

Since
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Fall 2023 Admission Guidelines of
Undergraduate Degree
for **International Students**



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

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Admission Schedule

1. 2023 Fall Semester

Procedure	Fall 2023 Admission		Note
	1 st Schedule	2 nd Schedule	
Application Forms Available online	April 10, 2023 (Mon.) 10:00~ April 19, 2023 (Wed.) 17:00	June 21, 2023 (Wed.) 10:00~ July 3, 2023 (Mon.) 17:00	http://e.sookmyung.ac.kr → Admission → Undergraduate
Submit Required Documents	April 26, 2023 (Wed.)	July 6, 2023 (Thurs.)	Submission : In person or by post [Undergraduate Administration Building #203 Office of International Affairs, Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)]
Notice on Interview	May 4, 2023 (Thurs.)	July 11, 2023 (Tue.)	http://e.sookmyung.ac.kr → Notice
Interview/ Document Review	May 10, 2023 (Wed.)	July 14, 2023 (Fri.)	[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	May 24, 2023 (Wed.)	July 26, 2023 (Wed.)	http://e.sookmyung.ac.kr → Notice
Registration	July ~ August, 2023		-
Classes begin	September 1 (Fri.), 2023		-

- A. Online application is mandatory for all candidates. However overseas applicants who cannot access online application can apply offline by submitting the application in writing.
- B. Please prepare 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 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	Freshman	Transfer	Interview	
Liberal Arts	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	○	○		
	Division of Culture, Tourism & Hospitality Management	Culture & Tourism Major	○	○	
Science	Department of Chemistry	○	○		
	Department of Biological Science	○	○		
	Department of Mathematics	○	○		
	Department of Statistics	○	○		
	Department of Dance*	○	○	●	
Engineering	Department of Chemical and Biological Engineering	○	○		
	Division of ICT Convergence Engineering	Department of Information Technology Engineering	○	○	
		Department of Electrical Engineering	○	○	
		Department of Applied Physics	○	○	
	Division of Computer Science	Department of Computer Science	○	○	
		Department of Software Convergence	○	○	
	Department of Mechanical Systems Engineering	○	○		
Division of Basic Science Engineering	○	○			
Human Ecology	Department of Family & Resource Management	○	○		
	Division of Child Welfare & Studies	○	○		
	Department of Clothing & Textiles	○	○		
	Department of Food & Nutrition	○	○		
Social Sciences	Department of Political Science & International Relations	○	○		
	Department of Public Administration	○	○		
	Department of Public Relations & Advertising	○	○		
	Department of Consumer Economics	○	○		
	Department of Social Psychology	○	○		
Law	Division of Law	○	○		
Economics & Business Administration	Division of Economics	○	○		
	Division of Business Administration	○	○		
Music	Department of Piano*	○	◎**	●	
	Department of Instruments*	○	◎**	●	
	Department of Vocal Music*	○	○	●	
	Department of Composition*	○	○	●	
Fine Arts	Department of Visual & Multimedia Design*	○	○	●	
	Department of Industrial Design*	○	○	●	
	Department of Environmental Design*	○	○	●	
	Department of Arts & Crafts	○	○		
	Department of Painting	○	○		

School of Global Service	Global Cooperation Major	○	○	
	Entrepreneurship Major	○	○	
School of English	English Language & Literature	○	○	
	TESL Major	○	○	
School of Communication & Media		○	○	

**Note: Same majored students only can transfer to Department of Piano & Department of Instruments.

[English courses]

College/School	Division/Department/Major	Freshman	Transfer	Interview
School of Global Service	Global Cooperation Major	○	○	
	Entrepreneurship Major	○	○	

3 Eligibility

Section	Academic Requirements	Nationality
Freshman	Applicants must meet one of the following conditions: Graduated from high school or expected to graduate before February 28, 2023. ☐ High school graduate equivalency approved by and authorized organization will NOT be accepted.	1. Female Students whose parents are both have foreign nationalities. 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 3. Students with multiple citizenship are NOT eligible to apply. 4. If you are in single-parent family, you are to follow your mother or father's nationality. ※ 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.)
Transfer Students	1. Junior Transfer Applicants - 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) 2. Sophomore Transfer Applicants 1) One who has finished more than 1 year in a regular 4-year university and has achieved more than 30 credits.	

C. Language Requirements

All the applicants must satisfy at least one of the following three requirements:

1. TOPIK level 3 or higher
2. Completion (or expect to complete) of courses in Sookmyung global language institute level 3 or above.
3. Certificate of Sookmyung Korean language proficiency test level 3 or above
(Any inquiries: linguaexpress@sookmyung.ac.kr)

☐ 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.

