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SEJONG UNIVERSITY

CREATIVITAS SERVITIUM

2027
Spring Semester

Undergraduate Admission Guide for International Students

세종대학교
SEJONG UNIVERSITY



Undergraduate
Admission Guide
for International Students
Spring 2027



CONTENTS

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

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

SEJONG UNIVERSITY

Important Information for International Admissions

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

1 Application Document Submission

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

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

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

2 Daeyang Global College (DGC) Admissions

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

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

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

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

Daeyang Global College website

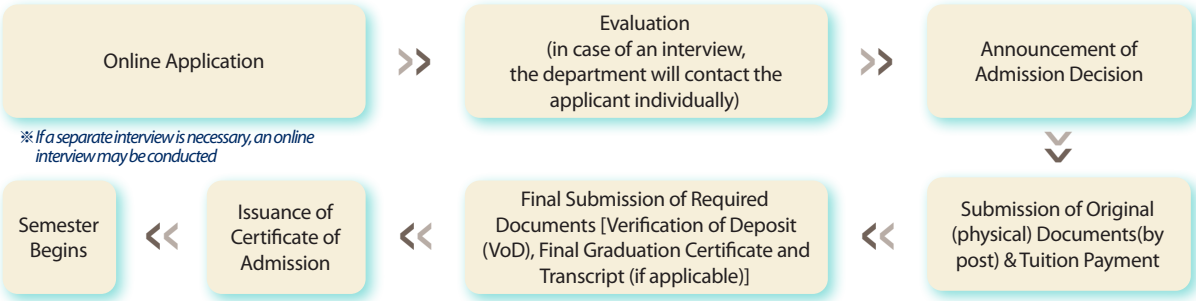
① Admission Timeline

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

※ *The admission timeline is subject to change. If a change is made, it will be announced at the website (https://sos.sejong.ac.kr).*
※ *All schedules are based on Korean Standard Time (KST).*

② Application Procedure

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



Notes for Online Application

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

3 Departments and Majors

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

3 Departments and Majors

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

※ *English Track programs provide entire courses in English.*
※ *Departments marked with an asterisk (*) admit freshmen by faculty, and students select their specific major in their second year.*

3 Departments and Majors

Information on Engineering Education Accreditation

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

※ *The departments (majors) listed above operate engineering education programs accredited by the Accreditation Board for Engineering Education of Korea (ABEEK). International students enrolled in these departments (majors) may graduate with engineering education accreditation upon fulfilling the accreditation requirements.*

※ *Departments (majors) operating engineering education accreditation programs are subject to change at the time of admission. For further details, please contact the Center for Engineering Education*

• *Inquiries: Center for Engineering Education, 02-3408-3975, eerc@sejong.ac.kr*

4 Application Fee and Tuition

1 Application Fee

• Application fee: Total 150,000 KRW

• Withdrawal of application and refund of application fee

① For withdrawal of application before the application due date, the total application fee is refunded. Withdrawal of application after the application due date is not allowed, and the application fee is not refundable unless any of SJU's acceptable reasons for a refund are satisfied.

② Acceptable reasons for a refund: Any reason that is not attributable to the applicant or is beyond the applicant's control, such as a natural disaster, hospitalization or injury due to an accident, or an error by SJU, is considered acceptable.

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

※ ***Applications cannot be submitted via email or by phone.***

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

2 Tuition (as of 2026, KRW)

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

※ *The above tuition is based on the 2026 school year, and may increase in the 2027 school year, so you may be required to pay a preliminary deposit in addition to the tuition fee to cover possible tuition fee difference.*

