



세종대학교
SEJONG UNIVERSITY

Graduate School of Public Policy

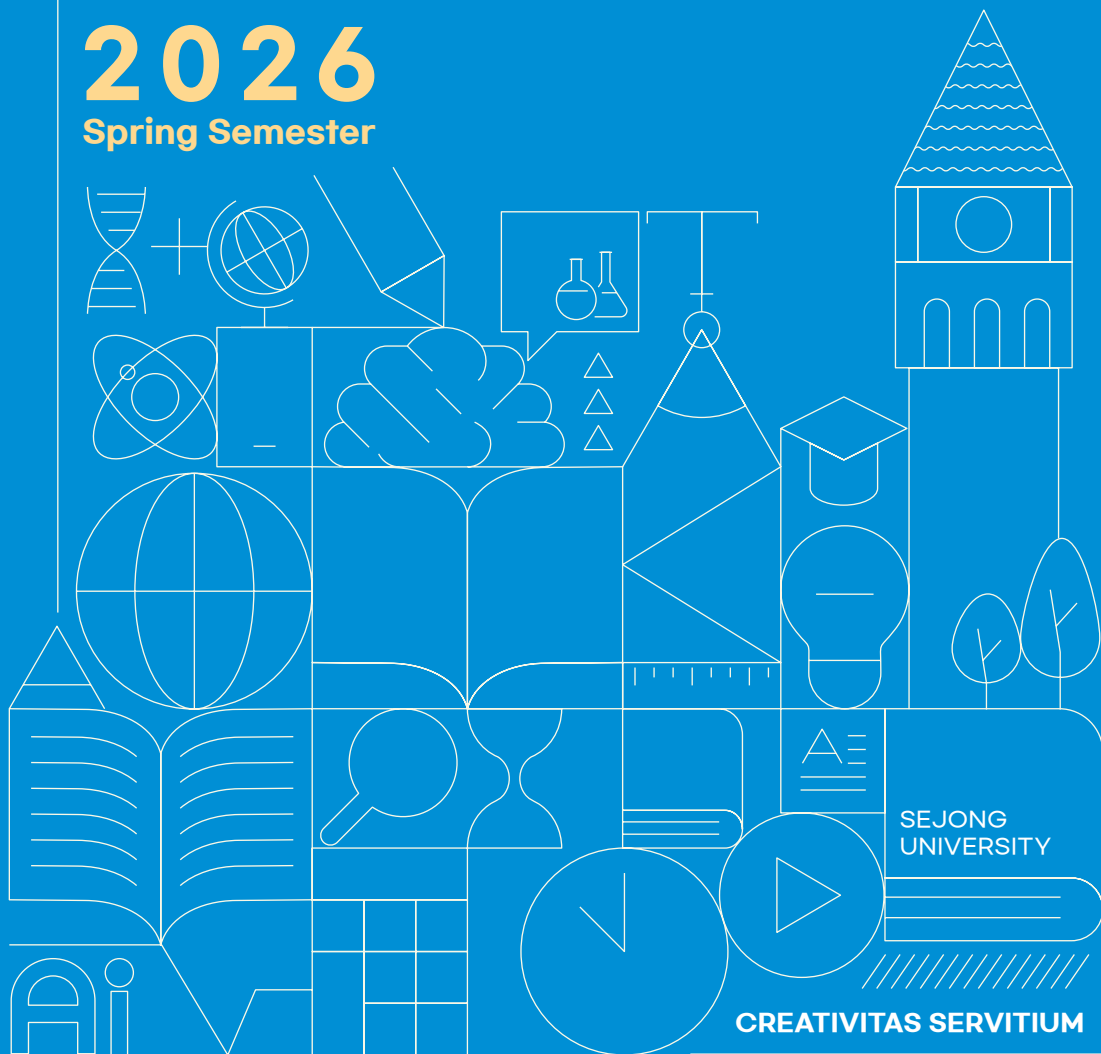
Master of Global Affairs /

Master of Public Administration

Admission Guide for International Students

2026

Spring Semester





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• This admission guide is available in English and Chinese. In the event of any conflict or discrepancy in meaning between the Korean version and any of its translation, the Korean version will prevail.



