www.sejong.ac.kr

SEJONG UNIVERSITY

CREATIVITAS SERVITIUM

2027
Spring Semester

Graduate School of Business Admission Guide for International Students

세종대학교
SEJONG UNIVERSITY



Graduate School of Business
Admission Guide
for International Students
Spring 2027



CONTENTS

1 Admission Timeline 5
2 Department and Majors 5
3 Tuition and Other Fees 6
4 Qualifications 7
5 Required Documents 8
6 Screening Criteria 8
7 How to Apply 10
8 Important Notes for Applicants 10
9 Scholarship Application 11
10 Scholarship for International Students 11
11 Dormitory 11
12~17 Appendix ..... 12~15

• 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 Applicants

※ *The following changes will take effect from the Spring 2027 intake onwards.*
※ *Applicants must carefully review the information below before submitting their applications.*

1 Submission of Admission Documents

❶ Online Submission of Documents - Required During the Application Period
All required documents must undergo the necessary procedures, such as an Apostille (or consular authentication) and notarized translation, as applicable. After completing these procedures, applicants must scan and submit the documents online during the application period.

※ *At the application stage, applicants are not required to submit original (hard-copy) documents by post or in person.*

❷ Submission of Original (Hard-Copy) Documents - Required Only for Successful Applicants Who Intend to Enroll
Only successful applicants who intend to enroll must submit their original (hard-copy) documents by mail during the registration (tuition payment) period after the final admission results are announced.

※ *In-person submission is not accepted.*

❸ Important Notes
Documents that are missing an Apostille (or consular authentication), notarized translation, or other required authentication, or that otherwise fail to meet the submission requirements, will not be accepted.

※ *Failure to submit the required documents online within the application period may result in disqualification for failure to meet the eligibility requirements.*
※ *If a finally admitted applicant fails to submit the original (physical) documents within the registration period, the offer of admission and enrollment may be canceled.*

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

2 Discontinuation of Admissions for the Following Programs

☑ Graduate School of Business Administration: MA MBA / SAS MBA

1 Admission Timeline

Step	1st Round	2nd Round	Important Notes
Online Application and Upload of Application Documents	Sep 07, 2026 ~ Sep 21, 2026 (5:00PM)	Oct 22, 2026 ~ Nov 13, 2026 (5:00PM)	• Online Application: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) • All required documents must be uploaded online within the designated submission period after completing the online application. • Original (hard-copy) documents must be submitted by the applicants only, either by mail or in person, during the application period for the admitting applicants. • 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 necessary
Admission Decisions and Guide for Admitted Students	Nov 09, 2026 (5:00PM) [provisional]	Dec 23, 2026 (5:00PM) [provisional]	• Evaluation details are not disclosed to either passed/failed student applicants. • No individual notification of successful or failed admission. • Announcement confirmation: Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) → My Page • Please carefully review the Notification of Acceptance & Enrollment Information and complete all necessary procedures to finalize your enrollment.
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	

※ *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

Program	Degree	Department	Major	Language	
				English	Korean
Master's	**Master of business Administration**	Bigdata AI	BA MBA	O	X
		Global Business	GB MBA	O	X
		AI Finance	AF MBA	O	X
		K-Culture & Media	KC MBA	X	O
		Franchise	FC MBA	X	O

3 Tuition and Other Fees

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

Program	Application Fee
All MBA courses	150,000

※ *The application fee is not refundable.*
※ *Application Fee(Provisional)*

• Withdrawal of Application and Refund of Application Fee

① Once the online application is completed (including payment of the application fee), no changes may be made to the application details, including the department or program applied for. Withdrawal of application and refund of the application fee shall be handled in accordance with 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

2 Tuition *(Unit: KRW, 1,500KRW=1$)*

Program	Major	Language		Semester	Admission Fee	Deposit	Tuition fee
		English	Korean				
Bigdata AI	BA MBA	O	X	4	990,000	500,000	6,004,000
Global Business	GB MBA	O	X	4	990,000	500,000	8,367,000
AI Finance	AF MBA	O	X	4	990,000	500,000	5,530,000
K-Culture & Media	KC MBA	X	O	4	990,000	500,000	5,530,000
Franchise	FC MBA	X	O	4	990,000	500,000	5,530,000

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

3 Medical Insurance

• All international students residing in Korea are subjected to mandatory subscription to the National Health Insurance of Korea.
• Details on medical insurance fee will be notified after admission.