1. Required Documents (Mandatory)

Mandatory	Note
Application	Print and submit the application after completing the online registration ※ Overseas applicants who cannot access 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"> - Applicants who in Korea : Shinhan Bank 140-007-271166 - Applicants who 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 ※ Overseas Balancing charges should be covered by students ※ Please transfer under name of applicants and submit the receipt with application documents
Study Plan	Must be written in Korean or English[Form 2]
Release of Information	Fill out the form with requested school information and sign[Form 3]
High-school Graduation(to be) Certificates or Diplomas & High-school Transcript	<ul style="list-style-type: none"> ● Applicants who have graduated from overseas high schools can choose one option from below: <ol style="list-style-type: none"> 1 All documents proving academic background must be confirmed through Apostille(see Apostille Member Countries) 2 Countries without the Apostille Agreement(including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated high school ※ Please refer to “Apostille and Embassy Legalization Information” ● Transcript of all high school grades <ol style="list-style-type: none"> 1 Specific GPA on a basic 100 point grade scale or specify the original grade scale 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 3 If an applicant holds a transcript that does not include information on grade point average or it is unable to convert her grades into the GPA criteria mentioned above, then applicant must submit an official documents issued by the website WES(www.wes.org/) or Foreign credits(www.foreigncredits.com). 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.
Certificates of Citizenship of the Applicant and Parents & Official documents indicating family relationship between the Applicant and Parents	Examples: a birth certificate, a government-issued certificate indicating the parent-child relationship, a family register, or parents' passport copies. <ul style="list-style-type: none"> - For Chinese nationals whose family register is separated from their parents, Birth certificate and Family certificate must be issued within 3 months before the deadline.

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

2. Required Documents (Optional)

Optional	Note
Korean proficiency (Korean Track)	TOPIK Level 3 or higher, Certificate of Global Language Institute(LinguaExpress) Level 3 or Sookmyung Korean language proficiency test. ※ 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.
English proficiency (English Track)	TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher
Copy of Residence card (post Alien Registration Card)	Only for applicants who are residing in Korea

3. 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

4. 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 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 her 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.

● Apostille and Embassy Legalization Information

1. International school graduation certificate and transcript certificate

Student who have graduated from overseas high schools should submit the Apostille certificates, and Student graduating from countries without the Apostille Agreement (including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated high school.

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)

B. Apostille Member countries (2021.06)

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

5 Admission Fee

1. KRW 150,000 or USD 150

※ Please note that refund of application Fee is unavailable

6 Screening Process

1. 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 & Multimedia Design		

※ Notes: College with * sign on may require practical examinations.

1. Please arrive to the interview venue 30 minutes before the exact time.
2. Please bring Identification slip and Identifications.
3. If you cannot participate in the interview test due to your staying in overseas, the interview will be processed by phone call or Skype.

2. 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		

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	<ol style="list-style-type: none"> 1. 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. 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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			
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.

1. Applicants who do not participate in the admission interview the applicant can be disqualified.
2. Applicants of Korean track must submit TOPIK Level 3 certificate. 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.
3. Accepted students who have registered and do not have any score of Korean language or English language must achieve the score before the start of the school or go on a leave of absence and achieve the average standard condition such as TOPIK level 3, TOEFL CBT 197, IBT 71, IELTS 5.5, TEPS 600, New TEPS 326 or higher etc.
4. Students who do not follow the average standard condition score for English language qualification exam cannot apply.
5. Korean or other national Government Scholarship students will follow the regulation provided by the appropriate government.

Exception

(2) Applicants who meet one of the following condition below exempt from submitting language test score.

- Applicants who have finished their Korean Language Courses level 3 or higher at Global Language Institute(LinguaExpress) – You must submit certificate
 - 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.
- Applicants from Countries with English as Official Language : Only accepted for English track applicants

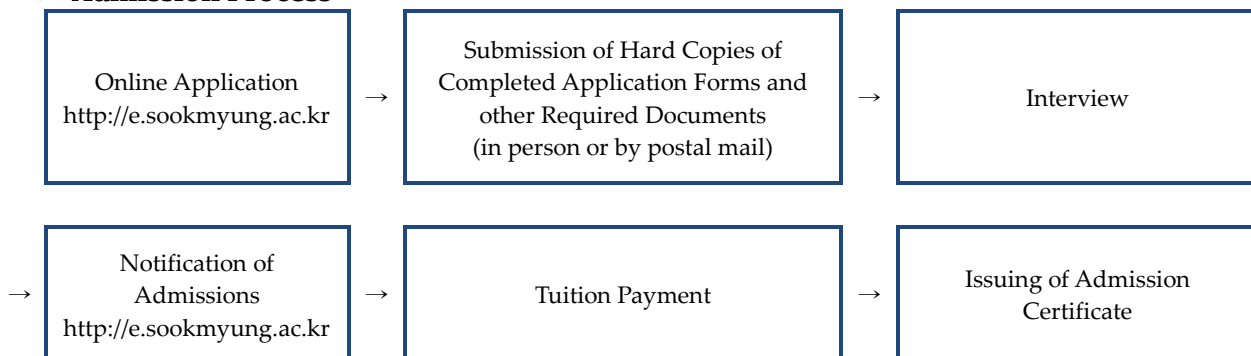
If you completed your education entirely in English, and in a country where English is considered an official language, you may submit a written appeal with your application explaining why you qualify for an English Test score waiver. Appeals will be reviewed after all application items have been received

