short-term)	Master's	Master's	Ph.D	Joint	Korean	English	Bilingual
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			○	○	○	○	○	
	Defense AI Systems Engineering	Defense AI Systems Engineering			○	○	○	○	○	
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, Accompanying, Pedagogy), String, Wind, Contemporary Music(Music Production, Music Performance), Conducting (Orchestra, Chorus)			○	○	○	○		○
		Violin Pedagogy, Musical Theatre, Piano Technology			○			○		○
		Contemporary Music(Music Business, Sound Engineering)		○				○		○
	Physical Education	Physical Education			○	○	○	○		
	Dance	Korean Traditional Dance, Modern Dance, Ballet			○	○	○	○		
	Comics & Animation	Animation, Comics [1] For PhD, courses are available in Collaborative Programs in Cooperative Course of Performance, Film & Animation			○	1)		○		
	AI Content	AI Imaging, Virtual Contents, Contents Strategy			○			○		
	Film Arts	Acting, Scenario-Visual Contents Planning, Theater Directing & Staff, Film Directing and Production(Global Program) [2] 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				○		○		
	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: 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 the「Contemporary Music (Music Production, Music Performance)」major and the「Contemporary Music (Music Business, Sound Engineering)」major in the Department of Music, the official major name under the official regulations of the Graduate School is "Contemporary Music" for both, and the terms in parentheses are internal classification labels within the department.*
※ *In the case of the Department of Film Arts's major「Film Directing and Production(Global Program)」, the official major name based on the Graduate School regulations is「Film Directing and Production」. The term in parentheses is an internal classification label within the department.*

3 Tuition and Other Fees

1 Application Fee

• Withdrawal of Application and Refund of Application Fee

① To ensure fairness in the university admission process, once the application has been completed (including payment of the application fee), applicants may not change their application details, such as the department or program applied for. Withdrawal from the admission process and refunds of the application fee are subject to the criteria below.

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

※ For applicants in the Bilingual Track (Department of Music and Department of Fashion Design) who do not regular TOPIK or Sejong TOPIK score, the tuition fee for the regular courses at the on-campus Sejong Korean language Center will be notified separately.
※ The above tuition is based on the second semester of the 2026 school year, and may increase in the 2027 school year, so you may be required to pay a preliminary deposit in addition to the tuition fee to cover possible tuition fee difference.
※ 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
Master's & Master-Ph.D Joint	• 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 March 2027.
Ph.D	• 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 March 2027.
In Common	**• International applicants must meet ALL of the following requirements:**

1 A non-Korean national whose parents are BOTH non-Korean nationals.

※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible.

※ A Korean citizen who is a dual national is not considered a non-Korean national.

2 A person who meets at least one of the following requirements:

(1) English Track Applicants

(1-1) A person who meets at least one of the following language proficiency requirements

IELTS	TOEFL iBT	New TEPS
5.5	3.5	202

※ Students who meet any of the following are exempted from submitting language proficiency test scores.

① Students from countries where English is a native language or an official language

② Students who have graduated from a secondary or higher education institution in an English-speaking country

※ Students who are exempted under ② (graduation from an English-speaking country) must submit a certificate of graduation from the relevant institution.

※ The above exemption applies only to the admission qualification. Upon graduation, students must meet one of the official language proficiency standards (TOEFL iBT 3.5, NEW TEPS 202, IELTS 5.5) or an equivalent qualification, under Article 10(2) of the [Regulations on Admission and Graduation of Foreign Nationals and Overseas Koreans to Graduate School], and must submit the score by the end of March or September each year.

※ TOEFL: Scores obtained under the old scoring system (0–120) on or before January 20, 2026, will be recognized as an iBT score of 3.5 if the score is 59 or higher.

※ IELTS: One Skill Retake scores are not accepted.

(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).

(2) Korean Track Applicants

(2-1) A person who meets the minimum TOPIK or Sejong TOPIK score(TOPIK iBT is acceptable except trial tests)

Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E
Level 3 or Above	Level 2 or above

※ Meeting any one of the conditions below may be accepted in place of a TOPIK score. For Sejong Institute, only locally issued certificates of completion for the basic course are accepted; online completion certificates are not accepted.

