## Admission Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
<th>Important Notes</th>
</tr>
</thead>
</table>
| 1. On-line Application | April 4 (Monday), 2016 - 5:00PM, May 12 (Thu), 2016 | * Admission is for the **Fall 2016** (starting at the beginning of September 2016).  
* You must pay the application fee to apply successfully.  
* An application fee of $100,000 KRW (non refundable).  
* Go to the SU website (http://eng.sejong.ac.kr). Click on the Fall 2016 Admission for International Students banner and proceed as instructed to apply.  
* You must complete the online application before you submit the documents. |
| 2. Submission of Documents (by post or in person) | April 4 (Monday), 2016 - 5:00PM, May 18 (Wednesday), 2016 | * Once you have completed the online application, submit the required documents to the SU CISS(The center for International Students & Scholars) - (Address : #209 SU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea.(05006) or in person by the indicated deadline.  
* It is strongly recommended that you submit the documents as early as you can because the Office is expected to be extremely busy close to the deadline. |
| 3. Screening by Department | June 7 (Tuesday), 2016 - June 10 (Friday), 2016 | * Phone interviews for overseas applicants will be conducted during this period.  
* ASP offices will contact you individually for the screening/interview details. |
| 4. Announcement of Admission Decision | 5:00PM (or later), July 1 (Wednesday), 2016 | * The admissions decisions will be posted on the SU website (http://eng.sejong.ac.kr) Click on the Fall 2016 Admission for International Students banner to find out. |
| 5. Tuition Payment | July 25 (Monday), 2016 - July 29 (Friday), 2016 | * To accept the admission offer, you must pay the entire amounts of both the admission fee and the tuition within the Fall term registration period. Failure to do so will be considered a rejection of the offer and the offer of admission will be revoked without notice.  
* The detailed information will be posted on the Asian Studies Program website (http://asp.sejong.ac.kr) early July, 2016. |

※ The admission timeline is subject to change. If a change is made, it will be announced at the website.  
http://asp.sejong.ac.kr/  
※ If any of the required documents is missing, your application will not be accepted.  
※ Any issues that arise as a result of an international applicant who resides outside Korea applying for visa will be solely the responsibility of the applicant.

### [Contact Information]

SU CISS(The center for International Students & Scholars)  
Address : #209 SU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea.(05006)  
Email : intadmission@sejong.ac.kr  
Phone : 82-2-3408-3973
### Departments and Majors

<table>
<thead>
<tr>
<th>Language (Track)</th>
<th>Department</th>
<th>Program</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Asian Studies Program</td>
<td>Master's</td>
<td>Asian Studies</td>
</tr>
</tbody>
</table>

* A total of 5 semesters is required to be granted a master’s degree in the Asian Studies Program.

### Qualifications

<table>
<thead>
<tr>
<th>Program</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>A person who has received a bachelor’s degree from a 4-year university based either in or outside of Korea, or is expected to receive a bachelor's degree before August 2016</td>
</tr>
</tbody>
</table>

**In Common**

A. International applicants must meet ALL of the following requirements:
- 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.

B. A person who meets at least one of the following requirements:

1) A person who meets at least one of the following language proficiency requirements:

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>TOEIC</th>
<th>TEPS</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBT</td>
<td>CBT</td>
<td>IBT</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>210</td>
<td>80</td>
<td>700</td>
</tr>
</tbody>
</table>

