

2023 FIRST SEMESTER

# Guidelines for Undergraduate International admission



*Since 1947*  
**SEOKYEONG UNIVERSITY**

In accordance with the spirit of "Devotion to the Welfare of Mankind (Hong-Ik-In-Kae)"  
Seokyeong University is committed to delving deeply into advanced learning,  
teaching and training.

We hope that young people will grow to become competent leaders,  
and thus contribute to realization of an ideal society  
where the coprosperity of mankind is fully achieved.



## 1. Admission Unit

### ▣ Undergraduate

#### 1. Fields of Study

College/division	Admission Unit	
	Department/Division	Major
College Of Humanity College of Social Science	Division of Global Business Languages	English / Japanese / Chinese/ Russian / French
	Department of Advertising & Public Relations Contents	
	School of Public Service	Major of Law / Policing Sociology
	Division of Business Administration	Business Administration / Global Business Administration
	Department of Child Studies	
College of Natural Science & Engineering	Department of Software	
	Department of Financial Information Engineering	
	Department of Chemical & Biological Engineering	
	Department of Computer Engineering	
	Department of Logistics System Engineering	
	Department of Urban Planning & Engineering	
	Department of Civil & Architectural Engineering	
College of Beauty Art	Department of Hair Design	
	Department of Beauty Therapy & Makeup	
	Department of Makeup Design	

College / faculty	Admission Unit	
	Department/faculty	Major
College of Arts	Division of Performing Arts	Acting/Performance Directing / model Acting / Theatrical Arts / Stage Fashion/Musical
	Division of Music	Piano
		Wind Instrument (See detailed major)
		Percussion
		String (See detailed major)
	Division of Contemporary Music	Instrumental music (See detailed major)
		Musical Composition
		Vocal
		Singer-composer
	Department of Dance Art	Korean dance / practical dance
College of Design and Digital Media	Division of Design	VD_Visual Contents Design / LF_Life Style Design
	Department of Film and Digital Media	
College of comprehensive	Department of Art and Technology	
	Department of Sport and Technology	

## 2. Freshman Recruitment

- No limit of recruitment, an acceptable number of students will be selected.
- The department of Art will according to the number of applicant and decide whether to enrollment.
- The department of Art may request to submit the exam related videos.

## 3. Detailed major

College / faculty	category	계열	계열
College of Arts	Division of Music_Orchestra	Wind	Flute/oboe/Clarinet/Bassoon/Saxophone/Horn/Trumpet/Trombone/Tuba
		String	Violin/Viola/Cello/Double Base
	Division of Contemporary Music	Instrumental Music	Wind(Saxophone, Trumpet, Trombone) Drum/Guitar/Piano

■ Transfer

1. Fields of Study

College/Division	Admission Unit	
	Department/Division	Major
College Of Humanity	Division of Global Business Languages	English / Japanese / Chinese / Russian / French
	Department of Child Studies	
	Department of Advertisement	
College of Social Science	School of Public Service	Human Resources / Policing Sociology
	Division of Business Administration	Business Administration / Global Business Administration
College of Natural Science & Engineering	Department of Software	
	Department of Financial Information Engineering	
	Department of Chemical & Biological Engineering	
	Department of Electronic Engineering	
	Department of computer Engineering	
	Department of Logistics System Engineering	
	Department of Urban Planning & Engineering	
	Department of Civil & Architectural Engineering	
College of Beauty Art	Department of Hair Design	
	Department of Beauty Therapy & Makeup	
	Department of Makeup Design	

## 2. Transfer Recruitment

No limit of recruitment, an acceptable number of student will be selected.

## 3. Sophomore's transferred student

The transferred students of sophomore are able to apply the department of Business Administration, Hair and Makeup Design, Beauty Therapy&Makeup and Makeup Design.(Please contact International Student Management Office for more information)

## 4. The admission requirements for second-year transfer are: if you have obtained a certificate of completion of the first year in Korean university, you can apply directly. If you have obtained a certificate of completion of the first year in foreign university instead of Korea , the school also needs to decide whether it can be accepted according to the academic system and credits of that university. Applications may be cancelled.

## 2. Eligibility

### a. Freshman

1) Both the applicant and the applicant's parent(s) must be non-Korean citizens and the applicant must complete regular primary and secondary education, equivalent to Grades 1 to 12 at a foreign school

2) Obtained TOPIK Level 3 or above

[TOPIK Level 2 Conditional Admission Graduation Requirement: TOPIK Level 4 (For College of Art Level 3 or above is must be needed) ]

※ Eligibility to apply for Beauty Art, College of Arts, Design and Digital Media Department of Business: TOPIK Level 2 or above or those who completed a Level 4 or qualified the examination of Korean Evaluation Exam by Seokyeong University Language & Culture Education Center for conditional admission (Graduate conditions Requirement: TOPIK Level 4 (For College of Beauty Art Level 3 or above))

※ The Korean language evaluation exam of the Language and Culture Center can be conducted online exam for a limited time due to the Covid 19.

