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SEJONG UNIVERSITY

CREATIVITAS SERVITIUM

2027
Spring Semester

Graduate Admission Guide
for International Students

세종대학교
SEJONG UNIVERSITY



Graduate
Admission Guide
for International Students
Spring 2027



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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.

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			○	○	○	○	○	
	Convergence Engineering for Artificial Intelligence	Artificial Intelligence and Information Technology			○	○	○	○	○	
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 have a 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

<table>
<tr><th>Program</th><th>Details</th></tr>
<tr><td>Master's &
Master-Ph.D Joint</td><td>• 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.</td></tr>
<tr><td>Ph.D</td><td>• 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.</td></tr>
<tr><td>In Common</td><td>
• 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
<table>
<tr><th>IELTS</th><th>TOEFL iBT</th><th>New TEPS</th></tr>
<tr><td>5.5</td><td>3.5</td><td>202</td></tr>
</table>
※ 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. MyBest Scores and iBT Home Edition scores may be submitted. TOEFL ITP scores are not accepted.
※ 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)
<table>
<tr><th>Liberal Arts and Social Science,
Natural Science, Engineering</th><th>Art and P.E</th></tr>
<tr><td>Level 3 or Above</td><td>Level 2 or above</td></tr>
</table>
※ 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.
<table>
<tr><th>TOPIK Level</th><th>Social Integration Program (KIIP)</th><th>King Sejong Institute
Korean Language Course</th></tr>
<tr><td>Level 2</td><td>Preliminary Assessment: A score of 41 or higher, or completion of Level 2</td><td>Completion of Beginner 2</td></tr>
<tr><td>Level 3</td><td>A score of 61 or higher, or completion of Level 3</td><td>Completion of Intermediate 1</td></tr>
<tr><td>Level 4</td><td>A score of 81 or higher, or completion of Level 4</td><td>Completion of Intermediate 2</td></tr>
</table>
(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.
<table>
<tr><th>Liberal Arts and Social Science,
Natural Science, Engineering</th><th>Art and P.E</th></tr>
<tr><td>Level 4 Completion</td><td>Level 2 Completion</td></tr>
</table>
(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
<table>
<tr><th>Music, Fashion Design</th></tr>
<tr><td>No requirement</td></tr>
</table>
※ 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.
</td></tr>
</table>

※ 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 admission 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 PDF file with no required format 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

<table>
<tr><th rowspan="2">No.</th><th rowspan="2">Required Documents</th><th colspan="2">Program</th><th>Notes</th></tr>
<tr><th>Master's & Master-Ph. D Joint</th><th>Ph.D</th><th>● : Original | ● : Copy | ● : Online verification copy
● : Original document with consular verification or apostille
● : Original notarized English Translation</th></tr>
<tr><td>6</td><td>Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended</td><td>○</td><td>○</td><td rowspan="2">※Students expected to graduate should submit certificate of expected graduation with the graduation date
※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.).
<table><tr><th>School's country location</th><th>Expected to Graduate</th><th>Graduates</th></tr><tr><td>Korea</td><td>① Certificate of expected graduation ●
② Transcripts ●</td><td>① Certificate of Graduation ●
② Transcripts ●</td></tr><tr><td>China</td><td>① CHSI - Record ●
② Certificate of expected graduation ●
③ Transcripts ●</td><td>① CHSI - Degree ●
② CHSI - Qualification ●
③ Certificate of Degree ●
④ Certificate of Graduation ●
⑤ Transcripts ●+●</td></tr><tr><td>Other countries</td><td>① Certificate of expected graduation ●
② Transcripts ●</td><td>① Certificate of Graduation ●+●
② Transcripts ●+●</td></tr></table>※If the original documents are in English, notarized translations are not required.</td></tr>
<tr><td>7</td><td>Certificate of a Master's Degree and the Original Copy of the Transcript for the Entire Period Attended</td><td></td><td>○</td></tr>
<tr><td>8</td><td>Study Plan</td><td>●</td><td>●</td><td>※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.</td></tr>
<tr><td>9</td><td>Research Accomplishments List</td><td></td><td>●</td><td>※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.</td></tr>
<tr><td>10</td><td>Curriculum Vitae, Employment Certificates</td><td></td><td>●</td><td>※CV: free format / mandatory submission + Employment Certificate: if applicable</td></tr>
<tr><td>11</td><td>Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.</td><td>Only those in Arts, Music & PE</td><td>Only those in Arts, Music & PE</td><td>※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 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.</td></tr>
</table>