2) A person who is from a country whose mother tongue is the English language or who has completed the secondary or tertiary education in such a country.
### IV Required Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Program Required Documents</th>
<th>Master's</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Form</td>
<td>●</td>
<td>※ Print out after completing the online application</td>
</tr>
<tr>
<td>2</td>
<td>Eligibility Document</td>
<td>●</td>
<td>※ Any one of the following: A. An official copy of the language test score (TOEFL, TOEIC, TEPS, or IELTS) ※ The score must be from a test taken later than April 4, 2014. B. The original copy of the Letter of Verification of Research Capability (Form 6) signed off by both the Sejong University advisor-to-be and the head of the department. C. A letter of recommendation from the president of a university with which Sejong University has signed an exchange agreement or has a sister university relationship.</td>
</tr>
<tr>
<td>3</td>
<td>Three (3) Passport-sized Photos</td>
<td>●</td>
<td>※ Within the last 3 months</td>
</tr>
<tr>
<td>4</td>
<td>Certificate of a Bachelor's Degree and the Original Copy of the Transcript for the Entire Period Attended</td>
<td>●</td>
<td>A. If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation and a bachelor's degree and the original copy of the transcript that the records for last semester are included in no later than August 31, 2016. B. Transcripts and certificates from Chinese universities MUST be accompanied by verification from the China Academic Degree &amp; Graduate Education Development Center. For details, please refer to: <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a>.</td>
</tr>
<tr>
<td>5</td>
<td>Study Plan</td>
<td>●</td>
<td>※ Form 2</td>
</tr>
<tr>
<td>6</td>
<td>A Copy of the Applicant's Passport</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A Copy of the Applicant’s Alien Registration Card</td>
<td>if applicable</td>
<td>※ Applicable to international applicants residing in Korea at the time of application</td>
</tr>
<tr>
<td>8</td>
<td>A copy of 居民身份证</td>
<td>if applicable</td>
<td>※ Chinese applicants only</td>
</tr>
<tr>
<td>9</td>
<td>Each Copy of the Applicant’s Parents’ Passports</td>
<td>●</td>
<td>※ Any official document documents that show the parents’ nationality are accepted.</td>
</tr>
<tr>
<td>10</td>
<td>A Notarized Household Register (居民戶口簿)</td>
<td>if applicable</td>
<td>※ Chinese applicants only</td>
</tr>
<tr>
<td>11</td>
<td>An Official Document that shows the Parent-Child Relationship between the Applicant and his/her Parents</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>The Applicant’s or the Sponsor’s Verification of Deposit (VÓN) of a Minimum of USD20,000 Maintained for at least 1 Month; OR a Certificate of Remittance or Money Exchange of USD20,000</td>
<td>●</td>
<td>※ If you do not have the bank statement with a minimum balance of USD20,000, it can be substituted with the Financial Support Form (Form 5) signed by your advising faculty member at Sejong University. The Financial Support Form must be submitted to the Center for International Students and Scholars as a reference document. ※ Additional supporting documents (ex: bank statements, employment certificate, business registration, property tax payment certificate, etc.) may be required by the authorities for visa issuance. ※ The Financial Support Form may not be accepted by the consulate/embassy.</td>
</tr>
<tr>
<td>13</td>
<td>The Agreement for Verification of Academic Record</td>
<td>●</td>
<td>※ Form 3</td>
</tr>
<tr>
<td>14</td>
<td>Scholarship Application Document</td>
<td>if applicable</td>
<td>A. An official language test score (TOEFL, TOEIC, TEPS, IELTS) ※ The score must be from a test taken later than September 1, 2014.</td>
</tr>
</tbody>
</table>

※Any document that is not in Korean or English must be translated into Korean or English and notarized before submission.

### V Screening Criteria

1. The admissions decisions will be made based on the study plan, academic records, accomplishments and other reference documents.
2. The Admissions Committee will review a number of factors – academic accomplishments, academic activities, perceived fit with academic major, adaptability, language proficiency.
3. Interviews may be required, in which case the details will be individually notified to the applicant.
VI How to Apply

Go to the Sejong University Website (http://eng.sejong.ac.kr) OR, the Online Application Website (www.jinhakapply.com), and Click "Asian Studies Program Admission for International Students"

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Sign up for the Online Application Website and Sign in.

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Check the Important Notes for Applicants.

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Fill out the application form and check the information entered.

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Pay the application fee.

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Print out the application form and submit it with other required documents to CISS.

1. Online Application
   - The standard method for application is via the Asian Studies Program Admission banner on the Sejong website. It is only compatible with 5.0 or higher version of Internet Explorer.
   - For the Fall 2016 term, the deadline for online application is 5:00PM, May 12 (Thu), 2016 (Korea local time). To apply successfully, all relevant information must be entered, and the application fee must be paid in full, prior to this time.
   - If any of the contents entered contains false information, admission might be able to be rescinded.
   - 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
   - After completing your online application, print out the application form and send your application packet to the following address via registered mail or submit it in person. Your application packet must arrive at the SU CISS(The center for International Students & Scholars) by 5:00PM, May 18 (Wednesday), 2016 (Korea local time).