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

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

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

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

5 Eligibility and Qualification

Admission	Eligibility
Both	**• A non-Korean national whose parents are BOTH non-Korean nationals** ※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible ※ A Korean citizen who holds dual citizenships is not considered as a foreigner. ※ For applicant with a single parent due to the death, disappearance of the other; divorce; non-marriage of the parent,etc., the nationality of both the parent and the applicant must be verified by a document issued by the government
Freshman	**• International applicants must meet ALL of the following requirements :** 1 A student who has completed, or is expected to complete primary and secondary education at the time of application ※ *If a student is educated in two or more countries, the total education period should be 12 years or more.* 2 A non-Korean national who satisfies the **language proficiency requirements** specified below ;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) **Sejong Prep Course** : Students who do not meet language requirements can pass Sejong University's prep course by being evaluated for other academic potential. Students who have passed the Sejong Prep Course must apply under the "Sejong Prep Course Completion" qualification. However, regular admission is only possible upon successful completion of the Sejong Prep Course (submission of a completion certificate is required afterward).

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

5 Eligibility and Qualification

Admission	Eligibility
Transfer	**• International applicants must meet ALL of the following requirements :** 1 Applicants who have completed 2 or more years of the coursework in a 4-year university or received a degree from a two- or three-year college. (applicants who are expected to complete the required period of study or obtain a degree are also eligible to apply) ※ If you are enrolled in a 4-year university, you are eligible to apply in case you have earned more than 50% of the credits required for graduation. ※ Applicants who graduated (or are expected to graduate) from Chinese institutions must submit an Academic History Verification Report in English version issued by the Ministry of Education in China. ※ Students who have enrolled in or been dismissed from Sejong University are NOT eligible for transfer admission. 2 A non-Korean national who satisfies the **language proficiency requirements** specified below :

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

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

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

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

※ *TOEFL: MyBest Scores and iBT Home Edition are accepted. TOEFL ITP scores are not accepted.*

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

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

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

※ *Korean track studentsmust obtain Level 4(Level 3 for Creative Studies and Arts&Physical Education majors) or higher before Graduation.*

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

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

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

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

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

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

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

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

NOTE !

Admissions for both freshmen and transfer students require academic records on regular programs offered by educational institutions accredited under the education laws of foreign countries (The following courses and exams do not qualify: language courses, university preparatory courses, continuing [lifelong] education courses, adult university courses, correspondence courses, Internet courses, Korean high school equivalency exam, high school diploma equivalency exams (e.g., the GED in the U.S./Canada, China's Self-Taught Higher Education Examination[zixuekaoshi], and homeschooling.

6 Required Documents

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

☑ If you have documents that cannot be reissued, please refer to FAQ#1&4 for instructions. Once documents have been submitted, they cannot be returned for any reason.

☑ Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. For more details, please see the **Notes and Q&A** below.

☑ Statement of Reason for Missing Document
- If a required document is unavailable or cannot be submitted by the designated deadline, applicants must download and complete the "Statement of Reason for Missing Document" form during the online application process and attach it in front of the relevant document.
- Submission of this form does not guarantee an extension of the submission deadline or acceptance of the explanation; final approval is subject to the University's discretion.

