



SEJONG UNIVERSITY

Admission Document Guide for International Applicants to Korean Universities

UNDERGRADUATE



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MANDATORY



MANDATORY WHEN APPLICABLE



MUST BE ORIGINAL

=MUST BE HAND-SIGNED AND INK-STAMPED



MUST BE SUBMITTED AS A SET

1. DIRECTIONS

All documents are required to undergo notarization, consular certification, or apostille authentication either in the country of issuance or via the issuing country's consulate located in Korea.

Applicants must submit the original certified document along with a notarized English translation, for documents issued in languages other than Korean or English.

All notarization must be performed in the document's country of issuance and must certify both the original document and its translation as a single, unified set.

Any document that is translated into Korean and notarized within Korea will be rejected.

Validity of certification — for academic documents and for nationality / family relationship documents, the notarization, consular certification, or apostille must have been obtained within 6 months before the start date of Round 1 applications. Note: the 6-month limit applies to the certification, not to the document itself.

#2 & #3 Applicants must submit a copy of their own passport as well as copies of their parents' passports. If a parent does not possess a passport, a notarized and translated copy of the parent's national identification card may be submitted instead.

#2-A Applicants who have been issued a Residence Card (formerly the Alien Registration Card, ARC) while residing in Korea are required to submit a photocopy of both the front and back sides of the card. * In cases where the Residence Card is under extension, a Certificate of Foreign Resident Registration (Form C322B) must be submitted in place of the card. p. 6

#4 Applicants must submit a notarized document that officially establishes the parent-child relationship.

#5 Applicants are required to submit their high school graduation documents along with their academic transcript. All submitted documents must include certified translations and must be notarized and legalized through consular certification. * Graduates who have not yet received their official certificates may submit a provisional or temporary graduation certificate, provided that it is translated, notarized, and consulate-certified.

#6 **English Track applicants must submit one of the following: TOEFL iBT 3.5 or higher (former 0-120 scale: 59 or higher), IELTS 5.5 or higher, or NEW TEPS 202 or higher.**
Korean Track applicants must submit proof of Korean proficiency via a score from TOPIK, a certificate from KIIP (사전 평가 증명서, 이수증, or 교육 확인서), or a Sejong Institute Certificate of Course Completion (excluding online courses).

#7 **Applicants must submit an original Verification of Deposit showing a minimum balance of KRW 20,000,000 (or USD 16,000 / RMB 110,000). The account must be in the applicant's own name as a rule; a parent's account is accepted only where the applicant cannot open one. A single account only — combined balances across two or more accounts, passbook copies and transaction statements are not accepted. Submitted after admission, by the date given in the successful-applicant notice.**

#8 Applicants are required to submit the Academic Record Verification Agreement in order to ensure a fair and transparent selection process.

These requirements are specific to applicants from Nepal.

2-A. APPLICANT'S RESIDENCE CARD

#1 if issued



일련번호

• 체류기간 (Duration of Stay)

허가일자	만료일자	확 인

• 체류지 (Address)

신고일	체 류 지

유효 및 취업가능 확인 <http://www.hikorea.go.kr>
 민원안내 국번없이 1345 (하이코리아)

2-A. APPLICANT'S RESIDENCE CARD

#2 if RC is under extension

■ 출입국관리법 시행규칙 (별지 제100호서지)

* 이 증명서는 정부24(www.gov.kr)에서 무료로 발급받을 수 있습니다.

외국인등록 사실증명 CERTIFICATE OF FOREIGN RESIDENT REGISTRATIC (약칭 : 외국인등록증명, 약호 : C322B)