#### ▣ Precautions for Applicants Qualification

① Dual citizens and stateless persons are not allowed to apply. (Even if the applicant is a dual national at the time of application, the standard time for the recognition of admission eligibility

2022. 11. 01 Those who have renounced their Korean nationality will be recognized as conditional ones. During the school period from the date of acquiring foreign nationality

① Educational courses are only approved according to the country's education-related laws and regulations, and the courses of regular schools that have the required qualifications are recognized

① Academic backgrounds such as domestic and international examinations, home schooling, cyber (internet) education, and lifelong education are not recognized

### b. Transfer

1) Applicants must have completed or be expected to have completed the institution of higher education or university of sophomore education .

2) Obtained TOPIK Level 3 or above (For College of Art Level 3 or above is must be needed)

### c. TOPIK range of recognition : recognition of the 85<sup>th</sup> exam score being accepted before the due date 15<sup>th</sup> September, 2022(Thur).

TOPIK IBT (i-TOPIK) which the result will be release on 17<sup>th</sup> November,2022 (Thur) will be also accepted.

## 3. Application Submission

### a. Schedule

How	Schedule
Offline	2022. 11. 14 (Mon) 10:00 ~ 12 . 02 (Fri) 17:00

b. Tuition: Directly paid when you visit to reception

### c. Notice for photo

1) Identification picture taken within the last three month(color, 3cm×4cm, 5)

2) No hat, phone taken picture, too much photoshop, other person or other images are not submitted.

#### 4. Required Application Materials

##### Freshman · Transfer Common Documents

- a. SKU Foreign Application Form (Download) - Self Introduction, Study Plan, consent to Release Academic Information, financial Certification for Admission, **Certificate of enrollment In a language school** (Written in Korean handwriting) 1 each (Download)
- b. **1 Official High School Diploma** (apostille confirmation)  
 ※ For Prospective graduated, First submit certification for graduation scheduled, later submit certification for Diploma before the class start.
- c. Official high school transcript of three years (apostille confirmation)
- d. Family Register/ certificate of kindred (apostille confirmation)
- e. Documents about Financial Guarantee
  - ① Evidence of sponsor's employment or business license (original document/apostille confirmation)
  - ② Evidence of sponsor's income or tax certificate (original document/apostille confirmation)  
 ※ Parents stranded in Korea(갑근세납세증명서, 의료보험증, 재직증명서) each
  - ③ Certificate of own bank balance (US\$20,000 or above / 2,400,000won or above)
  - ④ D-4 visa holders submit one copy of the language school attendance certificate and one copy of the transcript (must be marked with the attendance rate)  
 ★ Only documents issued after **November 01, 2022 (Tuesday)** are accepted (including bank deposit certificate)
- f. Copy of student's passport, Visa , Residence card
- g. 1 Authorized language proficiency transcript (TOPIK),
- h. Certificate of enrollment in a language school, Academic transcript (With attendance)
- i. 5 Photographs (3×4)
- j. 1 Copy of Korea bankbook in the name of yourself or your guardian
- k. National Health Insurance Payment Confirmation

##### Additional Document for Transfer

- a. Former University Diploma (apostille confirmation)
- b. **Notarized university transcript of korean translation** (apostille confirmation)

## 5. Admission and Tuition Payment

### a. Admission and Tuition Payment

Item	Admission method	Tuition fee(Won)
All	Interview 100%	100,000

- ※ Participants of the Korean Language Proficiency Assessment Exam (in-school exam) by our School of Language and Culture Education ,need to pay an additional test fee in addition to the registration fee.
- ※ Comprehensive evaluation of learning ability, academic qualifications, financial ability, etc., after the review, the learning ability is obviously insufficient. Therefore, applicants who are judged to have difficulty in studying at the university may not be selected regardless of the number of admissions.
- ※ Those who miss the interview will be considered unqualified.
- ※ During the art and physical fitness interview, a practical operation test will be conducted, and the test result will be included in the interview score.
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- ※ Some arts and physical fitness disciplines (departments) will require portfolios
- ※ If the interview and test scores (including the actual operation test scores) do not meet the standard scores of the admission units, they will be disqualified.



본교의 상징 파워아이콘은  
서경비전2025의 CREOS형 인재에  
 부합하는 서경대학교의  
 새로운 상징입니다.