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

No.	Documents	Freshman	Transfer	Original (Physical) Document Submission Format (Admitted Applicants Only)
1	• **Application Form** Required ※ Print out after completing the online application. ※ If submitting documents multiple times, submit them together with the application form.	O	O	One printout
2	• **Copy of the Applicant's Passport** Required ※ Photocopy the passport on A4-sized paper and submit the copy as a whole. Do not cut the marginal space. ※ Applicants from countries that issue separate domestic and foreign passports must submit their foreign passport only. (Domestic passports are not accepted.)	O	O	One photocopy
3	• **Front and back copy of alien registration card** Applicable only ※ Applicants who have a valid Korean visa (ARC) during admission period, must submit a copy of their ARC.	O	O	One photocopy
4	• **Documents verifying the applicant's proficiency of the Korean or English Language** Applicable only ※ Submit a copy of your official Korean or English proficiency test score report (TOPIK, TOEFL, New TEPS, IELTS) obtained within 2 years of the start date of the application semester and verifiable online. ※ **English track**: Students from countries where English is a native language or an official language do not need to submit an official English proficiency test score, but need to submit documents proving that they have completed secondary or higher education (transcript, diploma, or the original Certificate of Confirmation issued by the school, etc.). ※ **English course**: Students with nationality from countries where English is not their native language or official language can study in countries where English is spoken. Even if you have completed training, you must submit your language proficiency score.	O	O	One photocopy
5	• **High School Graduation (or Expected Graduation) Certificate** Required ※ Submit a certificate of expected graduation that clearly states the expected graduation date. ※ Applicants who are expected to graduate from a high school outside Korea must submit the original, translated and notarized certificate of expected graduation (refer to page 16, FAQ No. 8). ※ Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit a high school graduation certificate. • **Korean High School** : One original • **Chinese High School** : original translation and notarization ※ Admission to China's 5-year intensive academic program is not possible. ※ For (expected) graduates from Chinese secondary vocational schools, etc. : Refer to Appendix 2 & 3 • **High schools other than Korea/China** : consular confirmation or apostille original	O	O (If applicable)	One original
6	• **High School Academic Background Verification** Required ※ Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit documents verifying their high school academic background. • **Chinese High School** : English printout of CHSI certification report ※ For (expected) graduates of Chinese secondary vocational schools, etc. : Refer to appendix 2 & 3 • **High schools other than Korea/China** : Original graduation certificate, consular confirmation or Apostille	O	O (If applicable)	One original
7	• **High school Transcript of Grades** Required ※ Applicants expected to graduate from a high school outside of Korea must submit an original, translated, and notarized transcript of grades for all high school semesters except the last semester. ※ If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, university entrance exam scores from your home country, transcript from your exchange program, etc.)." • **Korean high school** : Original school records containing grades from all grades • **High Schools other than Korea** - **For Expected Graduates :** Notarized translation of academic transcripts from all grades - **Graduates :** Consular confirmation or Apostille of transcripts from all high school grades	O	X	One original
8	• **Secondary School Graduation Exam / College Entrance Exam Score** Optional ※ If submitted, it will be included in the evaluation process	O	O	One original

6 Required Documents

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

6 Required Documents

No.	Documents	Freshman	Transfer	Original (Physical) Document Submission Format (Admitted Applicants Only)
20	• Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more **Required** ※ Applicants must upload the documents to the One Stop Service Center website and submit the originals by post by the deadline specified in the guidelines for admitted applicants. ※ The certificate must be issued within 30 days from the date of application for the visa or Certificate of Visa Issuance. However, if the bank balance certificate specifies a validity period, it will be accepted until the stated expiration date, up to a maximum of 6 months from the date of issuance. When setting the freezing date, it should extend until after the beginning date of semester. ※ For deposit certificate issued in languages other than English, the original and notarized translation must be submitted. ※ For bank balance certificates issued in China, only certificates issued by the following four banks will be accepted: Bank of China, ICBC (Industrial and Commercial Bank of China), China Construction Bank, Agricultural Bank of China. ※ All documents must be uploaded as scanned copies and submitted as originals. The scanned copies must match the originals submitted. If the originals cannot be verified, the Certificate of Admission cannot be issued. ※ The VOD must be under the applicant's name, but only parents are considered as an exception when inevitable ※ A copy of bankbook, transaction statement, and two or more certificates of numerous bank account numbers cannot be submitted. ※ The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name ※ If you have an alien registration card but are unable to submit a Korean bank VOD due to unavoidable reasons, please send the proof along with the reason (e.g., certificate of entry & departure)	Only those who got accepted	Only those who got accepted	One original
21	• Academic background verification consent form **Required** ※ Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.	O	O	One printout
22	• Applicant Checklist **Required** ※ When applying online, applicants must download, complete, and upload the required form. The original document must be submitted during the registration period for admitted applicants.	O	O	One printout