1 Admission Timeline

Step	1 st Round	2 nd Round	Important Notes
Online Application & Submitting Documents (by post/in person)	Mon, Sep 08 ~ Fri, Sep 19, 2025 (5:00PM)	Mon, Oct 27 ~ Mon, Nov 10, 2025 (5:00PM)	- Online Application: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) - Documents must arrive at the Sejong University One-Stop Service Center (Admissions Team) on or before the designated deadline (documents submitted after the deadline will not be reviewed) - Payment of application fee must be completed before submitting documents. - If necessary, prior online interview screening may be requested. - No individual notification on arrival of documents.
Evaluation by Department	Mon, Oct 20 ~ Wed, Oct 22, 2025	Wed, Dec 3 ~ Fri, Dec 5, 2025	Each department may conduct interviews if necessary
Admission Decisions and Guide for Admitted Students	Thu, Nov 6, 2025 (5:00PM) [provisional]	Thu, Dec 18, 2025 (5:00PM) [provisional]	- Evaluation details are not disclosed other than pass/fail. - No individual notification of successful or failed admission. - Announcement confirmation: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) → My Page - Please carefully review the Notification of Acceptance & Enrollment Information and complete all necessary procedures to finalize your enrollment.
Tuition Payment	Mon, Nov 10 ~ Fri, Nov 14, 2025 (4:00PM)	Mon, Dec 22 ~ Fri, Dec 26, 2025 (4:00PM)	If successful applicants do not pay the full admission fee and tuition within the tuition payment period, it will be deemed that applicant does not intend to enroll and admission will be canceled without further notice.
Issuance of Certificate of Admission	From Fri, Dec 12, 2025	From Mon, Jan 26, 2026	

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

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

Contact Information

One Stop Service Center (Admissions Team)

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

2 Departments and Majors

Division	Department	Major	Language			Credit Base Master's	Program		
			Korean	English	Bilingual		Master's	Ph.D	Joint
Humanities & Social Sciences	Department of senior industry	Senior industry	○				○		



③ Tuition and Other Fees

1 Application Fee (Unit: KRW, 1,500KRW=1\$)

Program	Application Fee
Master's	KRW 150,000

※ The application fee is not refundable.

※ Application Fee (Provisional)

• Withdrawal of Application and Refund of Application Fee

- ① In order to ensure fairness in the admissions process, applicants are not allowed to withdraw their application once the application has been submitted (i.e., the application fee has been paid). Application fee is not refundable.
- ② The application fee is refundable only under following circumstances: The applicant is able to present documentary proof showing that he/she was prevented from proceeding with the admissions process due to a natural disaster, the applicant's admission to a hospital, other accidents and/or the University's mistake, and it is determined that such withdrawal would not undermine the fairness of the admission process.

- ③ **How to cancel an application:** Submit your cancellation request directly through [Sejong University One Stop Service Center website (<https://sos.sejong.ac.kr/>) → My Page].

※ Applications cannot be submitted via email or by phone.

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

2 Tuition (Based on Academic Year 2024) *per semester(Unit: KRW)

Division	Admission Fee	Tuition	Total
Humanities & Social Sciences	990,000	6,019,000	7,009,000

※ 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 invoice amount will vary depending by each individual due to scholarships.

※ Virtual account is provided only for domestic bank transfers.

※ The above tuition is based on the second semester of the 2025 school year, and may increase in the 2026 school year, so you may be required to pay a preliminary deposit in addition to the tuition fee to cover possible tuition fee difference.

3 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	• A person who has received a bachelor's degree from a full-time university based either in or outside Korea, or is expected to receive a bachelor's degree before September 2025
	• 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 the minimum TOPIK or Sejong TOPIK score(TOPIK iBT is acceptable except trial tests)
	Humanities and Social Science Level 3 or Above (In order to graduate, students must obtain at least Level 4 by their final semester.)

5 Required Documents

- ※ Applicants must upload files of application documents on (<https://sos.sejong.ac.kr>) and send original documents by post or in person within the application period.
- ※ Any and all documents and materials submitted with the application belongs to the Sejong University and will not be returned to the applicant under any circumstances.
- ※ If it is confirmed that you have been accepted or enrolled through fraudulent means, such as falsifying submitted documents, both acceptance and admission may be canceled even after admission, and re-application is prohibited.