4 Qualifications

<table>
<tr><th>Program</th><th>Details</th></tr>
<tr><td>Master's</td><td>• Those who have earned a bachelor's degree from university in Korea or abroad, or about to obtain one before the start of the semester, may apply for admission.</td></tr>
<tr><td>In Common</td><td>
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

• Official English Language Test Score
<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 from countries where English is the mother language or the official language and those who graduated from secondary or higher education institutions in English-speaking countries are exempted from submitting their language proficiency test scores, but must also be acknowledged for language proficiency through further interviews.
※ The list of countries where English is the official language is attached at Appendix 2
※ 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 accepted, It is not possible to submit TOEFL ITP scores.
※ Submission of IELTS scores must exclude IELTS One Skill Retake results.

(2) Korean Track Applicants

• Official Korean Language Test Score
<table>
<tr><th>TOPIK / Sejong TOPIK</th><td>Level 3 or higher</td></tr>
</table>
※ Excluding TOPIK iBT pilot test.
※ Sejong TOPIK is a Korean language proficiency test administered by the Sejong Korean Language Institute (formerly the International Education Center) affiliated with Sejong University. It is a separate test from the TOPIK administered by the National Institute for International Education (NIIED); however, the proficiency levels of the two tests are considered equivalent.
※ If any one of the following conditions is met, the relevant document may be submitted in place of a TOPIK score.
• TOPIK Level 3: A score of 61 or higher on the Korea Immigration and Integration Program (KIIP) pre-assessment
• Completion of KIIP Level 3
• Completion of Sejong Hakdang Intermediate 1
</td></tr>
</table>

5 Required Documents

- ☑ Original (hard-copy) documents must be submitted by the applicants only, either by mail or in person, during the application period for the admitting applicants.
- ☑ Any and all documents and materials submitted with the application belongs to the Sejong University and will not be returned to the applicant under any circumstances.
- ☑ If it is confirmed that you have been accepted or enrolled through fraudulent means, such as falsifying submitted documents, both acceptance and admission may be canceled even after admission, and re-application is prohibited.
- ☑ All required documents must be uploaded during the application stage.
- ☑ 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 mail 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 you submit a CHSI Verification Report, you must also enter the 16-digit online verification code shown on the report in your application.
- ☑ 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	Notes
1	• **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.	One photocopy
2	• **Application Form** **Required** ※ Print after completing online application.	One photocopy
3	• **A Copy of the Applicant's Passport** **Required** ※ Print it out on an A4 size paper and submit. Cutting the size of the paper is prohibited. **※ Applicants from countries that has difference between domestic and foreign passports must submit only their foreign passports (domestic passports are prohibited).**	One photocopy
4	• **Back-to-back Alien Registration Card (ARC) copy** **If only applicable** **※ Only applicable to applicants currently residing in South Korea with long-term visa.**	One photocopy
5	• **Language Proficiency Certificate** **Required** ※ One applicable document from below *④ *Refer to application qualifications* • IELTS/TOEFL iBT/New TEPS/TOPIK/TOPIK iBT/Sejong TOPIK - The language certificate must be obtained within two years from the start date of the semester in which you are applying. ※ If you submit a language proficiency test score, please also enter the corresponding number below in your application. • **TOPIK:** Document Verification Number printed on the score report • **TOPIK iBT:** Document Verification Number printed on the score report • **TOEFL:** Appointment Identifier available in your ETS account • **New TEPS:** Original Document Verification Number printed on the score report • **IELTS:** TRF Number on the Test Report Form	**One original**
6	• **Academic Certification Documents** **Required** *⑫ *Refer to Appendix 1* **※ If the submitted academic transcript does not indicate the GPA (Grade Point Average) or the maximum scale, an official GPA certificate issued by the applicant's institution must be additionally 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. **1 Graduate of a university based in Korea** ① Certificate of Graduation / ② Transcripts **2 Graduate of a university based in China** ① CHSI *issued in English / ② Certificate of Degree / ③ Certificate of Graduation ④ Transcripts(Chinese should be translated and notarized in English) ※④ (Academic Transcript) must be submitted with an Apostille. **3 Graduate of a university based in other countries** ① Certificate of Graduation: Consulate approval or Apostille ② Academic Transcript: Non-English transcripts must be submitted with a notarized translation and consular legalization or Apostille. **4 Expected graduates** ① Certificate of expected graduation: The expected graduation date must be clearly stated. ② Transcript of grades (Chinese university graduates: including CHSI) **※ You must upload your graduation certificate and final transcript to sos.sejong.ac.kr and submit the original to the admissions team before the deadline stated in the notice for successful applicants to issue a Certificate of Admission. If you do not graduate by the admission date, your admission will be canceled.** ※ For those who transferred or was under a dual-degree program, academic documents (Certificate of Graduation, official transcript, etc.) issued by the former university must also be submitted.	**One original**