Notes for Submission of Required Documents

1. All required documents must be uploaded during the application period. No additional documents may be submitted after the application deadline. Original (physical) documents must be submitted by admitted applicants during the registration period. Failure to submit all required documents within the document submission period may result in disqualification for failure to meet the application eligibility requirements. (Exception: Applicants who are expected to graduate and are unable to obtain their graduation certificate during the application period may submit it before enrollment.)
2. **Any document that is not in Korean or English must be translated into English, and the notarized original copy of the translation must be submitted along with a copy of the original document.**
3. Documents sent with cash on delivery will not be accepted and will be returned.
4. You will not be notified individually regarding the receipt of documents. Notifications about admission results and tuition payments will not be provided individually, and applicants can check this information on their My Page.
5. For all submitted documents, the principle is to submit them in A4 size (do not arbitrarily cut passport copies, etc., to passport size). Documents must be submitted in the order listed on the "**Required Documents**".
6. Your passport must be a passport with a sufficient expiration date at the time of admission, and the applicant is responsible for the disadvantages such as the delay of the visa due to the change (extension) of the passport.
7. There is no need to submit additional photo of the applicant if uploaded online when online application.
8. The applicant's achievements, such as portfolio, picture of work, and recording materials, are 'free format' and the One Stop Service Center (Admissions Team) will not receive questions regarding the applicant's submission form.

Important notes related to Notarization, Consulate Certification and Apostille documents

1. All documents notarized / consulate certification / apostille must be held in the country in which the documents are issued or at the respective consulates in Korea.
2. Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. **The notarized document must include both the original and the translated content as a single set.**
   The notarization must be held in the country in which the documents are issued.
3. **If the apostille is issued in a language other than English (i.e., not in English or not accompanied by an English version), the original apostille must be included in the notarized translation of the document.**
4. Unless stated as "Photocopy", all the above documents should be original. In case documents are not allowed for re-issuance or original documents are not available, notarized copies can be acceptable. (Refer to page16, Q4)
5. Please review your translated and notarized documents. If the name, gender, etc. are written differently from official documents such as passports due to the translator's mistake, **this may also be a reason for disqualification of the applicant.**
6. If the applicant or applicant's family name is different on documents, a document issued by the government of the country of origin must be submitted to prove that all are the same person.

Important Guide		
How to Submit	**Application** : Upload documents online during the application period(Submission by post, in person, or by email is not accepted). **After Admission** : Admitted applicants must submit the original (physical) documents by post during the registration period.	All the documents must be original and when the original is not available, the copy must be notarized with Consulate Certification / apostille ※ Additional documents can be requested if the submitted documents found to be not sufficient.
Submit by	Original (physical) documents **must be received by the deadline**; the date of dispatch will not be considered.	The documents must arrive within the registration period. Please send them well in advance of the deadline.
	Final Graduation Certificate and Transcript for Expected Graduates:Please refer to the 'Notification of Acceptance and Enrolment Information' guidelines for each application round.	The documents must be authenticated with an Apostille or consular certification. Failure to submit the required documents may result in cancellation of admission.
Send to	(05006) One Stop Service Center(Admissions Team), Sejong University, 209, Neungdong-ro, Gwangjin-gu, Seoul, Korea	E-mail: intadmission@sejong.ac.kr Phone: +82-2-3408-3973(Korean) / +82-2-3408-4406(English) +82-2-3408-3353(Chinese) / +82-2-3408-4407(Vietnamese) Office Hours: 10:00-16:00 Weekdays
Valid Date for Documents	Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
	Nationality and Family Documents	Translation&Notarization: Six Months from the start date of application for the first round
	Verification of Deposit(After being admitted)	Please refer to the acceptance notification for each round of admissions
Notice for Incomplete Documents	Notification of incomplete documents may vary depending on when the application is completed and the completeness of the submitted documents. ※ There are at least two different document reviewers and you may get more than two emails or calls from different people at different times. Please check your email frequently.	