No.	Required Documents	Notes
1	• Application Form Required ※ Print after completing online application.	One photocopy
2	• A Copy of the Applicant's Passport Required ※ Print it out on an A4 size paper and submit. Cutting the size of the paper is prohibited. ※ Applicants from countries that has difference between domestic and foreign passports must submit only their foreign passports (domestic passports are prohibited).	One photocopy
3	• Back-to-back Alien Registration Card (ARC) copy If only applicable ※ Only applicable to applicants currently residing in South Korea with long-term visa.	One photocopy
4	• Language Proficiency Certificate Required ※ IELTS/TOEFL iBT/New TEP5/TOPIK/TOPIK iBT/Sejong TOPIK *④ Refer to application qualifications - The language certificate must be obtained within two years from the start date of the semester in which you are applying.	One original
5	• Academic Certification Documents Required *⑫ Refer to Appendix 1 ① Graduate of a university based in Korea ① Certificate of Graduation / ② Transcripts ② Graduate of a university based in China ① CHSI *issued in English / ② Certificate of Degree / ③ Certificate of Graduation ④ Transcripts (Chinese should be translated and notarized in English) ※ ④ (Academic Transcript) must be submitted with an Apostille. ③ Graduate of a university based in other countries ① Certificate of Graduation: Consulate approval or Apostille ② Academic Transcript: Non-English transcripts must be submitted with a notarized translation and consular legalization or Apostille. ④ Expected graduates ① Certificate of expected graduation: The expected graduation date must be clearly stated. ② Transcript of grades (Chinese university graduates: including CHSI) ※ You must upload your graduation certificate and final transcript to sos.sejong.ac.kr and submit the original to the admissions team before the deadline stated in the notice for successful applicants to issue a Certificate of Admission. If you do not graduate by the admission date, your admission will be canceled. ※ 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.	One original
6	• Study Plan Required ※ When applying online, applicants must download and complete the designated forms, then upload them to STEP 6 (Document Upload Section) of the online application system. The completed forms must also be printed and submitted in hard copy at the time of final document submission. ※ The required forms are available in the STEP 6 (Document Upload Section) of the online application system. Please ensure to check and use the correct forms. ※ Must be written in Korean	One photocopy
7	• An Official Document that shows the Parent-Child Relationship between the Applicant and his/her parents Required ※ The document must clearly reveal the nationality of the parents and their relationship with the applicant. ※ In case of divorce or death of parents, additional government-issued documents must be submitted as a proof. ※ For countries that do not issue family relationship certificates, it can be replaced with an official document (original/notarized copy) that states the parents' nationality, such as a birth certificate. ※ For Chinese applicants, if necessary, they may request submission of a notarized original copy of the family register.	One original
8	• Each Copy of the Applicant's Parents' Passports Required ※ Official ID card that states the parent's nationality can be substituted ※ National ID cards issued in languages other than English or Chinese require translation and notarization.	One photocopy

5 Required Documents

No.	Required Documents	Notes
9	• The Applicant's Verification of Deposit (VOD) (in the applicant's name, a minimum of KRW 20,000,000/ USD 16,000/RMB 110,000) Successful Applicants Only ※ For further details regarding the issuance date, please check the notice for successful applicants. ※ For the Verification of Deposit documents that are not written in English or Korean, the original and notarized translation must be submitted. ※ All documents must be scanned, uploaded, and submitted as originals/physical copies. The scanned copy and the actual submitted copy must match. If the original is not confirmed, a Certificate of Admission cannot be issued. ※ In principle, proof of finances is the applicant's own account, and only parents are recognized as financial guarantors in unavoidable cases. ※ Copy of bankbook/transaction statement/bank statement of two or more bank account numbers cannot be submitted. ※ Alien registration card (ARC) holders residing in Korea must submit the original bank balance certificate issued in their name by a domestic Korean bank. ※ If an alien registration card (ARC) holder is unable to obtain a balance certificate from a bank in Korea due to unavoidable reasons, submit supporting documents (e.g., certificate of entry and exit from Korea).	One original
10	• The Agreement for Verification of Academic Record Required ※ Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.	One original
11	• Scholarship application documents If only applicable *⁽¹⁰⁾ Refer to International student scholarship system ※ Official language proficiency certificate (TOEFL, IELTS, TOPIK, etc.) - The language certificate must be obtained within two years from the start date of the semester in which you are applying.	One original

※ Documents not in Korean or English must be translated into English and notarized before submission.

※ For Chinese university graduates, both CHSI ①~② must be submitted.

① Online Verification Report of Higher Education Degree Certificate

② Online Verification Report of Higher Education Qualification Certificate or Online Verification Report of Student Record