발급번호 (Serial No.)		발급일 (Date of Issuance)		현재등록자 (Currently Registered)	
외국인등록번호 (Foreign Resident Registration No.)					
성명 (Full Name)					
이전 전 성명 (Previous Full Name)					
대상자 (Person to whom the Certificate is issued)	성별 (Sex)	생년월일 (Date of Birth)		여권번호 (Passport No.)	
	국가/지역 (Country/Region)			체류자격 (Status of Sojourn)	
	체류기간 (Period of Sojourn)			등록일자 (Date of Registration)	
	등록체류지 (Address)				
	이전의 등록번호/탈출한 주민등록번호 (Previous Registration No./ Exposed Korean Resident Registration No.)				
용도 (Purpose)		기타 (To be submitted to other agencies)		신청인 (Name of Applicant)	
※ 체류자격 변경 사항 포함? ☐ 예 / ☐ 아니오 ※ Previous status of sojourn to be shown on the certificate: ☐ Yes / ☐ No					
체류자격 변경사항 (Record of Status of Sojourn Change)	변경일 (Date of Change)	체류자격 (Status of Sojourn)		비고 (Remarks)	
		유학(D-2) 이 하 빈 칸 (This space has been intentionally left blank.)			
체류지 변경사항 (Record of Residential Address Change)	변경일 (Date of Change)	주 소 (Residential Address in Korea)		비고 (Remarks)	
		이 하 빈 칸 (This space has been intentionally left blank.)		현재 (Current Address Only)	
동거 가족 사항 (Family Member(s) who Live Together)	관계 (Relationship)	성명 (Name)	성별 (Sex)	외국인등록번호 (Foreign Resident Registration No.)	
		이 하 빈 칸 (This space has been intentionally left blank.)			

※ 동거 가족 사항은 당사자의 제출서류 등을 바탕으로 작성되었으며, 진위관계 증명에 대하여 별도 확인이 필요할 수 있습니다.
The above family member details are based on submitted documents, further verification may be required in case of any change.

「출입국관리법」 제68조제2항에 따라 위의 사실을 증명합니다.

I hereby certify that the above information is true in accordance with paragraph 2, Article 68 of the Immigration Act, of the Republic of Korea.

발급일 (Date of Issuance)

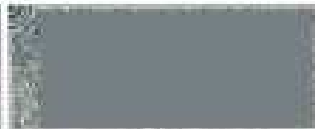
년 (Year)

월 (Month)

일 (Day)

발급 담당자 (Officer in Charge)

전화번호 (Phone No.)



3. PARENTS' PASSPORTS/IDS

#1 PARENTS' ID



3. PARENTS' PASSPORTS/IDS

#1 PARENTS' ID

Distributed by:
Nepal Notary Public Council

S.N. [REDACTED]

Coat of
Arms of
Nepal

Government of Nepal
Ministry of Home Affairs
DISTRICT ADMINISTRATION OFFICE
Rasuwa
Office Seal

First Replica

QR Code

NEPALESE CITIZENSHIP CERTIFICATE

Citizenship Certificate No.: [REDACTED]

Photograph
Sd.

Name, Surname: [REDACTED] /

Place of birth: District: [REDACTED]

Rural Municipality: [REDACTED]

Permanent Address: District: [REDACTED]

Rural Municipality: [REDACTED]

Date of birth: [REDACTED]

Father's Name, Surname: [REDACTED]

Address: [REDACTED]

Mother's Name, Surname: [REDACTED]

Address: [REDACTED]

Husband/ Wife's Name, Surname: [REDACTED]

Address: [REDACTED]

Sex: [REDACTED]

Ward No.: [REDACTED]

Ward No.: [REDACTED]

Cit. Cer. No.: [REDACTED]

Type of Cit.: **Descent**

Cit. Cer. No.: [REDACTED]

Type of Cit.: [REDACTED]

Cit. Cer. No.: [REDACTED]

Type of Cit.: [REDACTED]

Government of Nepal has issued this Citizenship Certificate with following details:

Citizenship Certificate No. [REDACTED]

Sex: [REDACTED]

Full Name: [REDACTED]

Date of Birth (AD): Year: [REDACTED] / Month: [REDACTED] / Day: [REDACTED]

Birth Place: District: [REDACTED]

R.M.: [REDACTED]

Ward No.: [REDACTED]

Permanent Address: District: [REDACTED]

R.M.: [REDACTED]

Ward No.: [REDACTED]

This Certificate of Citizenship is hereby issued pursuant to the Citizenship Act, 2063 (2006 A.D.).

