

*Since*  
**1906**★

Spring 2024 Admission Guidelines of  
**Undergraduate Degree**  
for **International Students**



**숙명여자대학교**  
SOOKMYUNG WOMEN'S UNIVERSITY

## 1

## Admission Schedule

## 1. 2024 Spring Semester

Procedure	Spring 2024 Admission		Note
	1 <sup>st</sup> Schedule	2 <sup>nd</sup> Schedule	
Application Forms Available online	October 4, 2023 (Wed.) 10:00~ October 16, 2023 (Mon.) 17:00	December 4, 2023 (Mon.) 10:00~ December 13, 2023 (Wed.) 17:00	<a href="http://e.sookmyung.ac.kr">http://e.sookmyung.ac.kr</a> → Admission → Undergraduate
Submit Required Documents	October 20, 2023 (Fri.)	December 20, 2023 (Wed.)	Submission: In person or by post <b>[Undergraduate Administration Building #203 Office of International Affairs, Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)]</b>
Notice on Interview	November 1, 2023 (Wed.)	December 27, 2023 (Wed.)	<a href="http://e.sookmyung.ac.kr">http://e.sookmyung.ac.kr</a> → Notice
Interview/ Document Review	November 3, 2023 (Fri.)	January 3, 2024 (Wed.)	[Interview required departments] Art, Music, and Physical education major. (Department of Dance, Vocal Music, Composition, Instruments, Piano, Visual & Multimedia Design, Industrial Design, Environmental Design)
Result Announcement	November 15, 2023 (Wed.)	January 12, 2024 (Fri.)	<a href="http://e.sookmyung.ac.kr">http://e.sookmyung.ac.kr</a> → Notice
Registration	January ~ February, 2024		-
Classes begin	March 1 (Fri.), 2024		-

- A. Online application is mandatory for all candidates. However overseas applicants who cannot access online applications can apply offline by submitting the application in writing.
- B. Please prepare the required documents as early as possible, it may take a month or more to prepare.
- C. After completing online application, applicants should submit the hard copies of completed application forms and other required documents by postal mail or in person.
- D. If an applicant presents any false information, fails to submit required application materials, or cannot be contacted, the applicant may be disqualified.

## [Korean courses]

College/School	Division/Department/Major		Fresh-man	Transfer	Note
<b>College of Global Convergence</b>	<b>Division of Global Convergence</b>		○	X	(2025) Spring Admissions: Foreign-Only Dept. (Multi-Applications, Name Change)
<b>Liberal Arts</b>	Division of Korean Language & Literature		○	○	
	Department of History & Culture		○	○	
	Department of French Language & Culture		○	○	
	Division of Chinese Language & Literature		○	○	
	Department of German Language & Culture		○	○	
	Department of Japanese Studies		○	○	
	Department of Library & Information Science		○	○	
<b>Natural Science</b>	Division of Culture, Tourism & Hospitality Management	Culture & Tourism Major	○	○	
	Department of Chemistry		○	○	
	Department of Biological Science		○	○	
	Department of Mathematics		○	○	
	Department of Statistics		○	○	
	Department of Dance**		○	○	● Interview
<b>Engineering Science</b>	Division of Computer Science	Department of Data Science	○	○	
		Department of Computer Science	○	○	
	Department of Advanced Materials and Electronic Convergence Engineering	Department of Electrical Engineering	○	○	
		Department of Material Physics	○	○	
	Department of Mechanical Systems Engineering		○	○	
	Division of Basic Science Engineering		○	○	
	Division of Artificial Intelligence Engineering		○	○	
	Department of Chemical and Biological Engineering		○	○	
<b>Human Ecology</b>	Department of Family & Resource Management		○	○	
	Division of Child Welfare & Studies		○	○	
	Department of Clothing & Textiles		○	○	
	Department of Food & Nutrition		○	○	
<b>Social Sciences</b>	Department of Political Science & International Relations		○	○	
	Department of Public Administration		○	○	
	Department of Public Relations & Advertising		○	○	
	Department of Consumer Economics		○	○	
	Department of Social Psychology		○	○	
<b>Law</b>	Division of Law		○	○	

<b>Economics &amp; Business Administration</b>	Division of Economics	<input type="radio"/>	<input type="radio"/>	
	Division of Business Administration	<input type="radio"/>	<input type="radio"/>	
<b>Music</b>	Department of Piano**	<input type="radio"/>	<input checked="" type="radio"/> **	● Interview
	Department of Instruments**	<input type="radio"/>	<input checked="" type="radio"/> **	● Interview
	Department of Vocal Music**	<input type="radio"/>	<input type="radio"/>	● Interview
	Department of Composition**	<input type="radio"/>	<input type="radio"/>	● Interview
<b>Fine Arts</b>	Department of Visual & Multimedia Design**	<input type="radio"/>	<input type="radio"/>	● Interview
	Department of Industrial Design**	<input type="radio"/>	<input type="radio"/>	● Interview
	Department of Environmental Design**	<input type="radio"/>	<input type="radio"/>	● Interview
	Department of Arts & Crafts	<input type="radio"/>	<input type="radio"/>	
	Department of Painting	<input type="radio"/>	<input type="radio"/>	
<b>School of Global Service</b>	Global Cooperation Major	<input type="radio"/>	<input type="radio"/>	
	Entrepreneurship Major	<input type="radio"/>	<input type="radio"/>	
<b>School of English</b>	English Language & Literature	<input type="radio"/>	<input type="radio"/>	
	TESL Major	<input type="radio"/>	<input type="radio"/>	
<b>School of Communication &amp; Media</b>		<input type="radio"/>	<input type="radio"/>	