7 Important Notes for Applicants

1. Applicants are responsible for any disadvantages caused by mistakes, omissions, or typographical errors when completing the online application. Please complete the form carefully, as changes or cancellations are not allowed once the application has been submitted.
2. Please make and keep copies of all completed forms and submitted documents. All documents and records submitted for admission become the property of Sejong University and will not be returned to the applicant. If you require documents for visa issuance, you must prepare them separately.
3. Applicants from certain countries may be required to attend an interview during the admission process to verify their purpose of study. Applicants selected for an interview will be notified individually. Those who fail to attend the interview without a valid reason after being notified may be excluded from admission consideration.
4. All notifications regarding interviews, documents, etc. will be sent via email. Therefore, applicants must provide an accurate and valid email address on the application form and immediately notify the One Stop Service Center (Admissions Team) if the address changes. Chinese applicants are advised to use an email address other than qq.com.
5. If an applicant who is expected to graduate fails to graduate before the scheduled enrollment date, the admission offer will be automatically canceled. Prospective graduates must submit their graduation certificate (with consular confirmation or Apostille original) and final transcript after graduation.
6. If it is confirmed that admission was obtained through false documents or other fraudulent means, admission will be revoked even after enrollment, and reapplication will be prohibited.
7. Sejong University does not disclose any specific details regarding individual admission decisions.
8. Applicants may be excluded from evaluation under the following circumstances. In such cases, the evaluation results will not be disclosed or notified to the applicant:
   - Incomplete or late submission of documents (email submissions are not accepted)
   - False, incomplete, or forged entries in the application form
   - Suspected intentions other than studying abroad
   - Determined to lack sufficient academic or financial capability.
9. Sejong University issues admission certificates only for the purpose of obtaining a student visa (D-2). If the Ministry of Justice denies the D-2 visa issuance/extension, or the Ministry of Foreign Affairs denies the student visa, the applicant's admission will be canceled.
10. Information for admitted students regarding tuition payment, submission of documents for the issuance of the Certificate of Admission, etc., will be available on the One Stop Service Center website (https://sos.sejong.ac.kr/) under "My Page" on the date of the admission announcement. Individual email notifications will not be sent, so applicants must check the admission notice carefully.
11. Final admitted students who fail to submit, within the deadline, the notarized translated originals of their final graduation certificate (with consular confirmation or Apostille), transcript, and financial proof documents will not be issued a Certificate of Admission, and their admission will be canceled.
12. The One Stop Service Center (Admissions Team) may request additional documents for the purpose of issuing a Certificate of Admission or visa. In such cases, applicants must promptly submit the requested documents.
13. In the event of tuition or deposit refunds due to withdrawal of admission, refunds will only be made using the same payment method originally used. Therefore, applicants must choose their payment method carefully. (For example: If tuition is paid with a relative's overseas credit card, the refund cannot be sent to the student's Korean bank account.-it will be refunded to same credit card.)

8 Scholarship

<table>
<tr><th>No.</th><th>Classification</th><th>Eligibility</th><th>Benefits</th></tr>
<tr><td>1</td><td>Sejong International Scholarship A
(For Freshmen)</td><td>Meet one of the language score qualifications</td><td>
<English Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOEFL iBT</th><th>IELTS</th><th>New TEPS</th></tr>
<tr><td>80%</td><td>6.0(114)</td><td>8.0</td><td>468</td></tr>
<tr><td>50%</td><td>4.5(86)</td><td>6.5</td><td>291</td></tr>
<tr><td>30%</td><td>3.5(59)</td><td>5.5</td><td>202</td></tr>
</table>
※ 30% of the first semester's tuition fee will be provided to students from a country whose mother tongue is the English language.(UK, USA, Canada, Australia, New Zealand, Ireland, South Africa).
<Korean Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOPIK</th></tr>
<tr><td>100%</td><td>Level 6</td></tr>
<tr><td>70%</td><td>Level 5</td></tr>
<tr><td>50%</td><td>Level 4</td></tr>
<tr><td>30%</td><td>Level 3</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>Sejong International Scholarship B
(For Freshmen)</td><td>Students from the Sejong Language Center of Sejong University</td><td>
• Students selected for the "Sejong Prep Course" at the Sejong Language Center of Sejong University, who have completed at least two semesters of the Korean Language Program with the required level, will receive a 100% tuition waiver for the first semester and an admission fee waiver.
• Students who have completed the Korean Language Program at the Sejong Language Center of Sejong University will receive a scholarship for the first semester upon admission, depending on the number of semesters completed.
<table>
<tr><th>Semesters Completed</th><th>Scholarship</th></tr>
<tr><td>4 Semesters or More</td><td>1,000,000 KRW</td></tr>
<tr><td>3 Semesters Completed</td><td>750,000 KRW</td></tr>
<tr><td>2 Semesters Completed</td><td>500,000 KRW</td></tr>
</table>
※ If eligible for both Sejong International Scholarship A and B, both scholarships may be received up to the amount of tuition fees.
</td></tr>
<tr><td>3</td><td>Sejong International Scholarship Outstanding Academic
(Enrolled student)</td><td>Scholarships for excellent grades based on school records while attending school</td><td>
• 20%–50% of tuition fees (available to students with a GPA of 3.0 or higher at Sejong University; also applicable to transfer students)
※ Need to earn at least 15 credits(10 credits if the previous semester is the final grade) in the previous semester.
</td></tr>
</table>