Type of Citizenship: **Descent**

Signature of the Person
Obtaining the Certificate:
Thumb Impressions

Right	Left
Thumb Impressed	Thumb Impressed

Date: [REDACTED]

Replica issuing Authority's
Name: [REDACTED]

Designation: [REDACTED]

Signature: Sd. [REDACTED]

Certificate Issuing Authority's:
Signature: Sd. [REDACTED]

Name, Surname: [REDACTED]

Designation: [REDACTED]

Issued Date: [REDACTED]

Any person finding this certificate is requested to forward it to the close District Administration Office or Police Office.

Stamp

Stamp

4. PARENT-CHILD RELATIONSHIP



Aamachhodingmo Rural Municipality

Office Of Rural Municipality Executive

4 No. Ward Office
Goljung, Rasuwa
Bagmati Province, Nepal

2073

Reference No.: _____

Dispatch No.: _____

Date: _____



Subject : Verification of Relationship

To Whom It May Concern

This is to certify that _____ (Applicant), permanent resident of _____ has submitted an application to this office for the verification of relationship with her father and mother. As per inquiry report conducted by this Rural Municipality, it is certified that _____ has the following family relationship, which are mentioned below.

This relationship verification is issued in accordance with the Local Government Operation Act, 2074 B.S. (2017 A.D.), Chapter 3, Section 12, Sub-Section 2, Clause E (1), as recommended by _____



(Applicant)



(Applicant's Father)



(Applicant's Mother)

(Ward Chairman)

4. PARENT-CHILD RELATIONSHIP



Aamachhodingmo Rural Municipality
Office of Rural Municipal Executive
4. No Ward Office
Goljung, Rasuwa
Bagmati Province, Nepal
2073



Letter No:-
Ref No:-

Date:-

Subject : Verification of Birth Date

TO WHOM IT MAY CONCERN

With reference to the above subject, this letter is issued to certify that _____, a daughter of _____ and _____, are permanent resident of _____ (Previously designated as _____), was born on _____ according to the our official records.

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

문서확인번호

00000000000000000000

등록

00000000-00-0000000000

Registered No.

000000-00000000

확인서

LETTER OF CONFIRMATION

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

SR NO: _____

 **नेपाल**
GOVERNMENT OF NEPAL
राष्ट्रिय परीक्षा बोर्ड
NATIONAL EXAMINATIONS BOARD 

माध्यमिक शिक्षा परीक्षा, कक्षा-१०
SECONDARY EDUCATION EXAMINATION, GRADE-10

प्रमाण-पत्र
Certificate

This is to certify that _____, a student
of _____
Roll _____, has
Secondary Education Examination, Grade-10 in the year _____
with Grade Point Average (GPA) _____. According to the
office, his/her date of birth _____

Symbol No.: _____

Date of Issue: _____

CHECKED BY: _____

CONTROLLER OF EXAMINATIONS

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

SR NO: _____

GOVERNMENT OF NEPAL
NATIONAL EXAMINATIONS BOARD

SECONDARY EDUCATION EXAMINATION, GRADE-10
GRADE-SHEET

THE GRADE(S) SECURED BY _____

DATE OF BIRTH _____

ROLL _____ SYMBOL NO. _____

OF _____

IN THE ANNUAL S E EXAMINATION, GRADE-10 OF _____ BELOW:

SERIAL NUMBER	SUBJECTS	CREDIT HOUR ¹	OBTAINED GRADE ²		FINAL GRADE	GRADE POINT	REMARKS ³
			TH	PR			
01	COMP. ENGLISH	4	A	A+	A	3.6	
02	COMP. NEPALI	4	B+	A+	A	3.6	
03	COMP. MATHEMATICS	4	A	A	A	3.6	
04	COMP. SCIENCE	4	B+	A+	A	3.6	
05	COMP. SOCIAL STUDIES	4	B+	A+	A	3.6	
06	COMP. HEALTH, POP & ENV EDU	4	A	A+	A	3.6	
07	OPT. I ADDITIONAL MATHEMATICS	4	B+		B+	3.2	
08	OPT. II OFFICE MGMT & ACCOUNT	4	B	A+	B+	3.2	