**[English courses]**

College/School	Division/Department/Major	Fresh-man	Transfer	Note
<b>School of Global Service</b>	Global Cooperation Major	<input type="radio"/>	<input type="radio"/>	
	Entrepreneurship Major	<input type="radio"/>	<input type="radio"/>	

1. \*\*All departments conduct interview assessments and practical skill tests, except for other departments
2. The same major students only can transfer to the Department of Piano & Department of Instruments.

### 3. Division of Global Convergence

The Global Convergence Department, designed exclusively for international students, welcomes multiple applications. Enrolled students will gain advanced Korean language proficiency essential for their major studies and participate in specialized classes tailored to foreign students, fostering fundamental skills in liberal arts education.

#### A. Eligibility to Apply

Certification at a level of TOPIK 2 or higher

#### B. Academic Classification

Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> – 4 <sup>th</sup> Semester
Affiliation	Division of Global Convergence	Global Convergence Studies or option for a double major in another department

\* To double major in the Department of Global Convergence Studies, students need at least two completed semesters. However, certain majors, such as Pharmacy, Culture, Tourism and Food Service - Le Cordon Bleu Restaurant Management are not available for selection.

#### C. Scholarship for Department of Global Convergence

Special scholarships are exclusively for Korean students in the foreign-only Department of Global Convergence

Special Scholarship for Division of Global Convergence	
Division of Global Convergence's Enrolled Student	1 <sup>st</sup> Semester 500.000 KRW

#### D. Global Convergence Department Curriculum

##### 1) Mandatory Korean Language Proficiency in the Division of Global Convergence.

Korean Proficiency Level	Curriculum
Beginner	Four subjects for Beginner
Intermediate	Four subjects for Intermediate

##### 2) Fulfillment of Mandatory Liberal Arts Courses in the Division of Global Convergence

\*Please note that the above details are subject to change based on internal and external factors.

## 1. Applicant Qualifications by Selection Categories

Section	Academic Requirements	Nationality
Freshman	Applicants must Graduate from high school or university ※ <b>High school graduate equivalency approved by, and authorized organization will NOT be accepted.</b>	1. Female Students whose parents are both have foreign nationalities. <b>2. Students who changed their Korean nationality to a foreign nationality before entering high school or who gave up their Korean citizenship and acquired foreign nationality before entering high school. The parents of the applicants MUST complete the process of changing or renouncing Korean nationality before the applicant enters high school.</b> <b>3. Students with multiple citizenship are NOT eligible to apply.</b> <b>4. If you are in single-parent family, you are to follow your mother or father's nationality.</b> ※ <b>If you have any significance with your family relations or nationality (Divorce/remarriage/unmarried/death/missing/adoption), you must submit documents that verifies the situation.)</b>
Transfer Students	<b>1. Junior Transfer Applicants</b> - should satisfy at least one of the following three requirements: 1) Regular 4-year University Graduate (or graduate expectant) 2) One who has finished 2 or more years in a regular 4-year university and has achieved more than 60 credits. 3) College graduate (or graduate expectant)  <b>2. Sophomore Transfer Applicants</b> 1) One who has finished more than 1 year in a regular 4-year university and has achieved more than 30 credits.	

## 2. Language Requirements

Course	Undergraduate Major	Language Proficiency Criteria
Korean Course	Division of Global Convergence	A. TOPIK Level 2 or higher with a minimum of 300 hours of Division of Global Convergence Korean language classes
		B. Completion of Level 3 or higher at Sookmyung Global Language Institute (upcoming).
		C. Achieving Level 3 or higher on the Korean Language Test at Sookmyung Global Language Institute.
	Other	A. TOPIK level 3 or higher
		B. Completion (or expect to complete) of courses in Sookmyung Global Language Institute level 3 or above.
		C. Certificate of Sookmyung Korean language proficiency test level 3 or above
**Applicants with Korean Language Proficiency Test scores below the specified standards must submit their scores before the semester begins, provided they pass the entrance exam conditionally. If the scores still do not meet		

	the standards, they are required to take a leave of absence and achieve the necessary language proficiency scores. (Any inquiries: <a href="mailto:linguaexpress@sookmyung.ac.kr">linguaexpress@sookmyung.ac.kr</a> )	
English Course	Global Cooperation Major and Entrepreneurship Major in the Department of Global Services	Applicants of English track need to obtain one of the following language scores: TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher etc. *Applicants must meet the specified English proficiency test score standards to apply.

