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2019 Admission Guidelines of
Undergraduate Degree
for International Students



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

1. 2019 Spring Semester

Procedure	2019 Spring Semester Admission Schedule	Note
Application Forms Available online	October 2(Tue) 10:00 ~ October 25 (Thu) 17:00 , 2018	http://e.sookmyung.ac.kr → Admission → Undergraduate
Submit Required Documents	October 26 (Fri) 17:00 , 2018	Submission : In person or by post Administration Building #706 Office of International Affairs Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
Notice on Interview	November 9(Fri) 14:00 , 2018	http://e.sookmyung.ac.kr → Notice
Interview	November 15(Thu) 10:00, 2018	
Result Announcement	December 20(Thu) 14:00 , 2018	http://e.sookmyung.ac.kr → Notice
Registration	January, 2019	
Classes begin	March 4 (Mon), 2019	

2. 2019 Fall Semester

Procedure	2019 Fall Semester Admission Schedule	Note
Application Forms Available online	April 2(Tue) 10:00 ~ April 25(Thu) 17:00 , 2019	http://e.sookmyung.ac.kr → Admission → Undergraduate
Submit Required Documents	April 26(Fri) 17:00 , 2019	Submission : In person or by post Administration Building #706 Office of International Affairs Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
Notice on Interview	May 10(Fri) 14:00 , 2019	http://e.sookmyung.ac.kr → Notice
Interview	May 16(Thu) , 2019	
Result Announcement	June 20(Thu) 14:00 , 2019	http://e.sookmyung.ac.kr → Notice
Registration	July, 2019	
Classes begin	September 2 (Mon), 2019	

- 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.

College/School	Division/Department/Major	Freshman	Transfer Students	Taught in English	
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	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		○	○		

1. Freshman

A. Nationality

Female Students whose parents are not Koreans

- ※ Taiwanese applicants with one parent of Taiwanese nationality are eligible
- ※ It is not eligible if the applicant and her parents changed their nationality from Korean to another country while the applicant was in or after high school
- ※ Korean citizens, including those who hold dual citizenship, are NOT eligible to apply

B. Academic Requirements

Applicants must meet one of the following conditions:

- 1) Graduated from high school or expected to graduate before February 28, 2019
- 2) Have high school graduate equivalency approved by and authorized organization

C. Language Requirements

TOPIK level 3 or higher

Applicants of English track need to obtain one of the following language scores: TOEFL PBT 587, CBT 240, IBT 95, IELTS 6.5, TEPS 716 etc. or higher.

2. Transfer Students

Transfer students should have the equivalent requirements for freshmen eligibility as well as the following.

A. 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)

B. 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.

※ For those transfer applicants majoring in Piano, their major should be identical.

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 366-03-009311 - Applicants who out of Korea: Please transfer the bank account as below Name of Bank : Shinhan Bank (Sookmyung Women's University Branch) Account No: 366-03-009311 Swift Code: SHBKRRSE Name of Beneficiary: Sookmyung Women's University Bank Address: 115 Chungpa-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	✦ 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
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

※ 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 LinguaExpress Level 4
English proficiency (English Track)	TOEFL PBT 587, CBT 240, IBT 95, IELTS 6.5, TEPS 716 or higher
Copy of 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, 2018.
- 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

B. Apostille Member countries (2018.05.07)

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
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
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, Chille, Guatemala, Bolivia
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cabo Verde, Seychelles
Middle East	Oman, Israel, Bahrain, Morocco, Tunisia

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Admission Fee

1. KRW 150,000 or USD 150

2. Applicants of Department of Dance, College of Music and Fine Arts: KRW 200,000 or USD 200

※ Please note that refund of application Fee is unavailable

1. Examination and Distribution of Marks

Classification	Interview	Total
Freshmen/Transfer	100% (100 Points)	100% (100 Points)

※ 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. Practical Examinations

College	Division (Major)	Practical Examination Subject	Alternative practical examination for students applying out of Korea
Science	Dance	Korean Dance (traditional, creative)	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
		Ballet	
		Modern Dance	
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)	DVD of your performance recorded. CD & video will not be accepted, no exception.
	Instruments	1 Free Piece (about 15minutes)	
	Vocal Music	1 German Song (Free Choice) - Memorized in the original language 1 Italian Song (Free Choice) - Memorized in the original language	
	Composition	Composing a 3-section form piano piece	Students out of Korea cannot apply
Fine Arts	Visual & Multimedia Design	Pencil Detailed Depiction (Quarto)	Portfolio assessment
	Industrial Design	Pencil Detailed Depiction (Quarto)	
	Environmental Design	Pencil Detailed Depiction (Quarto)	
	Art & Crafts	Pencil Detailed Depiction (Quarto)	Students out of Korea cannot apply
	Painting	Inanimate Object Rough Drawing (Quarto)	Portfolio assessment

※ 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 English track need to obtain one of the following language scores: TOEFL PBT 587, CBT 240, IBT 95, IELTS 6.5, TEPS 716 etc. or higher.
3. Accepted students who have registered and do not have any score of Korean language or English language must go on a leave of absence and achieve the average standard condition such as TOPIK level 3, TOEFL PBT 587, CBT 240, IBT 95, IELTS 6.5, TEPS 716, etc. or higher.