0과 1로 구성 된 파워아이콘은  
 디지털 시대를 상징함과 동시에,  
 무한한 에너지와 창의성을 바탕으로  
 글로벌 시대의 리더로 자리잡을  
 학생들의 미래를 의미합니다



## 6. Admission Schedule

Procedure	Schedule	Location	Note
Application Submission	2022.11. 14 (Mon) ~ 12. 02 (Fri) (10:00 ~ 17:00)	SKU 유담관(Yudam) 11 <sup>th</sup> floor 글로벌교육원 (Global Education Center)	<ul style="list-style-type: none"> <li>※ Must visit 'SKU Global Education Center' (For Local Applicants, Mail-in is available)</li> <li>• Application submissions are not enforced on weekend.</li> </ul>
Submission of Required Documents	2022. 12. 02 (Fri) Before 17:00	SKU 유담관(Yudam) 11 <sup>th</sup> 글로벌교육원 (Global Education Center))	<ul style="list-style-type: none"> <li>• Only available to whom their documents were submitted within the period</li> <li>• Failure to people who did not submitted</li> </ul>
Interview	2022. 12. 27 (Tue) ~ 12. 29 (Thur)	SKU designated place (Scheduled at 유담Yudam )	<ul style="list-style-type: none"> <li>• 2022. 12. 22(Thur) announcement of interview date</li> <li>• Notified individual schedule cannot be changed</li> <li>• Bring personal identification with you</li> </ul>
Notification of Admission	2023. 01. 03 (Tue) 17:00 Scheduled	SKU notice for a foreign student	<ul style="list-style-type: none"> <li>• No notify individually</li> <li>• Issuing a certificate of admission and notice of tuition payment</li> </ul>
Deposit payment	2023. 01. 04 (Wed) ~ 01. 06 (Fri) before the closing time of the bank	신한은행(Shinhan Bank) Virtual account	<ul style="list-style-type: none"> <li>• Payment through virtual account</li> <li>• Rejection with unpaid tuition during the payment period</li> </ul>
D-2 VISA change	2023. 01. 16 (Mon) ~ 01. 18 (Wed)	SKU 유담관(Yudam) 11 <sup>th</sup> floor 글로벌교육원 (Global Education Center)	<ul style="list-style-type: none"> <li>• Language school report card (with attendance)</li> <li>• Former University transcript and graduation certification (Only for transfer)</li> <li>• Until D-2 visa change, Must be maintained at least 70% of attendance</li> </ul>
Orientaiton	2023. 02. 22 (Wed) 10:00 Scheduled	SKU 유담관(Yudam) 11 <sup>th</sup> floor scheduled	<ul style="list-style-type: none"> <li>• Information on School life</li> <li>• Application for classed</li> <li>• Student ID application</li> <li>• Admission to dormitory, medical examination, etc.</li> </ul>
Starting class	2023. 03. 02 (Thur)		

## 7. How to admit

No.	Content	Note
1	Determination of standard and qualifications	Our school Global Education Center
2	Tuition Payment(Payment amount is announced later)	Our school General Accounting Department and Bank
3	Issued Certificate of Admission	Our school Global Education Center
4	Sending mail of Certificate of Admission	Our school Global Education Center
5	Visa application and issuance	Ministry of Foreign Affairs of Republic of Korea
6	Immigration	
7	Alien Registration ※ 어학연수비자(D-4) 소지자는 유학비자(D-2)로 변경 신청	법무부 출입국관리사무소

- ※ When paying the admission fee and tuition, be sure to pay in the method and currency specified by the school.
- ※ The specific payment amount of the tuition fee will be notified separately.
- ※ Students in the language school must continue to study at the language school until the D-4 is changed to the D-2.
- ※ After alien registration, relevant documents (certificate of entry and exit, alien registration card, etc.) should be submitted to the school.

## 8. Scholarship

- a. A certain amount of tuition is paid as a scholarship according to TOPIK grades in the first semester, during the school year, differential payments are made according to the grades of the previous semester.

Scholarship Type	Foreign Korean(TOPIK) Scholarship
Category	Lv.2 ~ Lv.6
Tuition reduction	20% ~ 60%
Note	Apply TOPIK at the time of admission / Non-topic student shall be paid according to level 2.

Scholarship Type	Foreigner's Excellent Scholarship
Note	By last semester grade 10% ~ 50% differential payment

- ※ Scholarships in the second semester of 2023 may be changed according to the regulations of the Scholarship Committee.