※ Additional Precautions

- A. Government-invited scholarship students and foreign government-supported scholarship students follow the invitation application qualifications and academic management guidelines.
- B. Notwithstanding the language proficiency standards above, it is recognized that the language proficiency meets the standards below through other supporting documents.

Applicants who qualify can apply without submitting language proficiency scores.

- 1) Certificate of Korean language level 3 or higher from Sookmyung Global Language Institute (excluding applicants for English courses)

Applicants must provide a Korean Language Level 3 or higher certificate from Sookmyung Global Language Institute, except for English course applicants. If you submit this certificate, you must also provide a TOPIK Level 3 certificate within one year after admission. Those with a Level 3 or higher certificate in the Korean Substitute Test at Sookmyung Global Language Institute are exempt from the admission scholarship review.

2. For candidates applying to English programs, it is essential to hold citizenship from an English-speaking country. In cases where a country has multiple official languages alongside English, applicants should provide documentation confirming their education in English.

※ Applicants must obtain TOPIK level 4 or higher certificate (TOPIK level 3 or higher certificate for arts and physical education) before graduation (excluding English courses)

## 5 Required Documents

### 1. Required Documents for Transfer Applicant

- A. All required documents mentioned above
- B. Graduation (to be) Certificate and Bachelor's Degree Certificate or Registration Certificate of University
- C. Transcript of University

### 2. Note

- A. Original documents should be submitted. In case of submitting photocopied documents, applicants MUST have the copies notarized or apostilled and then submit the notarized or apostilled copies. Or bring in the original to the Office of International Affairs and get official confirmation.
- B. All application documents must be either in Korea or in English. Documents in any other languages must be accompanied by a complete Korean or English translation, authenticated by the issuing institution, or notarized by a notary public.

- C. All application documents should be submitted within deadlines.
- D. SMU may request the submission of additional documents as needed.
- E. Any applicant, who submits a provisional graduation certificate at the time of applying, must submit her official graduation certificate of high school upon arrival in Korea, no later than September 1, 2023.
- F. Transfer Applicants, who take leave of absence at the time of applying, submit their official certificate of leave of absence.
- G. If there is any inconsistency in the applicant's name or birth date on submitted documents, further evidential document must be submitted as verification.
- H. Submitted documents will not be returned to the applicant.

### 3. Required Documents (Mandatory)

Mandatory	Note
Application	Print and submit the application after completing the online registration ※ Overseas applicants who cannot access the online application system can apply offline by submitting the attached [Form 1]
Admission Fee (Refer to 5. Admission Fee)	<ul style="list-style-type: none"> <li>- Applicants who are in Korea: Shinhan Bank 140-007-271166</li> <li>- Applicants who are out of Korea: Please transfer the bank account as below.                Name of Bank: Shinhan Bank (Sookmyung Women's University Branch)                Account No: 140-007-271166                Swift Code: SHBKKRSE                Name of Beneficiary: Sookmyung Women's University                Bank Address: 115 Cheongpa-dong 3 Ka, Yongsan-ku, Seoul, Korea</li> </ul> ※ Students should cover overseas Balancing charges ※ Please transfer under the name of the applicants and submit the receipt with application documents
Study Plan	Must be written in Korean or English
Release of Information	Fill out the form with the requested school information and sign
High-school Graduation (to be) Certificates or Diplomas & High-school Transcript	<ul style="list-style-type: none"> <li>● Applicants who have graduated from overseas high schools can choose one option from below:               <ol style="list-style-type: none"> <li>1 All documents proving academic background must be confirmed through Apostille (see Apostille Member Countries)</li> <li>2 Countries without the Apostille Agreement (including China) must obtain confirmation from the consul at the Korean Embassy located in the country of the graduated high school.                    ※ Please refer to "Apostille and Embassy Legalization Information."</li> </ol> </li> <li>● Transcript of all high school grades               <ol style="list-style-type: none"> <li>1 Specific GPA on a basic 100-point grade scale or specify the original grade scale</li> <li>2 In case the transcript does not have information on the applicant's percentile score, an applicant must submit an additional official certificate issued by the high school, confirming that the applicant's academic achievement.</li> </ol> </li> </ul>



	<p>3 If an applicant holds a transcript that does not include information on grade point average or is unable to convert her grades into the GPA criteria mentioned above, then the applicant must submit official documents issued by the website WES(<a href="http://www.wes.org/">www.wes.org/</a>) or Foreign credits(<a href="http://www.foreigncredits.com">www.foreigncredits.com</a>).</p> <p>4 Applicants who are expected to graduate at the time of applying must first submit the certificate of expected graduation and final academic transcript at the time of applying.</p>
<p>Certificates of Citizenship of the Applicant and Parents &amp; Official documents indicating family relationship between the Applicant and Parents</p>	<p>Examples: a birth certificate, a government-issued certificate indicating the parent-child relationship, a family register, or parents' passport copies.</p> <ul style="list-style-type: none"> <li>- For Chinese nationals whose family register is separated from their parents, a Birth certificate and Family certificate must be issued within 3 months before the deadline.</li> </ul>
<p>Portfolio</p>	<p>Mandatory submission only for Arts and Physical Education applicants o</p>