TOPIK Level	Social Integration Program (KIIP)	King Sejong Institute Korean Language Course
Level 2	Preliminary Assessment: A score of 41 or higher, or completion of Level 2	Completion of Beginner 2
Level 3	A score of 61 or higher, or completion of Level 3	Completion of Intermediate 1
Level 4	A score of 81 or higher, or completion of Level 4	Completion of Intermediate 2

(2-2) A person who has registered and completed two or more semesters in the Sejong Language Center in Sejong University will meet the following requirements

※「Sejong Language Center」refers to the Sejong Language Center(formerly the Center for International Education) affiliated with Sejong University — a different institution from the National Institute for International Education (NIIED), which administers the TOPIK. Completion of King Sejong Institute programs follows the substitution criteria listed above.

Liberal Arts and Social Science, Natural Science, Engineering	Art and P.E
Level 4 Completion	Level 2 Completion

(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.

(3) Bilingual Program Applicants

Music, Fashion Design
No requirement

※ Students admitted without official language proficiency must complete two regular semesters at the Sejong Language Center concurrently with their 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.

※ Degrees obtained through the Lifelong Education System (correspondence courses, online courses, adult college programs, higher-education self-study examinations) or overseas equivalency examinations (e.g., GED) shall not be recognized.

5 Required Documents

☑ Applicants must upload all required documents to sos.sejong.ac.kr within the application period.
However, please note that the submission timing for the original (physical) documents varies depending on the document, as follows:

- Documents to be submitted during the application period: Letter of Confirmation on Financial Support (Form 5), Letter of Verification of Research Capability (Form 6), Letter of Recommendation for a Researcher on an External Research Project (Form 7)
- Documents to be submitted during the registration period for admitted students: All other documents.

☑ 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 post 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.

☑ If an AFFIDAVIT is submitted to prove that the applicant is the same person due to a discrepancy in their name, it must be notarized by a government authority. The original notarized document must be submitted. A photocopy of the original notarized document will not be accepted.

☑ When applying through the SJU website, applicants are required to enter the following numbers: TOPIK Verification Number, New TEPS Verification Number, IELTS TRF Number, TOEFL Appointment Number, CHSI Verification Code

No.	Required Documents	Program		Notes
		Master's & Master-Ph. D Joint	Ph.D	● : Original | ● : Copy | ● : Online verification copy ● : Original document with consular verification or apostille ● : Original notarized English Translation
1	Application Form	●	●	※Print out after completing the online application.
2	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. ※The names of the applicant and their parents must match exactly those shown on one of the following documents: passport, domestic passport, or domestic ID card (a requirement applicable to all countries). For applicants from countries such as Uzbekistan or Russia, discrepancies in names are particularly common due to: 1) the patronymic (father's name) may be included on some documents but omitted on others (e.g., it may appear on the passport information page and original documents but is often omitted from the passport's Machine Readable Zone (MRZ)); and 2) the Romanization of Cyrillic characters (e.g., X → Kh/H/X) may not be standardized across documents. Translations must accurately reproduce the name exactly as it appears in the original document (no arbitrary additions or omissions); if the name is written differently across documents, the discrepancy must be documented and submitted through the AFFIDAVIT procedure described above (see the relevant section). ●
3	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. ●
4	Eligibility Documents	○	○	**An official copy of the language test score (TOEFL, New TEPS, IELTS or TOPIK)** ● ※Scores obtained within 2 years of the start date of the application semester. ※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. **Sejong University Language Proficiency Test (Sejong TOPIK)** ● **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.** ● ※Only English track applicants may submit this form. ※The original document must be submitted during the application period. The applicant's signature may be replaced by an electronic signature; however, the signatures of the academic advisor and department head must be handwritten.
5	Scholarship Application Document	if applicable	if applicable	[Submit only the documents that apply to you] ① The original copy of the Letter of Recommendation for a Researcher on an External Research Project (Form 7), containing the live handwritten signature and/or stamp of the Sejong University advisor-to-be. ● ※The Letter of Recommendation for a Researcher on an External Research Project (Form 7), including the handwritten signature of the advisor-to-be, must be submitted in its original form during the application period. The applicant's signature may be replaced with an electronic signature; however, the advisor-to-be's signature must be handwritten. ② An official language test score (TOEFL, New TEPS, IELTS, TOPIK) ● ※Applicants who are nationals of countries where English is the native language are exempt from submitting an official language proficiency test score. In this case, please upload a copy of your passport in the space for item ② above, and include "Native Language_English" in the file name. ③ A certificate of completion of two semesters at the Sejong Language Center ● ④ Graduation Certificate at Sejong University (Undergraduate or Graduate School) ●