- b. Admission fee paid only in the first semester

## 9. Notes for Applicants

- 1) Applicants are not allowed to double-register between the admissions categories of the school / admissions units, and the college(department) can only apply for the first choice
- 2) After the admission application is received, the admission application cannot be modified or cancelled, so please fill in the admission application carefully
- 3) After the registration of the materials is completed, except for the cancellation caused by the number of applicants not meeting the standard, the rest of the applications will be cancelled.
- 4) After the registration of the documents is completed, the documents and registration fee submitted by the other applicants who give up the registration due to personal reasons will not be refunded.
- 5) Those who do not submit materials, achieve the eligibility criteria for the application and miss the interview will be unqualified
- 6) The submission of documents to the school will confirm that the applicant agrees to the collection and utilization of the personal information necessary for the school to use the admission materials.
- 7) If the government of the Republic of Korea refuses to issue a visa, the eligibility will be cancelled, and the paid tuition fee will be refunded (except the application fee)
- 8) Obvious lack of learning ability, therefore, applicants who are judged to have difficulties in studying at the university have no selection
- 9) All application documents should be submitted in original
- 10) All materials not in English need to submit notarized Korean translations and originals.
- 11) If the names on the submitted materials are not the same, a certificate of the same person from the relevant national court should be attached,
- 12) The basic principle of financial guarantor is the applicant's parents. Proof of kinship must be submitted when the immediate family cannot be used as the financial guarantor
- 13) On the day of the interview, you must bring the admission ticket and ID card (passport, alien registration card, etc.),
- 14) The school does not have educational facilities and support for special education recipients and persons with disabilities as stipulated in the Special Education Promotion Act facility

- 15) Eligibility or enrollment is disqualified when expected graduates do not graduate on time.
- 16) "Apostille Certificate" member states, The required notarized documents need to be specified in the agency first performs English or Korean translation and then carries out Apostille Certificate certification. It is difficult for non-member countries or even member countries to issue Apostille certification when the Korean consulate in the country where the university is located, the "Letter of Confirmation of Education Abroad" or "Consular Confirmation" is issued and submitted.
- 17) when the applicant cannot be contacted due to an error in filling in the contact information, change of the contact information or absence, all problems arising will be borne by the applicant himself.
- 18) Those admitted are obliged to join the National Health Insurance'
- 19) Matters not expressly stated in the admissions brochure shall be dealt with in accordance with the regulations of the school

■ Precautions when paying tuition fees

- ① The full tuition fee must be paid within the deadline, and the corresponding admission scholarship will be paid after admission according to the topik score.
- ① Must be enrolled in National Health Insurance and maintained until graduation.
  - If you do not join, it will be affected when you participate in school activities and apply for a visa

## 10. Dormitory Information

- 1) Depending on the previous semester's grade, you can reapply for extension after 6 months.
- 2) Submit an application when applying for admission to a dormitory.
- 3) Dormitory expenses : based on 2022 SPRING SEMESTER / The hall fee for the first semester of 2023 may have adjust (to be announced)

Quartet room
180,000(won)/month

## 11. Tuition Fee

※ Based on 2022 (The tuition fee for the first semester of 2023 may have adjust (to be announced))

Category	Humanities	Engineering		Beauty Art	Art, Design and Digital Media	
Entrance Fee(A)	164,000won					
Tuition Fee(B)	3,171,000 won	Department of Software	All subjects except Department of Software	4,180,000 won	Division of Désign	All subjects except Division of Désign
		3,850,000 won	4,180,000won		4,180,000 won	4,413,000won
Total(A+B)	3,335000won	4,014,000 won	4,344,000won	4,344,000 won	4,344,000 won	4,577,000won

- 1) Successful applicants have to pay the total amount of fees.
- 2) Admission Scholarships according to the TOPIK level and will be paid after the class started.
- 3) Exemptions of admission fees for those who have been to language school within the application period and submit “본교 어학당 재학사실 확인서(cònfirmation of attending the SKU language school)”



## 11. Document submission information



### ☐ 서류 제출처

- 13번 건물 유담관 11층 Global Education Center(외국인학생지원과)  
Number 13 building 유담(Yudam) 11<sup>th</sup> floor  
(Preparing all required documents and submitted directly by the person or his/her agent)
- Available time : 10:00 ~ 17:00
- Unavailable on Saturday and Sunday, holidays

- ▶ TEL : 02) 940-7671, 7672
- ▶ FAX : 02) 940-7677
- ▶ E-mail : skuhak@skuniv.ac.kr
- ▶ Homepage : 「 <http://www.skuniv.ac.kr> 」
- ▶ Address : 02713 International Student Office, Yudam Building floor 11, 1101, 124  
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