5 Required Documents

<table>
<tr><th rowspan="2">No.</th><th rowspan="2">Required Documents</th><th colspan="2">Program</th><th rowspan="2">Notes</th></tr>
<tr><th>Master's & Master-Ph.D Joint</th><th>Ph.D</th></tr>
<tr><td></td><td></td><td></td><td></td><td>● : Original | ● : Copy | ● : Online verification copy
● : Original document with consular verification or apostille
● : Original notarized English Translation</td></tr>
<tr><td>11</td><td>Portfolio, Photographs of Own Works, Recordings of Own Performances, etc.</td><td>Only those in Arts, Music & PE</td><td>Only those in Arts, Music & PE</td><td>※Music department audition requirements:
<table>
<tr><td>Piano</td><td>2 prepared pieces from different eras. (Must be memorized, created music not allowed)</td></tr>
<tr><td>Piano Technology</td><td>[Master's Program]
① Interview: Knowledge and understanding of the instrument
② Practical: Proficiency and experience in tuning skills</td></tr>
<tr><td>Wind</td><td>2 prepared pieces</td></tr>
<tr><td>String</td><td>2 prepared pieces</td></tr>
<tr><td>Violin pedagogy</td><td>2 prepared pieces</td></tr>
<tr><td>Voice</td><td>As many classical art songs or opera arias as possible, at least 3 songs (must be in 2 different languages, except Chinese)</td></tr>
<tr><td>Conducting</td><td>• Orchestra Conducting
<table>
<tr><td>Master's</td><td>L.v. Beethoven Symphony No. 5 4mvt.</td></tr>
<tr><td>Ph.D</td><td>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.</td></tr>
</table>
• Choir Conducting
<table>
<tr><td>Master's</td><td>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.</td></tr>
<tr><td>Ph.D</td><td>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.</td></tr>
</table></td></tr>
<tr><td>Contemporary Music</td><td>[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)</td></tr>
<tr><td>Musical Theatre</td><td>[Master's Program]
① 1~2 prepared pieces (includes choreography and acting)</td></tr>
</table></td></tr>
<tr><td>12</td><td>Applicant's Parents' Passports</td><td>●</td><td>●</td><td>※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. ●</td></tr>
<tr><td>13</td><td>An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents</td><td>●</td><td>●</td><td>※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. ●</td></tr>
</table>

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

Online Application and Document Submission (Submission of Original Forms 5–7) >> Evaluation >> Announcement of the Admission Decision >> Tuition Payment and Submission of Other Original Admission Documents

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

Submission of Final Documents [Verification of Deposit (VoD), Final Academic Documents (if applicable)] << Issuance of Certificate of Admission << Start of Semester

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 even after enrollment or during the enrollment period, and any scholarship already received must be repaid in full. In such cases, readmission and reapplication will both 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 (email submissions are 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.

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 admission 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.*
※ *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.*
※ *Scholarships are awarded regardless of the language track applied for, as long as the above eligibility requirements are met.*

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 September 11, 2026)

Area	Country
Asia / Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Bahrain, Bangladesh, Vietnam, 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: 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 Expected 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.* ***(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.

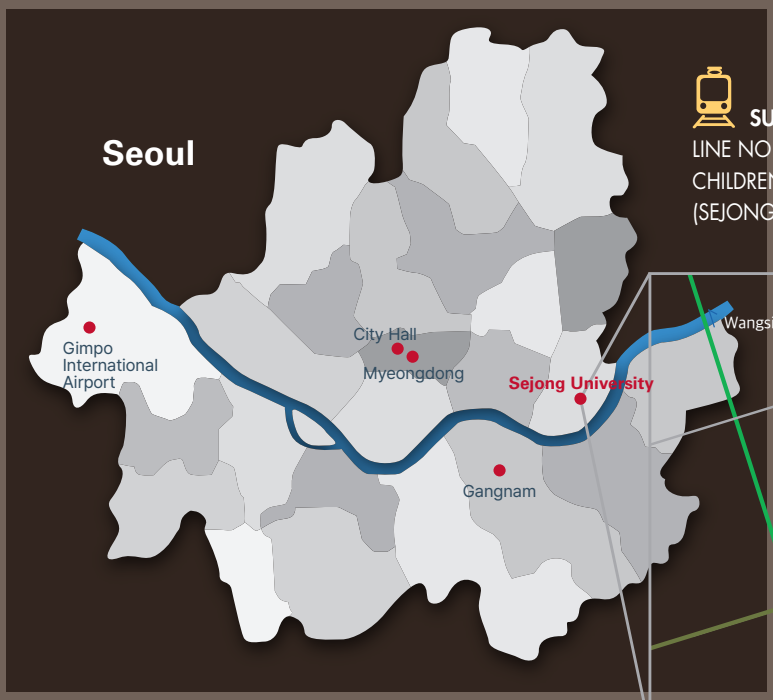
A. *Both parents must be foreign nationals to apply.*

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.*



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- BLUE 721
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One Stop Service Center(Admissions Team)

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