

Since
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2020 Admission Guidelines of
Graduate Degree
for **International Students**



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

Procedure	1 st application period	2 nd application period	Note
Application Forms Available online	October 1(Tue) 10:00 ~ October 17(Thu) 17:00 , 2019	November 12(Tue) 10:00~November 12(Wed)	http://e.sookmyung.ac.kr → Admission → Graduate
Submit Required Documents	October 17(Thu) 17:00 , 2019	November 27(Wed)	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	October 30(Wed) 14:00 , 2019	December 11(Wed)	http://e.sookmyung.ac.kr → Notice
Interview	November 1(Fri), 2019	December 13(Fri), 2019	-
Result Announcement	November 11(Mon) 14:00 , 2019	December 23(Mon)	http://e.sookmyung.ac.kr → Notice
Registration	November, 2019	December, 2019	-
Classes begin	March 2(Mon), 2020		-

- 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.
 - submission through E-mail is not accepted
- B. After completing online application, applicants should submit the hard copies of completed application forms and other required documents by postal mail or in person.
- C. The application qualification review is conducted during the corresponding admission period and the result of the assessment are not announced separately be announced.
- D. Please record your contact information (phone & email) correctly so that we can inform your next step rightly.
- E. If applicants present any false information, fail to submit required application materials or cannot be contacted, the applicant may be disqualified.

- Master's degree courses are recruited by department and majors are decided after admission. However, Piano, Orchestral Music and Composition department choose major when applying.
- Applicants for Combined Master/Ph.D. courses may apply only to freshman.
- Counseling and Guidance major in Education department do not operate Combined Master/Ph.D. course.

(1) Liberal Arts and Social Science

Department	Major	Freshman			Transfer		English Track
		MA	Ph.D.	Combined MA/Ph.D.	MA	Ph.D.	
Korean Language & Literature	Korean Linguistics, Classical Korean Literature, Modern Korean Literature, Teaching Korean as a Second Foreign Language	○	○	○	○	○	
History & Culture	Korean History, Oriental History, Western History	○	○	○	○	○	
French Language & Culture	French Linguistics, French Literature	○	○	○	○	○	
Chinese Language & Literature	Chinese Linguistics, Chinese Literature	○	○	-	○	○	
German Language & Cultural Studies	German Linguistics, German Literature	○	○	○	○	○	
Japan Studies	Japanese Studies	○	-	-	○	-	
Library & Information Science	Library and Information Science, Archival Studies	○	○	○	○	○	
History of Art	History of Art	○	○	-	○	○	
English Language & Literature	English Linguistics, English Literature, English Translation, TESOL	○	○	-	○	○	● (TESOL)

Culture and Tourism	[Master] Tourism Management, Culture and Art Management [Ph.D.] Culture and Tourism Study	○	○	-	○	○	
Service Management Administration	Hotel and Restaurant Management	○	-	-	○	-	
Education	Education Philosophy & Procedure, Education Psychology, Education Sociology & Administration Counseling and Guidance, Continuing Education & Education Engineering	○	○	-	○	○	
Family Studies	Family Studies	○	○	○	○	○	
Child Welfare & Studies	Child and Teenager Welfare, Child Psychological Treatment, Child Nurturing and Education	○	○	○	○	○	
Political Science & International Relations	Political Science and International Relations	○	○	○	○	○	
Administration	Administration	○	○	○	○	○	
Communication & Media	Communication and Media	○	○	○	○	○	
Public Relations & Advertising	Public Relations & Advertisement	○	○	○	○	○	
Law	Law	○	○	○	○	○	
Economics	Theory Economics, Applied Economics, Economic History, International Economics	○	○	○	○	○	
Consumer Economics	Consumer Economics	○	-	-	○	-	
Business Administration	Human Resource and System, Marketing, Accounting, Production Management/MIS, Financial Affairs Management, International Management/Strategy	○	○	○	○	○	
Social Psychology	Social Psychology, Criminal Psychology, Organizational Psychology	○	-	-	○	-	
Global Service	Global Cooperation, Global Entrepreneurship	○	-	-	-	-	