※ Document validity period

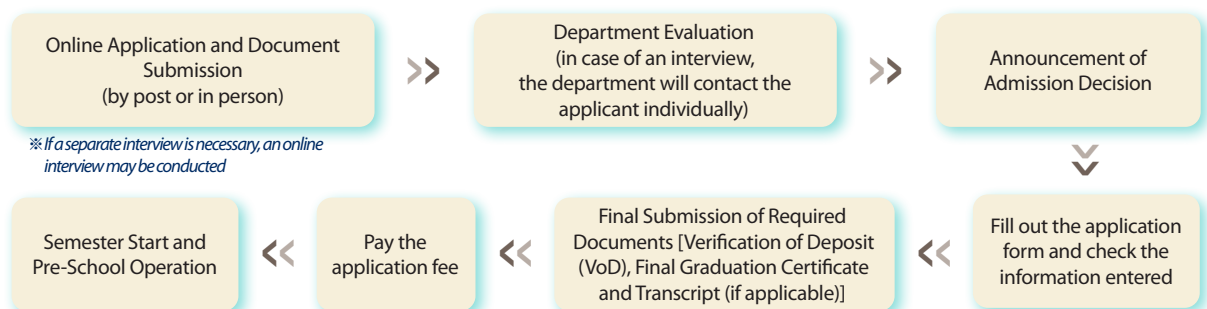
Documents	Valid Date
Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Documents	Translation&Notarization: Six Months from the start date of application for the first round
Verification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

6 Screening Criteria

The admission 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 How to Apply



7 How to Apply

1 Online Application

- The standard method for application is via the Graduate Admission for International Students banner on the Sejong homepage.
- To apply successfully, all relevant information must be entered, and the application fee must be paid.
- If any of the contents entered contains false information, admission might be cancelled. It is strongly recommended that you complete the online application as early as you can because the system might become unstable or go down close to the deadline due to the rush of hits.

2 Submission of Required Documents

- How to submit documents: After completing your online application, print out the application form and send your application packet to the following address via registered mail or via in-person visit. Your application packet must arrive at the One Stop Service Center(Admissions Team) within the informed deadline.

One Stop Service Center(Admissions Team)

(05006) Rm#209 Student Center Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea

- ※ The admissions staff reserves the right to require additional documents from the applicant, should there arise a need to verify the authenticity of submitted materials.
- ※ All the documents must be original unless specified otherwise. When the original is not available and a copy is being submitted, it must be **certified by the official institutions** before it is submitted.
- ※ Any document that is not in English must be accompanied by a notarized English translation. Please submit the original document as well.
- ※ **When the deadline of submission is over, any document will not be accepted.**

8 Important Notes for Applicants

- 1 Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application. Please be reminded that, in principle, any modification or cancellation will not be accepted after completing the application.
- 2 Be sure to make and keep photocopies of all completed forms. **Any and all documents and materials submitted with the application become the property of SJU and will not be returned to the applicant under any circumstances.**
- 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 cancelled.
- 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 is 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 The scholarship documents can be substituted with the TOPIK certificate submitted during the application process. The scholarships by level are as follows:
- 2 Scholarships are paid for regular semesters only. A regular semester is defined as: the 1st through the 5th semester for the Master's. The scholarship will not exceed the tuition fees designated for the semester.
- 3 Scholarship recipient will be billed the amount after the scholarship is deducted.
- 4 If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
- 5 The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.
- 6 All documents must be accompanied by the original document. The language test scores must be obtained within 2 years prior to the commencement of the semester for which the scholarship application is submitted to be valid. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded the following semester.
- 7 Students who have completed 2 or more semesters at Sejong University International Language Institute (ILI) are eligible for 100% scholarship of their admission fee and for scholarship of their tuition fee based on their TOPIK scores as specified in the table below:

Level	Level 3	Level 4 or Above
Scholarship (Tuition)	Admission fee + Tuition 30%	Admission fee exemption & Tuition fee 50%

- 8 In principle, double scholarships are not allowed.

10 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.

11 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: xlrz@moe.edu.cn
- Phone: +86-10-6113-9123

2 Information of Apostille Convention

- Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007.
- Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
- Apostille convention countries abolish the complex consular procedures to ensure the smooth mutual authentication of public and official documents.
- Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law. You can check detailed and updated information regarding regional authorities at www.hcch.net.

3 Procedure of Issuing Apostille



4 Apostille Convention Countries (As of 2025.03.30)

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, Eswatini, Cabo Verde, Burundi, Tunisia, Rwanda

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

List of countries where English is an official language

Region	Total	Country
Africa	24	Botswana, Cameroon, Ethiopia, Eritrea, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe
Asia	7	Brunei, Hong Kong, India, Malaysia, Pakistan, Philippines, Singapore
Australia/Oceania	14	Australia, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Europe	3	Ireland, Malta, United Kingdom
Americas	14	Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

※ Students from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores for admission. However, submission of an official English test score is required for graduation.