※ Download Form from the Admission website (<http://e.sookmyung.ac.kr> → Admission → Undergraduate)

#### 4. Required Documents (Optional)

Optional	Note
<p><b>Korean proficiency (Korean Track)</b></p>	<p>TOPIK Level 3 or higher, Certificate of Global Language Institute (LinguaExpress) Level 3 or Sookmyung Korean language proficiency test. For Division of Global Convergence is TOPIK Level 2.</p> <p>※ <b>In the case of submitting a certificate of completion of Sookmyung Global Language Institute level 3 or Sookmyung Korean Language Proficiency test level 3, you must submit an additional certificate TOPIK level 3 within a year after the admission acceptance. If you only submit Korean Language Course level 3, you will be excluded from the Scholarship review.</b></p>
<p><b>English proficiency (English Track)</b></p>	<p>TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher</p>
<p><b>Copy of Residence card (Alien Registration Card)</b></p>	<p>Only for applicants who are residing in Korea</p>

#### ※Important Points

- A. For all notarized documents, submit a translated and notarized copy in English.
- B. Submission of a letter of recommendation is optional.
- C. Financial proof documents should be submitted after passing the exam for 1st and 2nd round applicants. Early submission is allowed with re-requesting as an option.
- D. When applying for or changing a visa after passing the exam, separate preparation of 'academic background', and 'financial support' documents may be requested by the visa center or immigration office. Financial verification documents are valid for 1 month from issuance.
- E. Individual responsibility for visa issuance or refusal due to incomplete or careless documentation.

## ※ Apostille and Embassy Legalization Information

### 1. International school graduation certificate and transcript certificate

Applicants must provide a high school graduation (enrollment) certificate and transcript from an overseas high school, ideally with Apostille/Consulate verification.

#### A. Apostille Confirmation.

Obtain an 'Apostille confirmation' from a government agency designated by the country of the high school's location. Submit it along with your original high school graduation certificate and transcript.

#### B. Confirmation by the Korean Consulate in the Country of Residence (Embassy Legalization).

Obtain 'consular confirmation' from the Korean embassy in the country where the high school is located. Submit it along with your original high school graduation certificate and transcript.

### 2. Apostille Certification.

#### A. Apostille confirmation Authority.

- Ministry of Foreign Affairs Apostille desk: 02-2100-7600
- Ministry of Justice Apostille desk: 02-720-8027
- Up-to-date data such as information of relevant agencies by country can be retrieved from the Apostille section of Hague International Court Conference on Private International Law website ([www.hcch.net](http://www.hcch.net))

#### A. Apostille Member countries (2022.12.07) total 122 countries.

Area	Member Countries
Asia, Oceania	Australia, Macao, Hong Kong, Japan, Republic of Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Tonga, Niue, Tajikistan, Philippines
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Kypros, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Monaco, Montenegro, Netherland, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Turkey, Kyrgyzstan, Republic of Macedonia, Ukraine, Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, Kazakhstan, Uzbekistan, Kosovo, San Marino
North America	United States
Latin America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Columbia, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, St. Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Commonwealth of Dominica
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cabo Verde, Seychelles, Tunisia
Middle East	Oman, Israel, Bahrain, Morocco

## Document Submission for Applicants with Chinese Academic Background

### 1. Required Documents for Applicants in Korea and China

Submit the original academic background/diploma certification report from the Chinese Ministry of Education's Academic Credentials Certification Center. Consul-confirmed documents are not accepted. This requirement applies to adult education and self-study backgrounds as well.

### 2. Eligibility to Apply

Notes		Document
Common		Graduation Certificate, Academic Transcript, English Translation, and Notarized Copy, Consular Authentication Documents *Provide a certificate of expected graduation and submit the graduation certificate after graduating. *If your educational institution can issue the original English transcript, there is no need for an additional English translation.
Graduate from a Chinese General High School		- Transcripts: Include notarized English translations verified by the consulate. - Graduation Certificates: Use the English version from China's Ministry of Education Academic Credentials Certification Center online certificate. (More information: <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> )
Chinese Secondary Vocational School Graduate	Common	- Provide a notarized English translation of the transcript certified by the consulate. - Select one of the following options for the graduation certificate
	Ordinary Vocational School 普通中专	① Online Publication: i) Graduation certificates issued by local education authorities: Requires confirmation by the Korean consulate in China. *Accepted only if authenticity can be confirmed online.
	Vocational High School 职业高中	② Offline Issuance (Required to Submit 'School Information Confirmation Form - Attachment 7'): i) Graduation certificates issued by local education authorities: Requires confirmation by the Korean consulate in China. ii) Graduation certificates issued by the school: Requires confirmation by the Provincial Office of Education (City Office of Education) and confirmation by the Korean Consulate in China.
	Technical Industrial School 技工学校	Documents must be verified through online inquiry on the Ministry of Human Resources and Social Security official website. Additionally, they should receive confirmation from the Korean consulate in China. *Documents will only be accepted if their authenticity can be confirmed online
Transfer Applicants	Common	All high school academic transcripts must follow the specified process
	Graduate from a General University in China	- University Transcript: English translation with a notarized transcript and consular certification.
	Graduate from a Chinese College	- University Diploma and Degree Certificate: Submit a copy, along with the English translation of the online graduation certificate from China's Ministry of Education Academic Credentials Certification Center. (More Information: <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> )