(2) Natural Science

Department	Major	Freshman			Transfer		English Track
		MA	Ph.D.	Combined MA/Ph.D.	MA	Ph.D.	
Physics	Physics	○	○	○	○	○	
Chemistry	Inorganic and Analytical Chemistry, Organic and Bio Chemistry, Physical Chemistry	○	○	○	○	○	●
Life Systems	Life Systems	○	○	○	○	○	●
Mathematics	Mathematics	○	○	○	○	○	
Statistics	Statistics	○	○	○	○	○	
Clothing & Textiles	Clothing & Textiles	○	○	○	○	○	
Food & Nutrition	Food & Nutrition	○	○	○	○	○	
Pharmacy	Bio Pharmacy, Pharmaceutical Chemistry, Clinical, Public and Social Pharmacy	○	○	○	○	○	●
Manufacturing Pharmacy		○	○	○	○	○	

(3) Engineering

Department	Major	Freshman			Transfer		English Track
		MA	Ph.D.	Combined MA/Ph.D.	MA	Ph.D.	
IT Engineering	[Master] IT Engineering, [Ph.D.] IT Engineering , Multimedia Science	○	○	○	○	○	
Chemical and Biological Engineering	Chemical and Biological Engineering	○	○	○	○	○	●
Computer Science	Computer Science	○	○	○	○	○	
Electronic Engineering	Smart Device Design, Communication and Networks, Control, Robotics and Systems	○	○	○	○	-	
Mechanical Systems	Mechanical Engineering	○	○	○	○	-	●
Software Convergence	Software Convergence	○	-	-	-	-	

(4) Arts and Physical Education

Department	Major	Freshman			Transfer		English Track
		MA	Ph.D.	Combined MA/Ph.D.	MA	Ph.D.	
Piano	Piano performance, Piano Accompaniment	○	-	-	○	-	
Orchestral Music	Wind, Strings, Percussion	○	-	-	○	-	
Vocal Music	Vocal Music	○	-	-	○	-	
Composition	Composition, Music Theory, Conduct	○	-	-	○	-	
Music	Piano performance, Wind, Strings, Vocal Music, Composition, Music Theory, Music Therapy	-	○	-		○	
Industrial Design	Industrial Design	○	-	-	○	-	
Visual Communication Design and Motion Picture	Visual Communication Design and Motion Picture	○	-	-	○	-	
Environmental Design	Practical Approach to Architecture Design, Practical Approach to Urban•Landscape Architecture Design, Practical Approach to Interior Design	○	-	-	○	-	
Design	Visual Communication & Motion Picture Design, Industrial Design, Space & Environment Design	-	○	-	-	○	
Molding Art	Craft Art, Fine Art	○	○	○	○	○	
Physical Education	Physical Education	○	○	○	○	○	
Dance	[Master] Korean Dance, Ballet, Modern Dance, [Ph.D.] Dance	○	○	-	○	○	

(5) Interdisciplinary Program

Department	Major	Freshman			Transfer		English Track
		MA	Ph.D.	Combined MA/Ph.D.	MA	Ph.D.	
East Asia Studies	East Asia Studies	-	○	-	-	○	
Big Data Analysis Convergence	Big Data Analysis Convergence	○	-	-	-	-	
Climate, Environment and Energy Studies	Climate, Environment and Energy Studies	○	○	-	-	-	

3 Eligibility

1. Freshman

A. Nationality

- Female Students whose parents are both have foreign nationalities
 - ※ In case the applicant and parents change their Korean nationalities to other country, they must obtain foreign nationalities before entering high school.
 - ※ Korean citizens, including who hold dual citizenship, are NOT eligible to apply

B. Academic Requirements

- Applicants must meet one of the following conditions:
 - 1) Master / Combined Master & Ph.D. course applicants
 - ① Those who have earned a Bachelor's degree
 - ② Those who are expected to earn a Bachelor's degree by February 28, 2020
 - 2) Doctoral course applicants
 - ① Those who have earned a Master's degree
 - ② Those who are expected to earn a Master's degree by February 28, 2020

C. Language Requirements

- TOPIK level 3 or higher
 - ※ Applicants of Child Welfare & Studies, East Asia Studies department need to obtain TOPIK level 4 or higher)

- Applicants for department of TESOL, Chemistry, Bio Systems (TOPIK level 3 or higher), Pharmacy, Chemical Engineering, Mechanical systems are required to submit following English language score: TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600 etc. or higher.