[Contact Information]
SU CISS(The center for International Students & Scholars)
Address : #209 SU CISS Student Center BLDG, 209 Neungdong-ro, Gwangjin-gu, Sejong University, Seoul, Korea (05006)
Email : intadmission@sejong.ac.kr
Phone : 82-2-3408-3973

- 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 documents must be original except where specified otherwise. Where the original is not available and a copy is being submitted, it must be certified by the originating institution before it is submitted.
- Any document that is not in Korean or English must be accompanied by notarizing Korean or English translation. Please submit the original document as well.
VII 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 SU and will not be returned to the applicant. The application fee is non-refundable.

3. A detailed account of any individual admissions decision will not be disclosed.

4. If any of the submitted materials contains false information, admission will be rescinded.

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: D2) 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 Justice Ministry, 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.

VIII Tuition and Other Fees

1. Application Fee (1,200KRW/USD)

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Studies Program(Master's)</td>
<td>100,000KRW (USD84)</td>
</tr>
</tbody>
</table>

※ The application fee is not refundable.

2. Tuition (Provisional)

<table>
<thead>
<tr>
<th>Admission Fee</th>
<th>Tuition</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>990,000KRW (USD825)</td>
<td>3,879,000KRW (USD3,233)</td>
<td>4,869,000KRW (USD4,058)</td>
</tr>
</tbody>
</table>

3. Other Estimated Expenses (per year)

<table>
<thead>
<tr>
<th>Living Expenses</th>
<th>Miscellaneous</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,500,000KRW (USD6,250)</td>
<td>1,200,000KRW (USD1,000)</td>
<td>8,700,000KRW (USD7,250)</td>
</tr>
</tbody>
</table>

4. Medical Insurance (Provisional) ※ The uninsured only at the time of entrance in Sejong University

- Male: 66,500KRW(USD56)/6months, Female: 61,500KRW(USD52)/6months

※ Note: Application fee and tuition fee are subject to change according to the school administration policy and the currency rate.

IX Scholarship Application

1. Documents for scholarship application must be submitted to the Center for International Students and Scholars (CISS) by 5:00PM, May 18 (Wednesday), 2016 (Korea local time). For details regarding scholarships, please refer to Section X. Scholarships for International Students.

2. Scholarships are paid for regular 5 semesters only. A regular semester is defined as: the 1st through the 5th semester for the Master’s degree programs. The scholarship amounts will not exceed the tuition fees designated
for the semester.

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. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.0.

6. All documents must be accompanied by the original. The language test scores must be obtained within 2 years prior to the commencement of the semester for which the scholarship application is submitted (September 1, 2014 or later) 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 X.
   To apply for a scholarship, submit appropriate documents during the designated period.

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**Scholarship for International Students**

1. An applicant who is recommended as a researcher (assistant researcher) for an external research project by the leading researcher (Sejong University professor) will be eligible for a scholarship of 80% of enrollment fee and tuition fee.

2. A main lecturer of the Sejong University will be eligible for a scholarship of 70% of enrollment fee and tuition fee.

3. An applicant who satisfies one or more of the language proficiency requirements below will be eligible for a partial scholarship (40% of admission fee + tuition fee)

<table>
<thead>
<tr>
<th>Test</th>
<th>TOEIC</th>
<th>TEPS</th>
<th>TOEFL (score)</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>800</td>
<td>710</td>
<td>555</td>
<td>225</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85</td>
<td>6.0</td>
</tr>
</tbody>
</table>

* A student whose mother tongue is English is exempted from submitting the language ability test result

4. An applicant who work for Foreign or Domestic(Korean) Companies will be eligible for a partial scholarship (30% of admission fee + tuition fee)

5. 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.

6. If a student satisfies the scholarship requirements while attending school, the scholarship will be awarded beginning the following semester.

7. The scholarship will not be awarded if the GPA (grade point average) in the immediately preceding semester is below 3.0.

8. An applicant who is recommended by the head of a school with which Sejong University has an exchange agreement or has a sister university relationship may be awarded a scholarship upon approval by the Graduate School Steering Committee.

9. A recipient of a foreign government scholarship may be excluded from consideration for a Sejong University scholarship.

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**Dormitory**

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- Sejong University dormitories could accommodate more than 700 international students in double, triple and quadruplet rooms and provides global and multi-cultural living environment. Also, Sejong university provides house type housing with a kitchenette for those who need make their own food for the religious or health reason.