1. Unverified submitted documents will not be accepted.

2. Prepare in advance as it takes approximately 30 days to issue a certificate.

## 6

## Admission Fee

1. KRW 150,000 or USD 150

※Please note that refund of application Fee is unavailable

## 7

## Screening Process

### 1. Document Review

Classification		Document Review	Total
All the majors except the ones above		100% (100 Points)	100% (100 Points)
College of Fine Arts	Department of Arts and Crafts, Painting		

### 2. Examination and Distribution of Marks

Classification		Interview	Total
*College of Science	Department of Dance	100% (100 Points)	100% (100 Points)
*College of Music	Department of Piano, Vocal Music, Composition, Instruments		
*College of Fine Arts	Department of Environmental Design, Industrial Design, Visual and Multimedia Design		

※ Notes: Please arrive at the interview venue 30 minutes before the exact time.

1. Please bring an Identification slip and ID Card.

2. If you cannot participate in the interview test due to your staying overseas, the interview will be processed by phone call or Skype.

### 3. Practical Examinations

College	Division (Major)		Practical Examination Subject		Alternative practical examination for students applying out of Korea
Science	Dance	Korean Dance (traditional, creative)	Costume preparation: Mool-silk white traditional skirt and top, white collar, white traditional shoes	1. The time for the piece is within 3 minutes. 2. For Korean traditional clothing, pure silk is not permitted. 3. Props are not permitted for pieces other than "salpuri" or "seungmu" of Korean traditional dance. 4. Hair decorations and makeup are strictly prohibited. DVD of your performance	USB of your performance recorded. The interview will be processed by phone call or Skype. (CD & video will not be accepted, no exception)
		Ballet	Costume preparation: V-neck long sleeve black leotard, pink tights with feet, pink toe shoes		
		Modern Dance	Costume preparation: V-neck long sleeve black leotard, footless skin-colored tights, bare feet		
Music	Piano	① One fast movement of a sonata (required by piano solo works) ② A work from F. Chopin Etude (except for slow works)		USB of your performance recorded. (CD & video will not be accepted, no exception)	
	Instruments	Free Piece (about 15 minutes)			
	Vocal Music	① German Song (Free Choice) - Memorized in the original language ② Italian Song (Free Choice) - Memorized in the original language			
	Composition	Composing a 3-section form piano piece		1. Submit 2 pieces of composed scores (1 piece for piano, 1 of your choice) 2. Online Interview (including presentation of piano or other instruments)	
Fine Arts	Visual & Multimedia Design	Pencil Detailed Depiction (Quarto)		Portfolio assessment	
	Industrial Design	Pencil Detailed Depiction (Quarto)			
	Environmental Design	Pencil Detailed Depiction (Quarto)			

※ The practical Examinations may be held for Arts applicants and will be included in the interview scores.

#### 4. Multiple Major (1st and 2nd Choice):

Applicants to the Department of Global Convergence can apply to multiple departments.

A. Application Procedure: You must apply separately for your first and second-choice departments, creating two examination numbers.



B. "Multiple applicants must submit all required documents for each applied department. However, one original copy and one copy of academic background and transcripts must be submitted.

Example: If your 1st choice is Arts and Physical Education (interview screening) and 2nd choice is Global Convergence Department (document screening), you should submit 2 copies of admission documents along with an additional portfolio.

C. "Multiple applicants must select one department after reviewing the results for both application numbers. In case of acceptance to both 1st and 2nd choices, you must submit a registration withdrawal form for one of them."