2. Transfer Students

Category	Master Course	Doctorate Course
2 nd Semester	One who has finished at least 1 semester, and obtained at least 6 credits from the same or similar major master course in or out of Korea	One who has finished at least 1 semester, and obtained at least 9 credits from the same or similar major doctorate course in or out of Korea
3 rd Semester	One who has finished at least 2 semesters, and obtained at least 12 credits from the same or similar major master course in or out of Korea	One who has finished at least 2 semesters, and obtained at least 18 credits from the same or similar major doctorate course in or out of Korea

※ The acceptance of the same or identical departments is reviewed by the respective recruiters on the day of interview.

※ Credit transfer for master's course cannot be over 12 credits.

※ Credit transfer for doctorate course cannot be over 18 credits.

4 Required Documents

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: 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 & Research Plan	Must be written in Korean or English[Form 2]
Resume(for Ph.D. Degree)	Must be written in Korean or English[Form 2]
Academic Record Check Agreement	Fill out the form with requested school information and sign[Form 3]
Undergraduate school(expected) graduation Certificate / Graduate school(expected) graduation Certificate & Undergraduate school Transcript / Graduate school Transcript	Applicants for Master Degree (1) Official undergraduate school(expected) graduation certificate(Bachelor's) (2) Transcript of undergraduate school's all grades ※ <i>For graduates of Chinese universities, refer to the submission documents on page 8</i> Applicants for Ph.D. Degree (1) Official undergraduate school(expected) graduation certificate(Bachelor's) (2) Official graduate school(expected) graduation certificate(Master's) (3) Transcript of undergraduate school's all grades (4) Transcript of graduate school's all grades
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 ※ <i>For graduates of Chinese universities, refer to the submission documents on page 8</i>

Important Notes

- ✦ Applicants who have graduated from overseas schools can choose one option from below:
 - ① All documents proving academic background must be confirmed through Apostille
*refer to the Apostille Member Countries list below
 - ② Countries without the Apostille Agreement(including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated school
- ※ Please refer to “Apostille and Embassy Legalization Information”
- ✦ Transcript of all grades
 - 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 school, confirming that the applicant’s academic achievement

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

2. Required Documents (Optional)

Optional	Note
Korean proficiency (Korean Track)	TOPIK Level 3 or higher, Certificate of LinguaExpress Level 4 (TOPIK level 4 or higher for Child Welfare & Studies and East Asia Studies department applicants)
English proficiency (English Track)	TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600 or higher
Copy of Alien Registration Card	Applicants residing in Korea only
Master course	Applicants for department of Composition(Composition major): One of their works College of Fine Arts applicants: Portfolio
Doctorate Course	Applicants for department of Music <ul style="list-style-type: none">- Composition major: 3 or more pieces(including 1 piece of orchestral music)- Music Theory major: 1 thesis College of Fine Arts applicants: Portfolio

3. Required Documents for Transfer Applicant

Master course	Doctorate Course
① master’s degree certification	① doctorate’s degree certification
② transcript(percentage standard) : MA and BA both	② transcript(percentage standard): Ph.D., MA and BA
③ graduate certification: MA and BA both	③ graduate certification: Ph.D., MA and BA both
④ Certification of the expected graduation or certification of enrollment: MA	④ Certification of the expected graduation or certification of enrollment: Ph.D.
⑤ Study and Research plan(form provided)	⑤ Study and Research plan(form provided)
⑥ Academic record check agreement(form provided)	⑥ Academic record check agreement(form provided)
	⑦ Resume