5 Required Documents

No.	Required Documents	Program		Notes
		Master's & Master-Ph. D Joint	Ph.D	● : Original | ● : Copy | ● : Online verification copy ● : Original document with consular verification or apostille ● : Original notarized English Translation
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. ● ※The transcript must be an official document issued by the institution that lists all grades for each semester and each course. In addition, the document must clearly indicate the overall average score (regardless of the format, such as a percentage or CGPA) together with the maximum/total score or grading scale. For example, if the score is stated only as "84" without indicating the maximum score, it will not be accepted because it cannot be verified whether the score is a percentage, another grading system, etc. It is recommended that the overall average score and grading scale be notarized together with the transcript. If the school does not calculate or provide an overall average score, an original official certificate issued by the school confirming this must be submitted. ● ※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.).
7	Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended		○	

School's country location	Expected to Graduate	Graduates
Korea	① Certificate of expected graduation ● ② Transcripts ●	① Certificate of Graduation ● ② Transcripts ●
China	① CHSI - Record ● ② Certificate of expected graduation ● ③ Transcripts ●	① CHSI - Degree ● ② CHSI - Qualification ● ③ Certificate of Degree ● ④ Certificate of Graduation ● ⑤ Transcripts ●+●
Other countries	① Certificate of expected graduation ● ② Transcripts ●	① Certificate of Graduation ●+● ② Transcripts ●+●

※If the original documents are in English, notarized translations are not required.

No.	Required Documents	Master's & Master-Ph. D Joint	Ph.D	Notes
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. ※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.
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.
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	※The portfolio may only be submitted as a link (URL) from the platforms listed below. - Accepted: YouTube, Google Drive, OneDrive, Dropbox, Vimeo - Not accepted: Bilibili, Youku, Xiaohongshu, Naver Cafe, ArtStation, or other submissions in plain text (original-text) format ※Private or access-restricted links will be considered incomplete submissions and will not be included in the evaluation. ※Any disadvantages resulting from failure to comply with the above requirements (such as being considered unsuccessful) shall be the applicant's responsibility. ※The URL you enter must remain valid until the start of the semester. ※If portfolio submission is not mandatory for your application, please briefly state the reason for not submitting in the URL field. ※The submitted URL must remain valid and accessible until the beginning of the semester. ※Physical items such as collections of works or USBs are not accepted. ※Art department applicant(except music major) can make their portfolio in a free format, ※Applicants in the Department of Cooperative Course of Performance, Film & Animation must submit portfolio. ※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.

5 Required Documents

No.	Required Documents	Program		Notes
		Master's & Master-Ph.D Joint	Ph.D	● : Original | ● : Copy | ● : Online verification copy ● : Original document with consular verification or apostille ● : Original notarized English Translation
11	Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.	Only those in Arts, Music & PE	Only those in Arts, Music & PE	※Music department audition requirements:

Piano		2 prepared pieces from different eras. (Must be memorized, created music not allowed)
Piano Technology		[Master's Program] ① Interview: Knowledge and understanding of the instrument ② Practical: Proficiency and experience in tuning skills
Wind		2 prepared pieces
String		2 prepared pieces
Violin pedagogy		2 prepared pieces
Voice		As many classical art songs or opera arias as possible, at least 3 songs (must be in 2 different languages, except Chinese)
Conducting	• Orchestra Conducting	
	Master's	L.v. Beethoven Symphony No. 5 4mvt.
	Ph.D	① A fast tempo song with your major instrument (in case there isn't one, a fast movement from Beethoven's piano sonata) ② W.A. Mozart Overyure, J.Brahms Symphony No. 1, 4mvt.
	• Choir Conducting	
	Master's	① Conducting Practical (Designated Piece): Ave Verum Corpus, K.618 (W.A. Mozart) - Conducting the choir or piano performance. ② Piano Practical: Select one movement from a Sonata or Sonatina. ③ Vocal Practical: Select one song from Italian, German, or French art songs. ※Conducting ① is mandatory, while you can choose only one between Piano ② and Vocal ③ practicals.
	Ph.D	① Conducting Practical (Free Choice Piece): Conducting the choir. ② Conducting Practical (Designated Piece): Tanz from Carmina Burana (Carl Orff) - Conducting the piano performance. ③ Piano Practical: Select one movement from a Sonata for piano. ④ Vocal Practical: Select one song from Italian, German, or French art songs. ※Conducting ① and Conducting ② are mandatory, while you can choose only one between Piano ③ and Vocal ④ practicals.
Contemporary Music		[Music Production] Composers, Sound Designers, Recording Engineers, etc.: Portfolio of work. [Music Performance] Vocals, Instrumental, DJ, Hip Hop, etc.: 2~3 prepared pieces (includes K-POP)
Musical Theatre		[Master's Program] ① 1~2 prepared pieces (includes choreography and acting)

No.	Required Documents	Master's & Master-Ph.D Joint	Ph.D	Notes
12	Applicant's Parents' Passports	●	●	※Can be replaced by any official document stating the parents' nationality. ※All other IDs in languages other than English or Chinese must be notarized. ● ※If one or both of the applicant's parents are deceased, please submit a certificate of death or birth certificate. ●
13	An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents	●	●	※If the parents are divorced, please submit a certificate of divorce or birth certificate. ● ※If the name (including all spellings of the English name) or date of birth in items 2 and 12 do not match, you must submit original documents proving that you are the same person. ● ※In the case of applicants with Chinese nationality, a notarized household register may be required. ●

5 Required Documents

No.	Required Documents	Program		Notes
		Master's & Master-Ph.D Joint	Ph.D	● : Original | ● : Copy | ● : Online verification copy ● : Original document with consular verification or apostille ● : Original notarized English Translation
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 ●	※ Another currency is acceptable (e.g. RMB 110,000, USD 16,000 or more etc.) ※ The VOD must show a balance equal to or exceeding the required minimum amount. Please be sure to check this carefully. One original copy of the VOD must be submitted to the university, and the submitted original will not be returned. In particular, for a VOD with frozen (deposited) funds, the original will also be required for subsequent procedures, such as submission to the immigration office or embassy when applying for a visa. Therefore, please obtain and keep multiple original copies when the VOD is first issued. ※ Applicants must upload the documents on the SJU website and submit the originals by post by the deadline stated in the guidance for successful applicants. ※ 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. ※ Foreign residents who are already registered in Korea must submit a bank statement issued by a Korean local bank only. ※ 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. ※ 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. ※ If a Financial Sponsorship Letter (Form 5) is submitted in place of the Verification of Deposit (VOD), the original document must be submitted during the application period. The applicant's signature may be replaced with an electronic signature; however, the advisor-to-be signature must be an original handwritten signature. ● ※ 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. ※ 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. ※ VOD must be under the applicant's name, only in some inevitable cases can be by parents ※ Validity Period: Refer to the Notification of Acceptance and Enrollment Information for each round. ※ For a Verification of Deposit (VOD) issued in China, only those issued by the following four banks will be accepted: Bank of China, ICBC (Industrial and Commercial Bank of China), China Construction Bank, Agricultural Bank of China. ※ For Verification of Deposit (VOD) issued in languages other than English, submit both the original document and the original notarized translation. ●
15	Agreement for Verification of Academic Records	●	●	※ When applying through the One-Stop Service Center website, applicants must agree to the collection and use of personal information and notice before submitting their application.
16	Applicant Checklist	●	●	※ Applicants are required to download the designated form from the One-Stop Service Center website, complete it, and submit it by post.