⑤ Required Documents

No.	Required Documents	Notes
7	• Study Plan **Required** ※When applying online, applicants must **download and complete the designated forms**, then upload them to **STEP 6 (Document Upload Section)** of the online application system. The completed forms must also be **printed and submitted in hard copy** at the time of final document submission. ※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. ※The required forms are available in the **STEP 6 (Document Upload Section)** of the online application system. Please ensure to check and use the correct forms. ※Korean Track must be written in Korean, English Track must be written in English.	One photocopy
8	• An Official Document that shows the Parent-Child Relationship between the Applicant and his/her parents **Required** ※The document must clearly reveal the nationality of the parents and their relationship with the applicant. ※In case of divorce or death of parents, additional government-issued documents must be submitted as a proof. ※For countries that do not issue family relationship certificates, it can be replaced with an official document (original/notarized copy) that states the parents' nationality, such as a birth certificate. ※For Chinese applicants, if necessary, they may request submission of a notarized original copy of the family register.	**One original**
9	• Each Copy of the Applicant's Parents' Passports **Required** ※Official ID card that states the parent's nationality can be substituted ※National ID cards issued in languages other than English or Chinese require translation and notarization.	One photocopy
10	• The Applicant's Verification of Deposit (VOD) (in the applicant's name, a minimum of KRW 20,000,000/ USD 16,000/RMB 110,000) **Successful Applicants Only** ※**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 the Verification of Deposit documents that are not written in English or Korean, the original and notarized translation must be submitted. ※All documents must be scanned, uploaded, and submitted as originals/physical copies. The scanned copy and the actual submitted copy must match. If the original is not confirmed, a Certificate of Admission cannot be issued. ※In principle, proof of finances is the applicant's own account, and only parents are recognized as financial guarantors in unavoidable cases. ※Copy of bankbook/transaction statement/bank statement of two or more bank account numbers cannot be submitted. ※Alien registration card (ARC) holders residing in Korea must submit the original bank balance certificate issued in their name by a domestic Korean bank. ※If an alien registration card (ARC) holder is unable to obtain a balance certificate from a bank in Korea due to unavoidable reasons, submit supporting documents (e.g., certificate of entry and exit from Korea).	**One original**
11	• The Agreement for Verification of Academic Record **Required** ※Please agree to the terms and conditions, fill out the online application, and then print and submit the completed form.	**One original**
12	• Scholarship application documents **If only applicable** *⑩ *Refer to International student scholarship system* ※Official language proficiency certificate (TOEFL, IELTS, TOPIK, etc.) - The language certificate must be obtained within two years from the start date of the semester in which you are applying.	**One original**

※*Documents not in Korean or English must be translated into English and notarized before submission.*
※*For Chinese university graduates, both CHSI ①~② must be submitted.*
① *Online Verification Report of Higher Education Degree Certificate*
② *Online Verification Report of Higher Education Qualification Certificate or Online Verification Report of Student Record*