POINT AVERAGE (GPA): 3.50

1. One Credit Hour equals 32 Clock Hours.
 2. TH : Theory, PR : Practical
 3. *@ : Absent
 *T : Theory Grade Missing
 *P : Practical Grade Missing
 # : Subject(s) Appeared in the Supplementary/Upgrade Examination

CHECKED BY: _____

DATE OF ISSUE: _____

CONT

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

S. No. : _____ Registration No. _____

नेपाल सरकार
राष्ट्रिय परीक्षा बोर्ड
GOVERNMENT OF NEPAL
NATIONAL EXAMINATIONS BOARD

प्रमाणपत्र
CERTIFICATE

This is to certify that Mr./Ms. _____
of _____
has completed School Leaving Certificate Examination (Grade XII) conducted by
National Examinations Board in the year _____
with _____ GPA.

Date : _____

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

Issue No.: _____ NEB Registration No.: _____

 **NATIONAL EXAMINATIONS BOARD**
Academic Transcript
School Leaving Certificate Examination (Grade XII)

Name of Student : _____

Date of Birth : _____

School : _____

Subject Code	Subjects	Credit Hour	Grade Point	Grade	Remarks
0021	COM.NEPALI (TH)	2.25	3.6		
0022	COM.NEPALI (IN)	0.75	4.0	A+	
0041	COM.ENGLISH (TH)	3.00	3.2	B+	A
0042	COM.ENGLISH (IN)	1.00	4.0	A+	
0081	COM.MATHEMATICS (TH)	3.75	3.2	B+	A
0082	COM.MATHEMATICS (IN)	1.25	3.6	A	
1021	PHYSICS (TH)	3.75	2.4	C+	B
1022	PHYSICS (PR/IN)	1.25	3.6	A	
3021	CHEMISTRY (TH)	3.75	3.6	A	A+
3022	CHEMISTRY (PR/IN)	1.25	4.0	A+	
4281	COMPUTER SCIENCE (TH)	2.50	3.6	A	A+
4282	COMPUTER SCIENCE (PR/IN)	2.50	4.0	A+	
Total		27.00	Grade Point Average (GPA): _____		

Additional Subject (Extra Credit)

Subject Code	Symbol Number	Grade Point
2080	22601898	

Note: One Credit Hour = _____

TH : Theory, _____

* The Student has _____ one attempt.

Year of Completion : _____

Prepared by : _____

Date of Issue : _____

Checked by (Section Officer) _____

Verified by (Deputy Controller) _____

Controller of Examinations _____

5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

문서확인번호 [REDACTED]

학 인 서

등록번호 [REDACTED] Registered No. [REDACTED]

학 인 Conf [REDACTED]

학 적 증명 서

위 문서 학적서류
에 기재(날인)된
국 공무원(공증인)의 서명(직인)의
진실함과 그 직위를 확인한다.

This is to confirm th [REDACTED] ficial
seal) and his(her) p [REDACTED] the
official(Notary public) affixed to the
accompanying document, is true and
authentic.

[REDACTED]

성명: [REDACTED]

직위: 3등서기관 겸 부장서

제외공관 영칭: 주내물대원!

소재지: [REDACTED]

6. ELIGIBILITY DOCUMENTS

#1. English Track

IELTS[®] Test Report Form

NOTE: Information on using this form and your obligations to ensure its accuracy are available on the IELTS[®] website. Reading and Writing modules are assessed. Listening and Speaking modules are assessed. The scores on the Listening and Speaking modules are reported on a scale of 1 to 9. The scores on the Reading and Writing modules are reported on a scale of 1 to 9. The scores on the Listening and Speaking modules are reported on a scale of 1 to 9. The scores on the Reading and Writing modules are reported on a scale of 1 to 9.