Exception

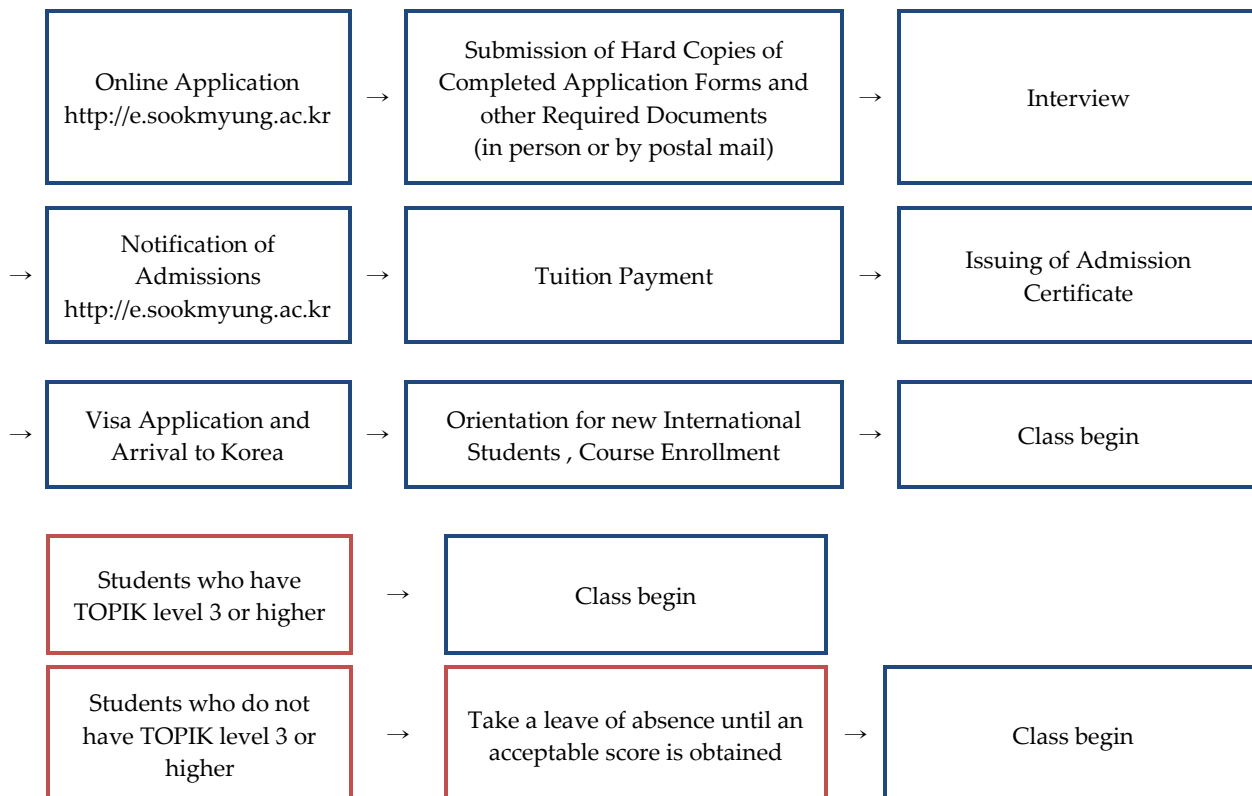
- (1) Korean or other national Government Scholarship students will follow the regulation provided by the appropriate government.
- (2) Applicants who meet one of the following condition below exempt from submitting language test score.
 - Applicants who have finished their Korean Language Courses level 4 or higher at LinguaExpress
 - 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 from SMU.

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



1. Entrance Scholarships (1st Semester)

Categories	Scholarship coverage
A	Entrance Fee, 100% of Tuition
B	Entrance Fee, 70% of Tuition
C	Entrance Fee, 50% of Tuition
D	Entrance Fee

- Evaluation criteria : **GPA(grade point average), Interview Score, TOPIK score**

- (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)	Value
Over 3.5	Tuition 100% (Top ranked international student of each colleges)
Over 3.3	Tuition 70%
Over 3.0~Under 3.3	Tuition 50%

- (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 semesters)

3. Outstanding Korean Scholarship while in School

- (1) Eligibility : One must be from a low- and lower-middle-income countries and have a TOPIK score
 - Undergraduate Program : TOPIK level 4 or higher
 - Graduate Program : : TOPIK level 5 or higher
- (2) Necessary Document : A copy of Valid TOPIK score

- (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://e.sookmyung.ac.kr> → Life on Campus → Housing

- ※ Please note that if the number of applicants exceeds the available dormitory space, students will be 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 application can apply offline by submitting the application in writing.

2. Send all the required documents to:

Ms. Jinhee Lee (이진희)

Program Coordinator

Administration Building #706 Office of International Affairs

Sookmyung Women's University

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

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