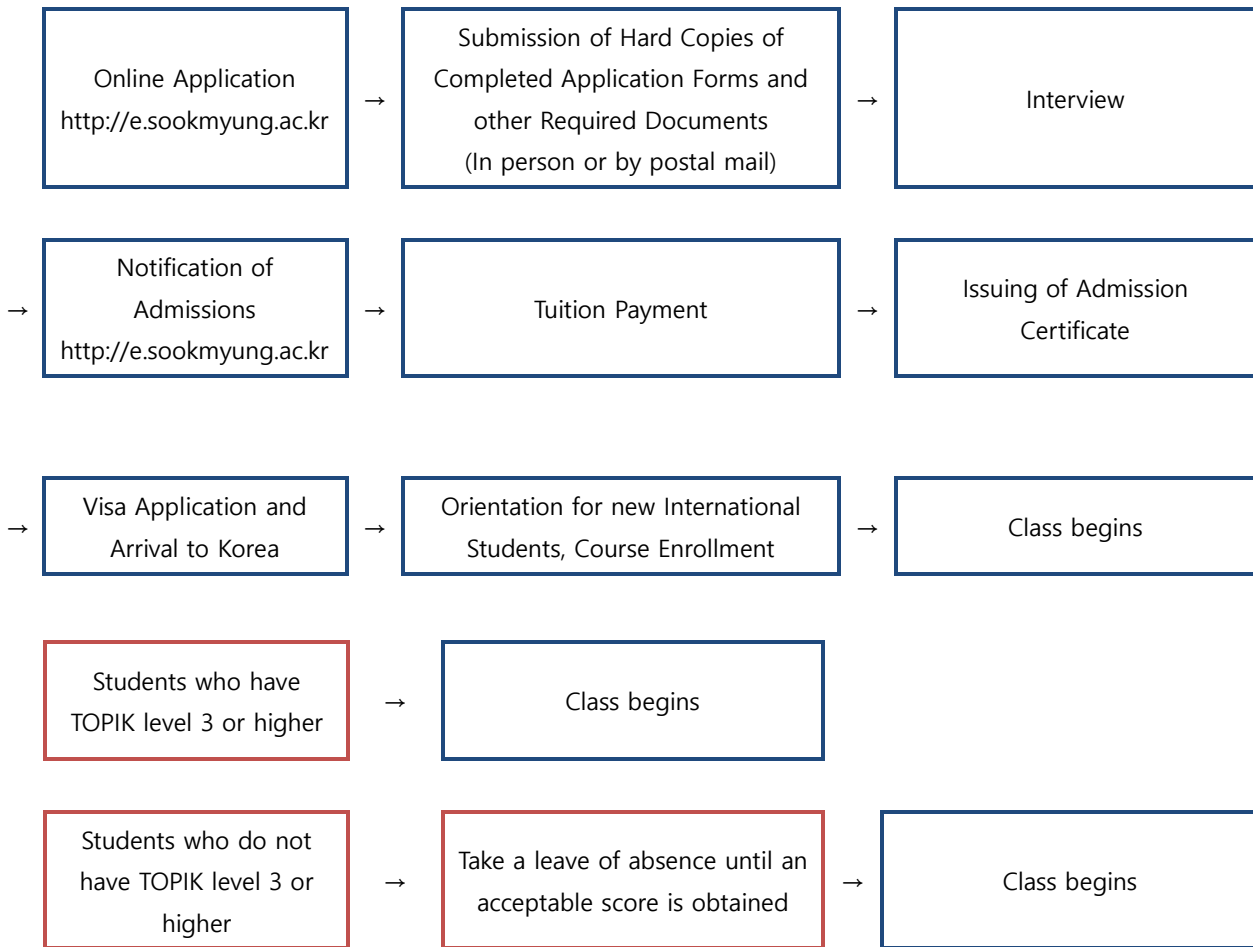
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## 8 Attention

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1. Applicants who do not participate in the admission interview the applicant can be disqualified.
2. Applicants of the Korean track must submit a TOPIK Level 3 certificate. English track needs to obtain one of the following language scores: TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher, etc.
3. Accepted students who have registered and do not have any score in the Korean language must achieve the score before the start of school such as TOPIK level 3 except the Department of Global Convergence could be sent the score of TOPIK level 2. If cannot achieve a TOPIK score, fill out the score with the average standard condition such as TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher, etc.

※ Admission Process



1. Admission applications can be submitted online or in-person by printing and attaching the required documents to the online application. Don't forget to include the application fee receipt.
2. Make sure all documents reach our school by the specified deadline.
3. When completing the application form, please provide the following information in Korean/English:
  - A. Applicant's GPA calculated out of 100 from the department/school applied to.
  - B. Nationality/Date of Birth/Alien Registration Number.
  - C. Country of origin/Name of school/Department of origin/Date of graduation.
  - D. Applicant's address/home phone/mobile phone.
  - E. Applicant's parents' nationality/telephone number/address.
  - F. Applicant email address/Skype ID.
  - G. Applicant's Korean language proficiency level/English test score."
4. When applying online, applicants should upload a recent photo
  - Taken within the last 3 months, featuring the upper body against a solid color background, without a hat, and formatted as a half-color proof card (3 x 4 cm) in JPG format.
  - Ensure the photo has adequate resolution as significantly lower-resolution files should be avoided.
  - The uploaded photo will be used for identity verification, issuance of a student ID upon passing the exam, and academic record registration.
5. Enter valid contact information on the application form to ensure accessibility during the screening period. The school is not liable for any communication loss or resulting disadvantages."
6. Document falsification, providing false information, or illegal admissions will lead to admission cancellation even after acceptance.
7. Application documents and fees are non-refundable once submitted.
8. On test day, bring your admission ticket and a valid ID (passport or alien registration card) for identity verification.
9. Please arrive at the testing room at least 30 minutes prior to the test start time."
10. Prohibited items during tests include wireless communication devices (e.g., mobile phones) and audio devices (e.g., CD/MP3 players) that could disrupt the test.
11. Registered students may undergo physical examinations. If an individual's health or physical condition is found to impact academic performance or other students' studies, the university may take necessary actions, such as granting a leave of absence, post-admission.
12. Any unspecified matters will be determined by the university. In case of discrepancies in meaning between translations and the Korean admission guidelines, the Korean guidelines take precedence.