Centre Number: [] State: [] Candidate Number: []

Candidate Details

Family Name: [] First Name(s): [] Candidate ID: []

Date of Birth: [] Sex (M/F): [] Scheme Code: []

Country or Region of Origin: [] Country of Nationality: [] First Language: []

Test Results

Listening: [] Reading: [] Writing: [] Speaking: [] Overall Band Score: [] CEFR Level: []

Administrator Comments

[]

Recognising organisations must verify this score at ielts.org/verify

Validation stamp: []

Date: [] Test Report Form Number: []

BRITISH COUNCIL idp Cambridge Assessment English

ETS TOEFL iBT[®] Test Taker Score Report

Last (Family/Surname) Name, First (Given) Name, Middle Name: [] Email: []

Institution Code: [] Department Code: []

Test Date: [] Appointment #: [] Native Language: [] Test Center Country: [] Test Center: []

Test Date:

Total Score: [] out of 120

Reading: [] Listening: [] Speaking: [] Writing: []

MyBest[®] Scores | Your highest section scores from all valid test dates, as of June 04, 2024.

Sum of Highest Section Scores: [] out of 120

Reading (0-30): [] Listening (0-30): [] Speaking (0-30): [] Writing (0-30): []

Test Date: [] Test Date: [] Test Date: [] Test Date: []

SECURITY IDENTIFICATION

ID Type: [] ID No.: [] Issuing Country: []

A total score is not reported when one or more sections have not been administered. Expired scores are not included in MyBest[®] calculations.

79-82

THIS IS A PDF SCORE REPORT, DOWNLOADED AND PRINTED BY THE TEST TAKER.

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Page 1 of 2

TEPS[®] SCORE REPORT

YOUR SCORES

Total Score: 418 | Level: 2+ | Percentile Rank: 81.33

Listening: 149 (Average: 120) | Vocabulary: 35 (Average: 30) | Grammar: 38 (Average: 30) | Reading: 196 (Average: 120)

YOUR ENGLISH PROFICIENCY

Advanced level of English proficiency. A score at this level typically indicates an advanced level of English proficiency for a non-native speaker. It has a score at this level is able to perform general tasks after study level training.

Section	Subtest	Proficiency
Listening	Understanding the connection of ideas across paragraphs in spoken texts. Understanding the main ideas of spoken texts. Understanding specific information in spoken texts. Making inferences based on given information in spoken texts.	Intermediate Advanced Advanced
Vocabulary	Understanding vocabulary used in spoken contexts. Using listening vocabulary used in written contexts.	Intermediate Basic
Grammar	Understanding grammar used in spoken contexts. Understanding grammar used in written contexts.	Intermediate Intermediate
Reading	Understanding the main ideas of written texts. Understanding specific information in written texts. Making inferences based on given information in written texts. Understanding the connection of ideas across paragraphs in written texts.	Advanced Advanced Advanced Intermediate

NAME: HONG GIL DONG
DATE OF BIRTH: JUL 12, 1990
SEX: MALE
REGISTRATION NO.: 0123456
TEST DATE: MAY 12, 2018
VALID UNTIL: MAY 12, 2020

Barcode: []

ID: 0000000000000000

THE TEPs COUNCIL

6. ELIGIBILITY DOCUMENTS

#2 Korean Track



한국어능력시험 성적증명서

OFFICIAL TOPIK SCORE REPORT

수험자 정보[Test-taker's Information]

	성명 Name	성별 Gender	응시국가 Country	생년월일 Date of Birth
	HONG GIL DONG	M	Korea	0000/00/00 yyyy/mm/dd
	수험번호 Registration No.	시험수준 Test Level	일차/시험일 Test Held/Test Date	성적유효기간 Valid Until
	0000000000000	TOPIK II	40th/2016/04/17 yyyy/mm/dd	2018/05/25 yyyy/mm/dd

시험 결과[Test Result]

영역 Section	점수 Score	수험자 점수 및 수험자단 평균 Score & Average	총점 Total Score	등급 Test Result
듣기 Listening	0/100		270/300	6급
쓰기 Writing	0/100			
읽기 Reading	90/100			

언어 수행 능력[Level Description]

시험 수준	TOPIK II	등급	6급
듣기 Listening	대부분의 업무 수행 영역에서의 대화나 경청, 견제, 사회, 문화, 교육 등의 전문 분야와 관련 있는 다소 정도 깊은 대화와 일화. 다소 복잡한 장면이나 연설, 대담을 듣고 내용 파악하고 추론하며 비판적으로 이해할 수 있다.		
쓰기 Writing	사회적, 추상적 소재 또는 업무나 전문 분야와 관련된 논술향을 정확하게 적절하게 구성할 수 있다.		
읽기 Reading	대부분의 업무 수행과 관련된 글, 전문 영역에 관련된 글을 읽고 내용을 이해하고, 추론하고, 비판적으로 분석할 수 있다. 소설, 희곡, 평론 등을 읽고 취지의 의도, 심리 등을 파악할 수 있다.		