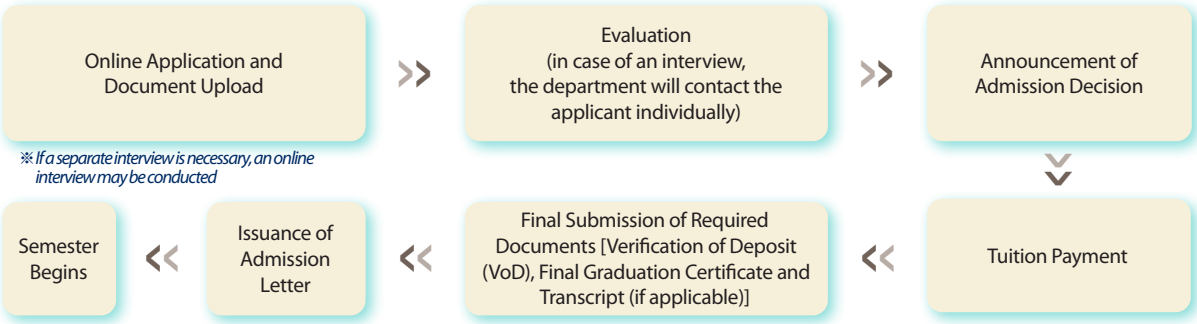
※***Document validity period***

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

⑥ Screening Criteria

The admission decisions will be made based on the academic records, accomplishments and other reference documents. The Admissions Committee will review a number of factors – academic accomplishments, academic activities, perceived fit with academic major, adaptability, language proficiency and artistic/physical skills. **Interviews, audition, and/or major-specific tests may be required** based on the policy of a specific college or department, in which case **the details will be individually notified to the applicant.** **Any details relevant to document screening will not be disclosed.**

7 How to Apply



1 Online Application

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

2 Submission of Required Documents

- **Submission Method**: Original (hard-copy) documents must be submitted by **the applicants** only, either by mail or in person, during the application period **for the admitting applicants**.

One Stop Service Center (Admissions Team)
(05006) Rm#209 Student Center Bldg., Sejong University, 209 Neungdong-ro, Gwangjin-gu, Seoul, Korea

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

8 Important Notes for Applicants

1. Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application. Please be reminded that, in principle, any modification or cancellation will not be accepted after completing the application.
2. Be sure to make and keep photocopies of all completed forms. **Any and all documents and materials submitted with the application become the property of SJU and will not be returned to the applicant under any circumstances.**
3. A detailed account of any individual admissions decision will not be disclosed.
4. If any of the submitted materials contains false information, admission will be cancelled.
5. If an applicant fails to graduate as scheduled, the admission for the applicant will be automatically cancelled.
6. An applicant who is admitted to two or more departments will be required to choose one over the other before registration.
7. Be sure to understand that the University issues only the Certificate of Admissions for student visa (Type: D-2) application for the admitted students.
8. If an applicant applies from outside Korea and is admitted to the University but his/her application for a D-2 student visa is rejected by the Ministry of Justice, the admission for the applicant will be cancelled.
9. Admitted students may not defer admission to a later semester. Students who wish to defer admission must re-apply.
10. Depending on the nationality, some applicants may be asked to participate in an interview(s) before or during the application/screening period. In this case, please proceed as instructed.
11. Applicants of the following cases may be excluded from screening by the department, and **the details of the evaluation will not be notified or disclosed to the applicant.**
    - Cases where there is any missing document or where the document is not submitted within the deadline (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 and document upload period, and after that, they must be submitted to the Graduate School of Business Administration Office (Gwanggaeto-Gwan, Room 417) before the start of the semester. Please note that documents submitted after the start of the semester will not be eligible for scholarship application. Scholarships approved by the Dean of the Graduate School of Business Administration based on documents submitted within the deadline will be reflected in the Certificate of Admission (COA). The period for submitting and approving scholarship application documents after the admission evaluation period is up until the start of the semester, and documents must be submitted directly to the Graduate School of Business Administration Office (Gwanggaeto-Gwan, Room 417).
2. Scholarship benefits are provided only during the minimum period of study of two years (four semesters)..
3. The student (scholarship recipient) will be billed the amount after the deduction of the scholarship and will have to pay the amount billed.
4. If a recipient has already paid the tuition fee for the semester, the scholarship amount will be credited to the recipient's account.
5. Students who receive a language proficiency scholarship upon admission will continue to receive a scholarship equivalent to the same percentage of tuition throughout their enrollment, provided that they earn at least 9 credits in the preceding semester and maintain a GPA of 3.5 or higher.
6. All documents must be accompanied by the original document. The language test scores must be obtained within 2 years prior to the commencement of the semester for which the scholarship application is submitted to be valid. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded the following semester.
7. To apply for a scholarship, see **Section 10.**
   - To apply for a scholarship, submit one of the official language test scores (TOEFL, TEPS, IELTS).