### 1. Entrance Scholarships (1st Semester)

Language Course		Korean Score		English Score				
Type of Language Test		한국어 능력시험 (TOPIK)	Global Language Institute	TOEFL (iBT)	IELTS	TEPS	New TEPS	TOEIC
Criteria	Scholarship	Level 6	Level 6	Score 120	Score 9.0	Score 990	Score 600	Score 990
A	70% Tuition Waiver	Lvl. 6	-	More 110	More 8.0	-	-	-
B	50% Tuition Waiver	Lvl. 5	Lvl. 6	100 ~109	7.0~7.5	More 723	More 401	More 870
C	40% Tuition Waiver	Lvl. 4	Lvl.5	80~99	6.0~6.5	619 ~722	337 ~400	780 ~869
D	30% Tuition Waiver	Lvl. 3	Lvl. 4	60~79	5.5	600 ~618	327 ~336	620 ~779

- (1) No need to apply for the 1<sup>st</sup> Semester Scholarship.
- (2) The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) with the result announcement.
- (3) Amount of entrance fee and tuition will be given according to the standard of applying semester and major.
- (4) The number of Scholarship students will be determined by the Scholarship Committee.
- (5) Accommodation fee and airfare, etc. could be additionally supported through the evaluation.

### 2. Scholarship for Division of Global Convergence

Special scholarships are exclusively for Korean students in the foreign-only Department of Global Convergence

Special Scholarship for Department of Global Convergence	
Department of Global Convergence's Enrolled Student	1 <sup>st</sup> Semester 500.000won

### 3. Scholarship while in School (2<sup>nd</sup> Semester-8<sup>th</sup> Semester)

A. Automatically awarded based on previous semester's GPA.

GPA (4.3 Conversion)	Scholarship coverage
4.3	Tuition 100%
Over 4.0~ Under 4.3	Tuition 50%
Over 3.5~Under 4.0	Tuition 30%
Over 3.3~Under 3.5	Tuition 20%

B. According to the International Students Admission regulations, the scholarship could be changed.

C. Scholarship payment regulations while attending school.

- One must be taking more than 12 credits excluding Pass/Fall courses.
- Only given to regular semester (Receiving semester basis: 8 semesters)

### 1. Application Period

It will be noticed on the Sookmyung Global language institute (Lingua Express) website.

(<http://lingua.sookmyung.ac.kr>)

### 2. Application Method

- Apply followed by the noticed uploaded on Sookmyung English ver. website.
- Contact:  
Lingua Express -> +82-2-710-9164~9165  
Office of International Affairs -> +82-2-710-9817  
Interview may precede online depending on Covid-19 situation.

### 3. Application fee: 50,000 KRW

#### ※ Precautions

- Passport or Identification card will be checked on the day, you cannot apply if you do not have any IDs.
- Any cheating on the test is prohibited, and the acceptance is canceled when caught.
- Acceptance will be canceled when the act of forgery of the acceptance certificate was detected.
- Reissuance is not possible in the event of loss of the pass.
- In the case of submitting a certificate of completion of Sookmyung Global language institute level 3 or Sookmyung Korean Language Proficiency test level 3, you must submit additional certificate TOPIK level 3 within a year after the admission acceptance. If you only submit Korean Language Course level 3, you will be excluded from Scholarship review.

### 1. INTERNATIONAL DORMITORY

- A. Eligibility: Accepted students who have been accepted as international students whose parents are both non-Korean Citizens.
- B. Online application period: It will be informed on the Sookmyung website with the admission result.
- C. Room & Rates (per semester): KRW 1,113,600~1,540,000  
The room rate varies according to the type of dormitory (single, double, triple room); during vacation dormitory registration and payment takes place separately.
- D. Contact: +82-2-6325-3100 / inhouse@sookmyung.ac.kr / <http://dorm.sookmyung.ac.kr/>

- ※ Please note that if the number of applicants exceeds the available dormitory space, students will need to find outside accommodation by themselves.

**1. Complete application (<http://e.sookmyung.ac.kr>) → Admission → Undergraduate**

⇒ On-line application or Off-line application

※ Online application is mandatory for all candidates. However overseas applicants who cannot access online applications can apply offline by submitting the application in writing.