[Required Notarized Documents]

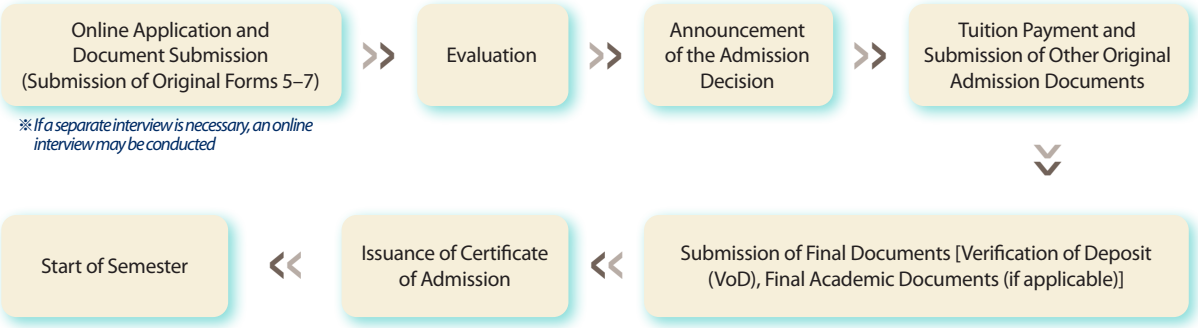
Document Language	Document Type	Submission Status	① Original Notarized copy	② Original document with consular verification or apostille	③ Original notarized English Translation
			※ Validity Period: Within 6 months from the start date of the 1st round admission. ※ When notarizing, all submitted documents should be combined into one set and notarized.		
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. The document review will be conducted based on the documents uploaded online. All documents must be uploaded within the application period. Original (physical) documents must be submitted during the registration period for admitted students. [The Letter of Confirmation on Financial Support (Form 5), the Letter of Verification of Research Capability (Form 6), and the Letter of Recommendation for a Researcher on an External Research Project (Form 7) must be submitted during the application period.] Additional documents cannot be submitted after the deadline. If the original documents are not submitted or do not match the uploaded copies, the Certificate of Admission will not be issued. (This does not apply to applicants who are expected to graduate and submit their graduation certificate before enrollment because it has not yet been issued.)
2. Any document that is not in Korean or English must be translated into English and notarized.
3. For documents issued in certain countries, such as Italy and Russia, if notarized documents (e.g., notarized translations, Notarial Certificate, etc.) are not in English, they must be translated into English and submitted together with the original documents as one complete set.
4. The University will not provide individual notification regarding the arrival of submitted documents. Failure to submit all required documents by the designated deadline may result in disqualification for not meeting the eligibility requirements.
5. In principle, all submittal documents should be submitted in A4 size. In particular, the passport copy should not be cut and submitted.
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 Ceter (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 during the Online Application & Document Upload Period. However, the original Letter of Recommendation for a Researcher on an External Research Project (Form 7) must be submitted by post or in person to the One-Stop Service Center (Room 209, Student Union Building) during the application period. Only scholarships approved by the Dean of the Graduate School based on the scholarship documents submitted by the deadline will be reflected in the Certificate of Admission. If the scholarship documents are not submitted by the deadline, or if the scholarship is not reflected when the tuition invoice is issued, the scholarship may be applied for at the Graduate School Academic Affairs Office (Gwanggaeto Building, Room 905) within 3 days of the start of the semester in which they are admitted. If the tuition fee has already been paid, the scholarship amount will be refunded in cash to the student's account. No application will be accepted under any circumstances after 3 days from the start of the semester.
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. Scholarships are automatically applied based on the scholarship-related documents submitted at the time of application; no separate application is required.
5. If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
6. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.8.
7. All documents must be submitted in original form. For language proficiency scores, only scores obtained within 2 years prior to the start date of the admission semester are valid.
8. 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.
9. 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 Tuition	100%
Official Language Proficiency Test Scores		TOEFL iBT	71 (4.0)	Tuition	50%
		IELTS	5.5		50%
		New TEPS	327		50%
		TOPIK	Level 5		50%
			Level 4		40%
		Native English-Speaking Country	Score Submission Exempt		50%
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 Letter of Recommendation for a Researcher on an External Research Project (Form 7) must be submitted not only at the time of application but also every semester.*
※ *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 (including countries where English is the native language): 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): 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
- E-mail: kefu@chsi.com.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.