13 Appendix 3: Regarding Visas for New Students

Case	Change in Visa Types	Details
Applicants with D4	D4 → D2	Required documents and schedule for changing visa will be announced at the University Website. (to be announced before the commencement of a new semester) ※ When changing the type of visa, certificate of the highest level of education (Bachelor's or Master's) is required. It is advisable for applicants to prepare the documents beforehand.
Applicants with D10	D10 → D2 (Applying for Master's)	Persons with Master's degree (applying for Master's program) cannot apply for a change of visa type in Korea. (Available only in one's own country.)
	D10 → D2 (Applying for PH.D)	Persons with Master's degree (applying for PhD) can apply for a change of visa type in Korea. Required documents will be announced at the University website.

※ For details, kindly contact +82-1345

• Announcement Board: <https://www.sejong.ac.kr/kor/intro/notice5.do>

14 Appendix 4: FAQs about Regarding Documents

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

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

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

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

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

A. Photocopied documents cannot be submitted. Please make a copy, and get either of the following: (1) translate and notarize it then submit, (2) certified true copy of Korean diplomatic office in foreign country/apostille/consulate's confirmation or certified true copy stamp. If you submit an original English diploma with an apostille, please note that it cannot be returned to you regardless of the admission results. It is also not possible to return for the visa purposes. Please prepare for additional issuance of your documents in advance.

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

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

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

A. Please refer to the table below.

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

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

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

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

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

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

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

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※ Translation: must be done in English, not Korean
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.

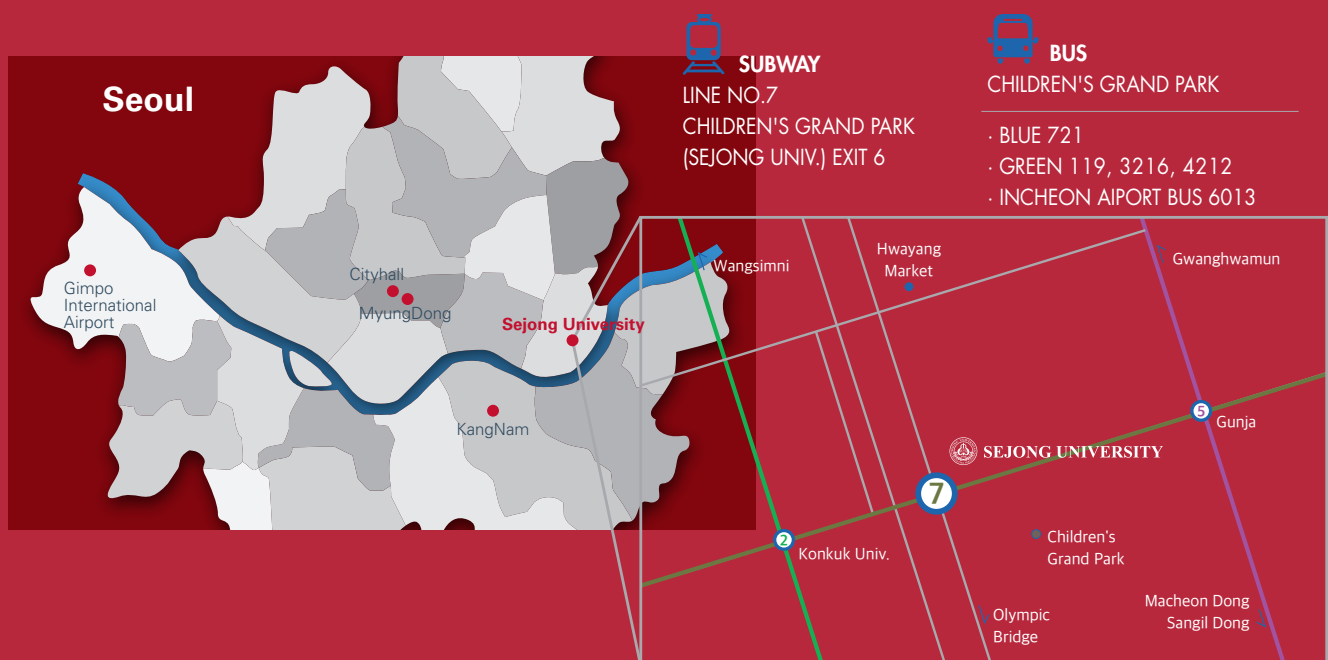
A. If you submit an official entry and departure record that you were not in Korea at the time of submitting the application, you are exceptionally allowed to submit a bank balance certificate from an overseas bank..

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."



One Stop Service Center(Admissions Team)

- **Address:** (05006) One Stop Service Center (Admission Team), Room 209, Student union Bldg., Sejong University,
209 Neundong-ro, Gwangjin-gu, Seoul, Korea
(05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)
- **Email:** intadmission@sejong.ac.kr
- **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