10 Scholarship for International Students

1. English Track

Scholarship	IELTS	TOEFL iBT	New TEPS
30%	5.5 or higher	3.5 or higher (previous scale: 59)	202 or higher
50%	6.5 or higher	4.0 or higher (previous scale: 72)	264 or higher

※ *Even applicants from countries where English is the official language must submit an official language proficiency test score to apply for a scholarship.*

2. Korean Track

TOPIK	Scholarship
Level 3	30% each of admission fees & tuition fees
Level 4 or higher	50% each of admission fees & tuition fees

※ *Sejong TOPIK cannot be submitted as a scholarship document.*
※ *Graduates of Sejong University will receive a 50% tuition scholarship.(University scholarships apply to tuition only and do not cover the admission fee.)*

3. Official language test scores must be obtained within 2 years prior to the commencement of the semester in order for it to be accepted as a scholarship document.
4. Students who meet the language proficiency requirements during their time at Sejong will begin to receive the scholarship the following semester.
5. A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.
6. A person who works for an embassy will be eligible for a 50% scholarship of tuition fee.
   (It is essential to submit a proof of employment.)
7. Students who earn at least 9 credits in the previous semester and maintain a GPA of 3.5 or higher will continue to receive, within the standard period of study, the same scholarship awarded upon admission based on their language proficiency score.
8. Duplicate benefit of scholarships is not allowed.

11 Dormitory

Sejong University dormitories accommodate international students in double, triple and quadruple rooms and provides global and multi-cultural living environment. Sejong University also provides housing with a kitchenette for those who need to cook their own food due to dietary restrictions.

⑫ Appendix 1: Guide to Document Certification

1 Instructions on submitting academic background documents

Applicant must submit a Certificate of Graduation and a Transcript from university selecting one of the documents below during the submission period.

① Academic background documents (certificate of graduation and transcript from university) with Apostille based in the country of the university
② Academic background documents (certificate of graduation and transcript from university) approved by Korean Embassy in one's country or the Embassy of one's country in Korea
③ Academic background documents from China Higher Education Student Information(www.chsi.com.cn): Only for students who graduated from Chinese institutes.

[CHSI – Certificate Authority]

China Higher Education Student Information（中国高等教育学生信息网(学信网)）
- Homepage: www.chsi.com.cn
- E-mail: kefu@chsi.com.cn
- Phone: +86-10-6113-9123

2 Information of Apostille Convention

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

3 Procedure of Issuing Apostille

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

4 Apostille Convention Countries (As of 2026.06.30)

Area	Country
Asia / Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Vietnam, 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: Thailand(February 28, 2027)*

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

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

※ *Applicants from countries where English is a native or official language, as well as applicants who have graduated from a secondary or higher education institution in an English-speaking country, are exempt from submitting language proficiency test scores. However, applicants seeking an exemption based on graduation from an institution in an English-speaking country must submit a certificate of graduation from the relevant institution.*

14 Appendix 3: Regarding Visas for New Students

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

※ *For details, kindly contact +82-1345*
• *Announcement Board: https://www.sejong.ac.kr/kor/intro/notice5.do*

15 Appendix 4: FAQs about Regarding Documents

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

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

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

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

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

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

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

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

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

A. *Please refer to the table below.*

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

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

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

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

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

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

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

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

※ *Submission of the graduation certificate is mandatory after graduation. Please refer to the acceptance notification for each round of admissions.*
※ *For documents issued in Korean or English in countries other than Korea: translation is not required.*

Q8. I have an alien registration number, but I cannot submit a bank balance certificate from banks in Korea because I am not in Korea during the application period.