국립국제교육원장

President of National Institute for International Education

위조방지 열

#2 Korean Track

-첨부부록 4호-

발급번호 : KIIP-KIIP-17-000000

사회통합프로그램 이수증

(한국이민귀화정책과정)

성 명 :

생년월일 :

출영기관 :

위 사람은 법무부에서 시행한 이민과 사회통합프로그램(KIIP) 한국이민귀화정책과정을 이수완료 하였기에 이 증서를 수여함

20 년 월 일

법무부 우 부
00-출입국·외국인청(사무소)장 (직인)

사무관 인하여주는 사회통합프로그램(www.kci.go.kr)로 발급받았으며 확인 가능.

7. VERIFICATION OF DEPOSIT



Issuing Branch : CHABHIL
Sol Id : 019
Date : 23-10-2024

BALANCE CERTIFICATE
TO WHOM IT MAY CONCERN

This is to certify that Account Holder of the bank having following details:

Reference No : [REDACTED]
Customer Name : [REDACTED]
Customer Id : [REDACTED]

S.No	AccountNumber	Account Type	CCY	Available Amount	Rate
1	[REDACTED]	SAVINGS	NPR	[REDACTED]	134.8
					Total Balance of : 22,2

Equivalent Currency : USD UNITED STATES DOLLAR
Which is equivalent to : USD 22,278.36
In Words : USD Twenty Two Thousand Two Hundred Seventy-
Eight and 36/100 only.
As Of : 23-OCT-2024
Exchange rate : USD 1 = NPR 134.8

This certificate has been issued as per the request of the aforestated account holder without any obligation on part of the bank and/or its officials.



8. VERIFICATION OF AGREEMENT FOR ACADEMIC RECORDS

University Logo & Information

Academic Record Verification Agreement

By applying for admission to OOOO University, I hereby authorize the administrator and other relevant personnel to confer with others to obtain and verify my credentials and qualifications as a provider.

본인은 본 봉의처로서, ○○대학교에 자원함으로써 행정 담당자 및 관련 직원들이 본인의 학위 및 자격 내용을 검토 및 검증하기 위한 목적으로 타기관 직원들과 논의할 수 있는 권한을 위임하는 바입니다.

I hereby consent to the release by any relevant personnel to other institutions of any information that may be relevant to an evaluation of my credentials and qualifications and release from any and all liability any organization or individual who acts in good faith and without malice to provide the above information.

또, 본인은 본 회의서면으로 본인의 학력 및 직위를 심사하는 데 있어 담당할 수 있는 일체의 정보를 일체의 타 기관 소속 담당 직원에게 공개하고, 성실한 의도로 직무 없이 상기 정보를 제공하는 일체의 단체 또는 개인에게 일체의 책임을 지지 않는다는 데 동의하는 바입니다.

Digitally signed by	<u>XXXXXXXXXX</u>
Date	<u>XXXX-XX-XXXX</u>
Date of Birth	<u>XXXX-XX-XX</u>
Intake	<u>Undergraduate admission for international students applying 2020 Fall Round</u>
Signature	<u>XXXXXXXXXX</u>

본 동의서의 서명란에는 신청자의 양어 이름이 자동 입력되며, 이는 본연의 공식 서명으로 간주됩니다. 신청자는 이를 확인하고 동의하며, 해당 서명이 본인의 자격 조항 등의 의사를 명확히 나타냄을 인정합니다.

The applicant's English name will be automatically entered in the signature field of this consent form, and it will be considered as their official signature. The applicant confirms and agrees to this, acknowledging that this signature clearly represents their consent for academic verification.