※ *Sejong International Scholarship A and B are awarded based on the documents (language proficiency test scores, recommendation letters, etc.) submitted within the submission deadline.*
※ *International students who change their nationality to Korean after admission will no longer be eligible for the above scholarships.*
※ *Transfer students are not eligible for freshmen scholarships, but eligible for "Sejong International Scholarship Outstanding Academic."*

9 Dormitory for International Students

Sejong University has dormitory facilities that can accommodate about 255 international students. It is selected on a semester (six months) basis, and applications are accepted every month of January and July, before the semester begins.The dormitory fee for six months is about 1.6 million won. More information will be provided later on the bulletin board of the One Stop Service Center (Admissions Team). (for inquiries:dormitory@sejong.ac.kr).

10 FAQ – Regarding Documents

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

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

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

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

Q2. I obtained an Apostille for my original diploma. Can I submit a photocopy?

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

※ *Please note that if you submit an original English diploma with an Apostille attached, the document cannot be returned regardless of the admission result. It also cannot be returned for visa issuance purposes, so please prepare an additional copy in advance.*

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

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

Q4. What are copy notarization and translation notarization?

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

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

A. *Please refer to the table below.*

Documents	Valid Date
Educational Background	• Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Related	• Translation&Notarization: Six Months from the start date of application for the first round
Verification of Deposit	• Please refer to the 'Notification of Acceptance and Enrolment Information' guidelines for each round of admissions

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

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

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

A. *When applying from one admission round to another, you must click the transfer request button and separately upload the new application form and other required documents (incomplete documents, expired documents, etc.) online. After admission, you must submit the original (physical) documents during the registration period.*

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

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

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

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

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

Q9. **I have an alien registration number, but I cannot submit a bank balance certificate from a bank in Korea because I am not currently in Korea.**

A. *If you submit an official entry and departure record showing that you are not currently in Korea, you may exceptionally submit a bank balance certificate from an overseas bank.*

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

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

11 FAQ – Regarding Application

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

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

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

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

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

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

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

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

12 FAQ – Regarding Eligibility

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

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

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

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

Q3. **Both my parents and I are foreign nationals, but I have attended school in Korea.**

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

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

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

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

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

⑬ Appendix 1: Guide to Document Certification

1 Instruction of submitting academic background documents

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

① Academic background documents (high school graduation certificate and transcript) certified with an Apostille issued in the applicant's country
② Academic background documents (high school graduation certificate and transcript) certified by the Korean Embassy or Consulate in the applicant's country
③ Academic background documents certified by the embassy or consulate of the relevant country in Korea

2 Method of getting proof of Secondary and Post Secondary Institutions in China

Submit Certificate of CHSI in English from the China Credential Verification
Website: www.chsi.com.cn

2-1 Vocational/Arts High School Graduates in China

Please refer to Appendix2

3 Information of Apostille Convention

1) Apostille Convention
a) Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007 : Convention Abolishing the Requirement of Legalization for Foreign Public Document.
b) Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
c) Apostille convention countries abolish the complex consular procedures to ensure the smooth mutual authentication of public and official documents.

2) Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law : You can check detailed and updated information regarding regional authorities at website **www.hcch.net**

4 The procedure of issuing Apostille

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

5 Apostille Convention Countries (As of 2026.06.30)

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

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

14 Appendix 2: Academic Accreditation Center

Graduates of Chinese secondary vocational schools(certified educational institutions only) whose certificates are not issued by the China Higher Education Qualification are submitted according to the following criteria.

<table>
<tr><th colspan="2">Type</th><th>Criteria</th><th>Note</th></tr>
<tr><td rowspan="3">Secondary Vocational School</td><td>Regular Specialized Secondary Schools</td><td rowspan="2">1) Certificate of Graduation
• Issued Online: Translated and notarized Certificate of Graduation issued by local education authorities + Korean Consulate in China Certification/ Apostille
• Issued Offline: School Information Confirmation Required(Appendix 3)
① Certificate of Graduation by local education authorities(translated and notarized)
② Certificate of Graduation(translated and notarized) issued by the school confirmed by the Education office(City Education Office) + Korean Consulate in China Certification/Apostille
2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille</td><td rowspan="3">Choose Online or Offline</td></tr>
<tr><td>Vocational High Schools</td></tr>
<tr><td>Skilled Workers Schools</td><td>1) Online Certificate from the Ministry of Human Resources and Social Security of the People's Republic of China(http:mohrss.gov.cn/) +Graduation Certificate+ Korean Consulate in China Certification/Apostille
2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille</td></tr>
<tr><td colspan="2">Other Schools (International, Arts, etc.)</td><td>1) Graduation Certificate issued by School + Korean Consulate in China Certification/Apostille
※ A Copy of Establishment Permit(Business Unit Legal Certificate or Business Unit Legal Certificate of School Education Permit)
2) Original Transcript - translated and notarized + Korean Consulate in China Certification/Apostille</td><td></td></tr>
</table>

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

⑮ Appendix 3: Chinese Secondary Vocational School Information Confirmation

학교 정보 확인서 学校信息确认书

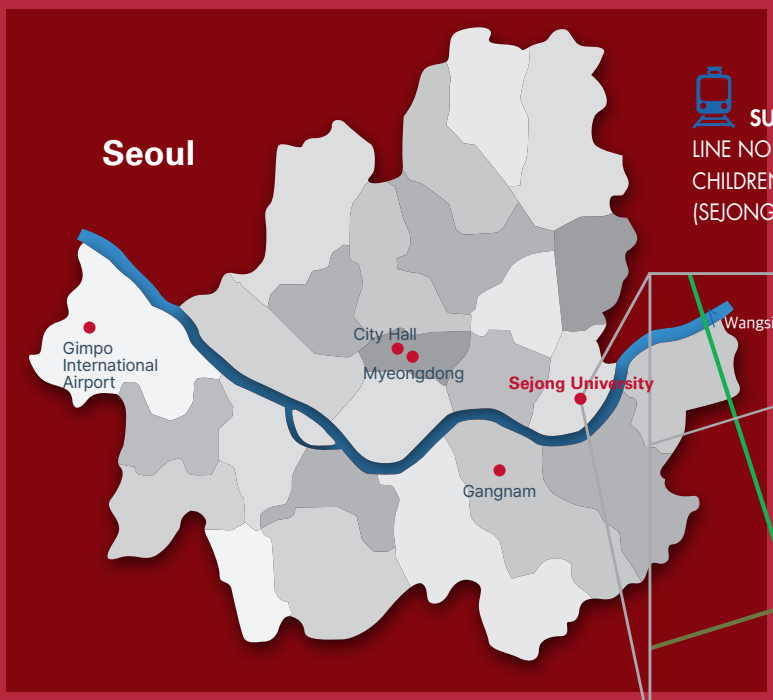
유학생 인적사항 留学生个人信息	**성 명** 姓 名		**생년월일** 出生日期	
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