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

Q9. I am attending a language school in Korea, but I cannot open an account in Korea because my alien registration card has not yet been issued.

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

Q10. What are copy notarization and translation notarization?

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

16 Appendix 4: FAQs about 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.*

17 Appendix 4: FAQs about Regarding Eligibility

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

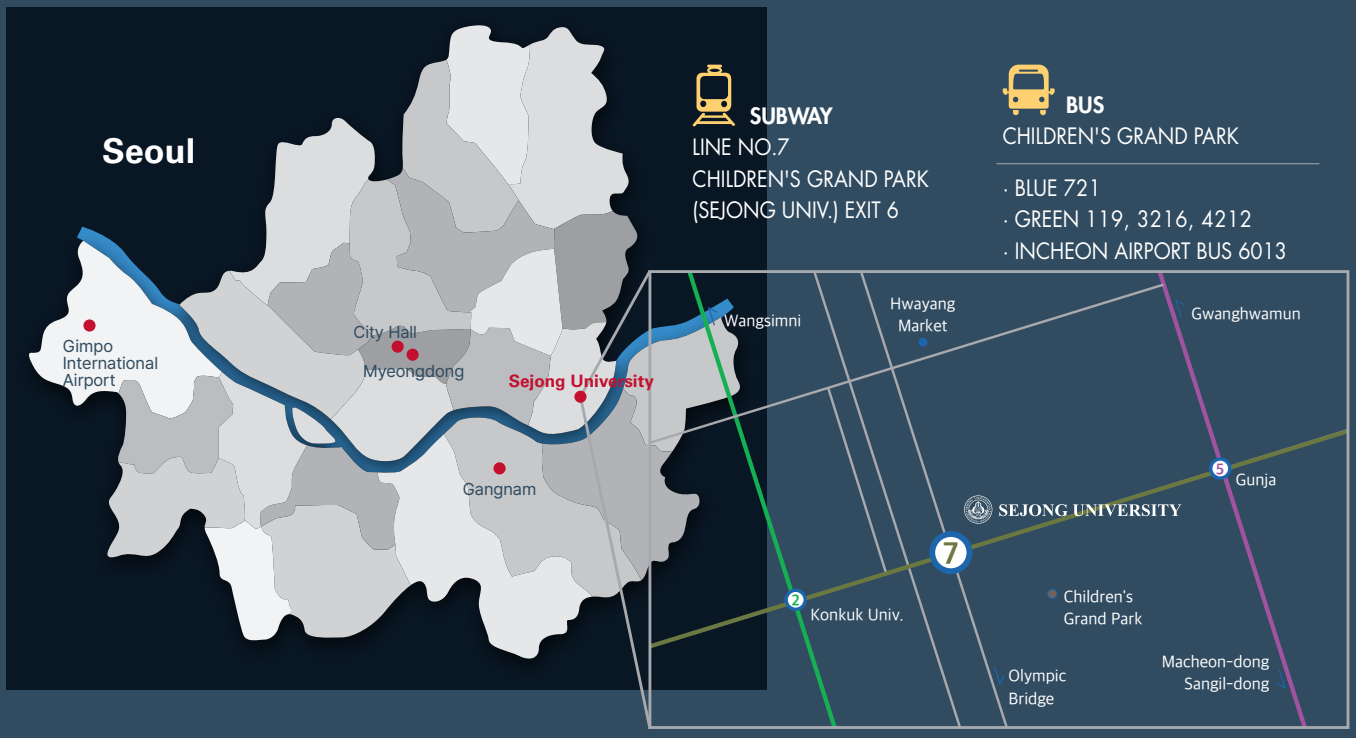
A. *Both parents must be foreign nationals to apply.*

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.*



One Stop Service Center(Admissions Team)

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