3 Procedure of Issuing Apostille

Document Issued by University 》 Visit Apostille Issuing Organization 》 Apply for Apostille 》 Evaluation process 》 Apostille Issued

4 Apostille Convention Countries (As of 2026.06.30)

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, Algeria, Eswatini, Cabo Verde, Burundi, Tunisia, Rwanda

※ *Countries scheduled for Apostille issuance: Vietnam (September 11, 2026), Thailand(February 28, 2027)*

13 Appendix 2: 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*

14 Appendix 3: FAQs

1 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 (VOD) 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
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.*

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."*

2 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). 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.*

3 Regarding Eligibility

Q1. One of the parents is a Korean national.

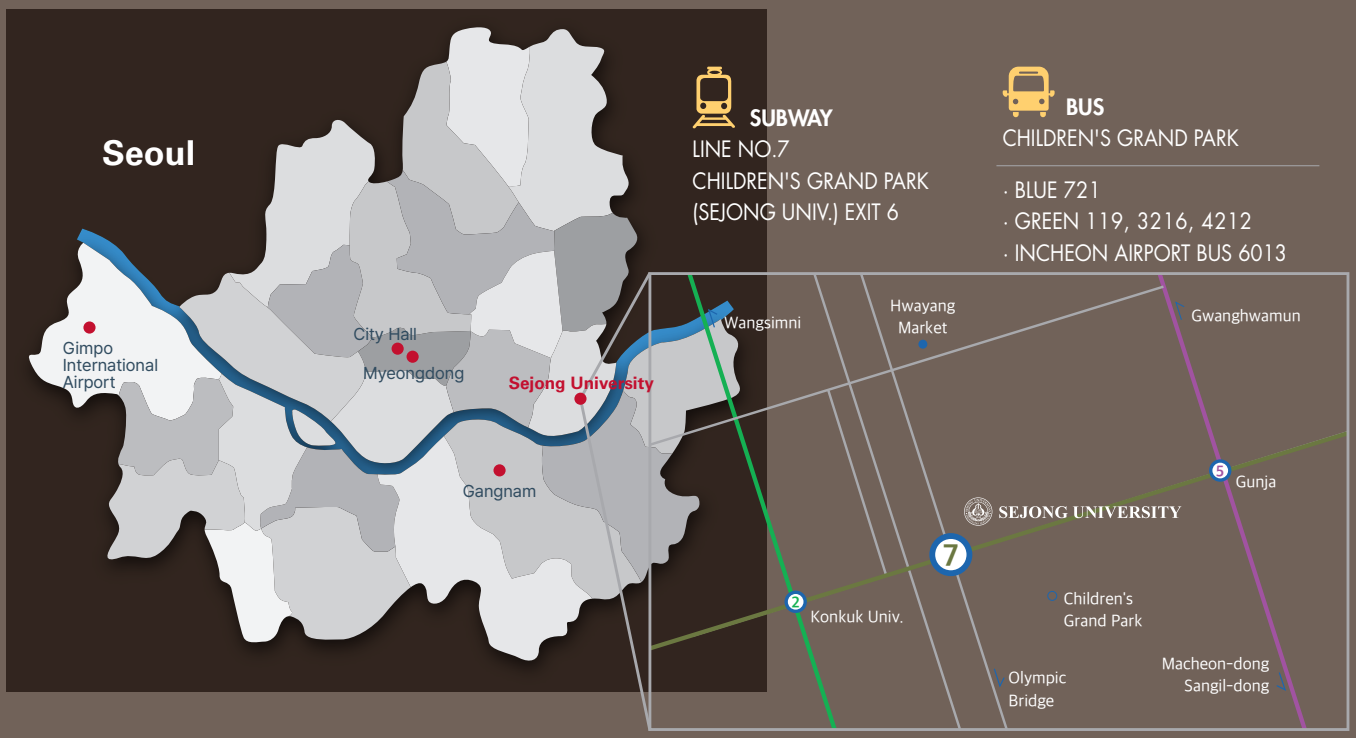
A. *Both parents must be foreign nationals to apply.*

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

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



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

BUS
CHILDREN'S GRAND PARK

· BLUE 721
· GREEN 119, 3216, 4212
· INCHEON AIRPORT BUS 6013

One Stop Service Center(Admissions Team)

- **Address:** (05006) One Stop Service Center (Admissions Team), Room 209, Student union Bldg., Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul, Korea
  (05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)
- **Email:** intadmission@sejong.ac.kr
- **Phone:** 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)
- **Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00**