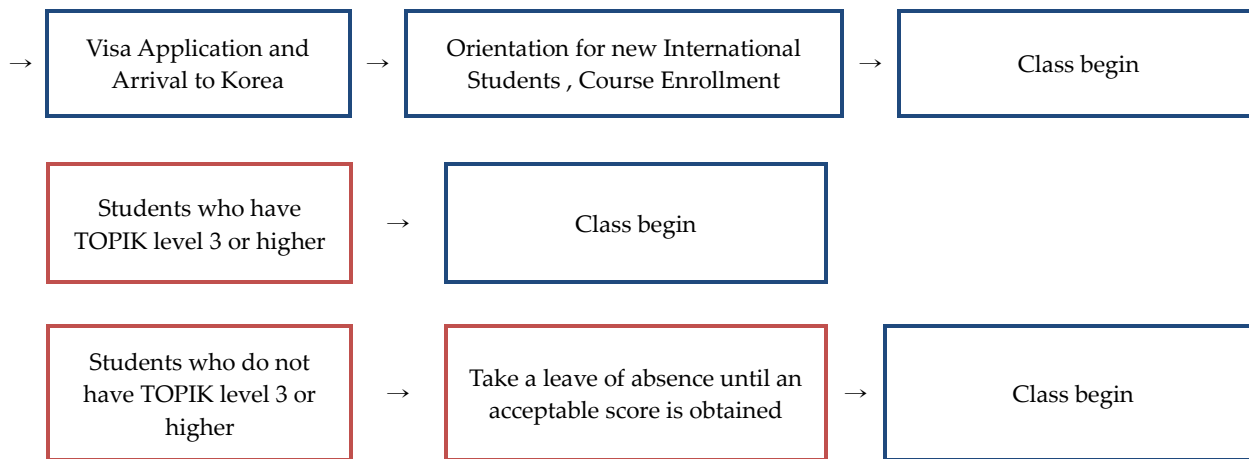
☞ **Attention!** Accepted international students should obtain TOPIK level 4 or higher to graduate.

(Art, Music and Physical education major required TOPIK level 3 or higher)

4. The admission is canceled when applicant fails to graduate high school, or submitted documents include false information.
5. When false documents, plagiarism and other misconduct is disclosed, applicants is rejected even after acceptance is announced.

※ Admission Process





8 International Students Scholarship

1. Entrance Scholarships (1st Semester)

Language Track		Korean Track		English Track	
Categories	Scholarship coverage	TOPIK	Sookmyung Global Language Institute	TOEFL(iBT)	IELTS
A	70% of Tuition	Level. 6	-	Above 110	Above 8.0
B	50% of Tuition	Level. 5	Completion of level. 6	100~109	7.0~7.5
C	40% of Tuition	Level. 4	Completion of level. 5	80~99	6.0~6.5
D	30% of Tuition	Level. 3	Completion of level. 4	60~79	5.5

- (1) No need to apply for the 1st Semester Scholarship.
- (2) The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) with the final 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 while in School (2nd Semester-8th Semester)

- (1) 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%

- (2) According to the International Students Admission regulations, the scholarship could be changed
- (3) One must be taking more than 12 credits excluding Pass/Fall courses
- (4) Only given to regular semester (Receiving semester basis: 8 semester)

9 Sookmyung Korean Proficiency Test

- (1) Application Period
It will be noticed on 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 preceded 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 cheatings 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.

10 Dormitory Information

- (1) Eligibility: Accepted students who have been accepted as international students whose parents are both non-Korean Citizens
- (2) Online apply period: It will be informed on Sookmyung website with the admission result
- (3) Room & Rates (per semester) : KRW 720,000~1,540,000
The room rate vary according to the type of dormitory(single, double, triple room) ; during vacation dormitory registration and the payment takes place separately
- (4) 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 be need to find outside accommodation by themselves

11 How to apply

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 application 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