**2. Send all the required documents to:**

Administration Building #203 Office of International Affairs

Sookmyung Women's University

100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)

Tel.: +82-2-710-9284/9817      E-mail: [admisison@sookmyung.ac.kr](mailto:admisison@sookmyung.ac.kr)

## Document Self-Check List

Classification	Required Submission Document	Applicants		Notarized Document	Apostille	Note
		New Student	Transfer Student			
Common	Document Self-Check List					Online applicants must print and sign a paper
	Admission Application					
	Study Plan and Self-Introduction					
	Consent to Release of Information					
Academic	High School Graduation Certificate					Domestic High School graduates must submit the original certificate
	High School Transcript					100-point conversion score as required
	High School Education Transcript					Follow the recruitment guidelines for preparation
	University Graduation Certificate					Domestic University graduates must submit the original certificate
	University Transcript					100 point conversion score as required
	University Education Certificate					Follow the Recruitment Guidelines for Preparation
Family	Identification Certificate					ID card/ Paspor, etc
	Alien Registration Card or ID Card					Submit only those who qualify
	Certificate of Family Relations					Copy of Family Register
	Other Family-Related Certificate					
Language	Certified Language Certificate	Submit only those who qualify				Submit the Original Document
	Sookmyung Global Language Institute Certificate					Submit the Original Document
	Sookmyung Global Language Test Passing Certificate					Submit the Original Document
Other	Practical Work	Submit only those who qualify				Follow the recruitment guidelines for preparation
	Other Supporting Documents					A free-form format

[서식 1] 입학지원서 양식: 온라인 접수가 불가능한 지원자만 작성하여 제출함. 인터넷 접수자는 출력하여 제출

## Sookmyung Women's University/숙명여자대학교

### Undergraduate Admission for International Students/학부입학 외국인전형

Examinees' No. 수험번호	※ Do not fill in ※ 작성하지 마시오.	Admission year 입학년도		Term 학기	Spring/봄학기 ( ) Fall/가을학기 ( )	Admission type 전형유형	Freshman/신입학 ( ) Transfer/편입학 ( )
College 대학				Academic Category		Foreigners whose parents are both foreigners	
Division 전공	1지망						
	2지망				GPA(percentage) 평점평균		/100
Applicant's Name 지원자이름	Kor 한글						<div style="border: 1px dashed gray; width: 100px; height: 100px; margin: auto;"></div> (Photo ,3cm×4cm) (칼라사진3cm×4cm)
	Eng 영어						
Birth day or Alien Registration No. 생년월일 또는 외국인등록증번호	Y	Y	M	M	D	D	/
Name of High school 고등학교 이름					Location (nation) of High School 고등학교 소재국		
Name of University 대학교 이름					Location (nation) of University 대학교 소재국		
Duration of high school 고등학교 입학일~졸업일	DD/MM/YYYY~ DD/MM/YYYY				TOPIK Level 한국어능력시험급수		
Duration of University 대학교 입학일~졸업일	DD/MM/YYYY~ DD/MM/YYYY				English Test Score 영어시험점수		
Nationality 국적	Applicant 지원자			Father 아버지			Mother 어머니
연 락 처	Applicant 지원자	Phone Number/전화			Address 주소	Zip Code/우편번호	
		Mobile phone/휴대전화					
	SkypeID			Email			
	Family 가족	Phone Number/전화			Name 이름	Relationship 지원자와의 관계	
Mobile phone/휴대전화							
		Address 주소	Zip Code/우편번호				
I certify that the information given in this application is complete and accurate. 본인은 상기 기재내용이 사실과 다르지 않음을 서약함.  DD/MM/YYYY (Date/작성일)							
Applicant/지원자				(Signature/서명)			



[서식 2]학력조회동의서 양식

※ 한국어 혹은 영어로 작성하며 반드시 자필서명 함. Please fill the form in Korean or English, do not forget sign it.

## 학력조회동의서 Release of Information Form

이 양식에 서명함에 따라 본인이 이수한 학력/학위과정에 대하여 진위를 조회할 수 있도록  
숙명여자대학교에 권한을 부여하며 학력조회에 동의함.

By signing this form, I am giving my agreement and hereby authorize Sookmyung Women's University to verify  
my degree/enrollment records.

Applicant Information 지원자 정보	
School Name 학교명	
Name of Applicant 지원자성명	(Family Name, 성) ' (Given Name, 이름)
Academic Background 학력 / 취득학위	<input type="checkbox"/> 고등학교 졸업 High School Graduate <input type="checkbox"/> 학사 Bachelor <input type="checkbox"/> 석사 Master
Major Course of Study 학과/전공	
Student ID Number 학번	
Date of birth 생년월일	_____년 (YYYY) / _____월 (MM) / _____일 (DD)
Date of admission(transfer from another school) 입학일자	_____년 (YYYY) / _____월 (MM) / _____일 (DD)
Date of graduation(transfer to another school) 졸업일자	_____년 (YYYY) / _____월 (MM) / _____일 (DD)
Signature of Subject, Date 지원자 서명 및 작성일자 _____ 지원자 서명(Signature of Subject) Date 작성일자 _____ 년 (YYYY) / 월 (MM) / 일 (DD)	
Office in Charge You Graduated Information (Applicant who graduated School in Korea, do not need to fill in.) 학력조회 담당부서명 및 연락처, 이메일 (국내학교 졸업자의 경우 기재하지 않음)	Name of office : Phone : FAX : Email :

귀하가 제공한 개인정보는 학력조회 의뢰의 용도로만 사용되며 엄중히 관리됩니다.

The information you provide will be kept in strict confidence and will be used only for the purpose of  
degree (enrollment) verification. Thank you for your assistance.



SOOKMYUNG WOMEN'S UNIVERSITY