4. Note

- A. All documents must be submitted in original.
- B. Documents not written in Korean or English must be submitted with a notary translation or Apostille 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 University upon arrival in Korea before our class begins.
- 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. All Submitted documents will not be returned. (not returned in case of failure)

✦ Apostille and Embassy Legalization Information

1. International school graduation certificate and transcript certificate

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

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 the Hague International Court Conference on Private International Law website (www.hcch.net)

B. Apostille Member countries (2019.05.14)

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

✦ Guides for submission of documents to recipients of academic records and degrees in China

1. Submission documents for domestic and Chinese applicants

A. original document of academic certificate report from 学位网·学信网

- ※ notarized translation of degree documents are not acceptable.
- ※ original certificate of graduation(Chinese or English) and the applicant who is expected to graduate will submit the certificate of expected graduation.

B. Transcript: chose either of way

- ※ original document of academic certificate report from 学位网·学信网
 - www.chsi.com.cn or www.chinadegrees.cn
- ※ original document of notarized translation: Submit after receiving consular confirmation from
The Korean Embassy in graduate school

2. Note

- A. Submission documents will not be accepted if they are not validated on the site at the time of application.
- B. It takes about 30 days for the certificate to be issued, so please be prepared in advance

5 Admission Fee

1. KRW 150,000 or USD 150

2. Applicants of Arts and Physical Education Category: KRW 200,000 or USD 200

- ※ Unable to refund the admission fee after application is completed
(if the application has been cancelled due to the school situation, it can be returned)

1. Examination and Distribution of Marks

Category	Percentage and Points		
	Documents	Interview	Total
Freshman / Transfer	50% (100 points)	50% (100 points)	100% (200 points)

- A. The document screening is evaluated based on the applicant's submission documents as evaluation factors such as majors, subjects of courses, and academic performance of the university.
- B. The interview is evaluated based on the applicant's academic and research plan by considering the applicant's knowledge of the applied major, foreign language reading ability, enthusiasm for learning, research plan, practical test and portfolio examination (department of Arts) and Korean language skills.
- C. Please check below for the departments and majors that conduct portfolio evaluation, practical testing, etc. during the interview.
- D. If you are unable to attend the interview due to stay in overseas, a skype interview (or telephone interview) will be held instead on the day of the interview.

※ 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

Category	Division (Major)	Practical Examination Subject	Alternative practical examination for Students applying out of Korea
Master	Industrial Design, Visual Communication Design and Motion Picture, Environmental Design, Molding Art	• Portfolio assessment	Portfolio assessment
	Piano Orchestral Music	• Practical test	DVD of your performance recorded. CD & video will not be accepted, no exception
	Vocal Music	• Practical test	DVD of your performance recorded. CD & video will not be accepted, no exception.
	Composition	• Western music history & Western music theory • 1 compositions of applicant	Students out of Korea cannot apply
Ph.D.	Design Molding Art	• Portfolio assessment	Portfolio assessment
	Piano, Wind Music, Strings, Vocal Music	Practical test	DVD of your performance recorded. CD & video will not be accepted, no exception
	Composition	• Western music history & Western music theory • 3 compositions of applicant (1 Orchestra piece is mandatory)	Students out of Korea cannot apply
	Music Theory	• Western music history & Western music theory • 1 treatise of applicant	Students out of Korea cannot apply
	Music Therapy	• Writing Test	Interview by phone call

※ The Practical Examinations will be held for Arts and Physical fitness applicants, and will be included in the interview examination scores.

- Applicants who do not participate in the admission interview the applicant can be disqualified.
- Applicants for department of TESOL, Chemistry, Bio Systems (TOPIK level 3 or higher), Pharmacy, Chemical Engineering, Mechanical systems are required to submit following English language score: TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600 etc. or higher.

3. Accepted students who have registered and do not have any score of Korean or English language should be required to apply for a leave of absence until obtain certain standard language condition such as TOPIK level 3, TOEFL 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600 or higher.
4. Applicants in the Child Welfare & Studies: **TOPIK level 4** or higher

※ **Exception** ※

(1) Korean or other national Government Scholarship students will follow the regulation provided by the appropriate government.

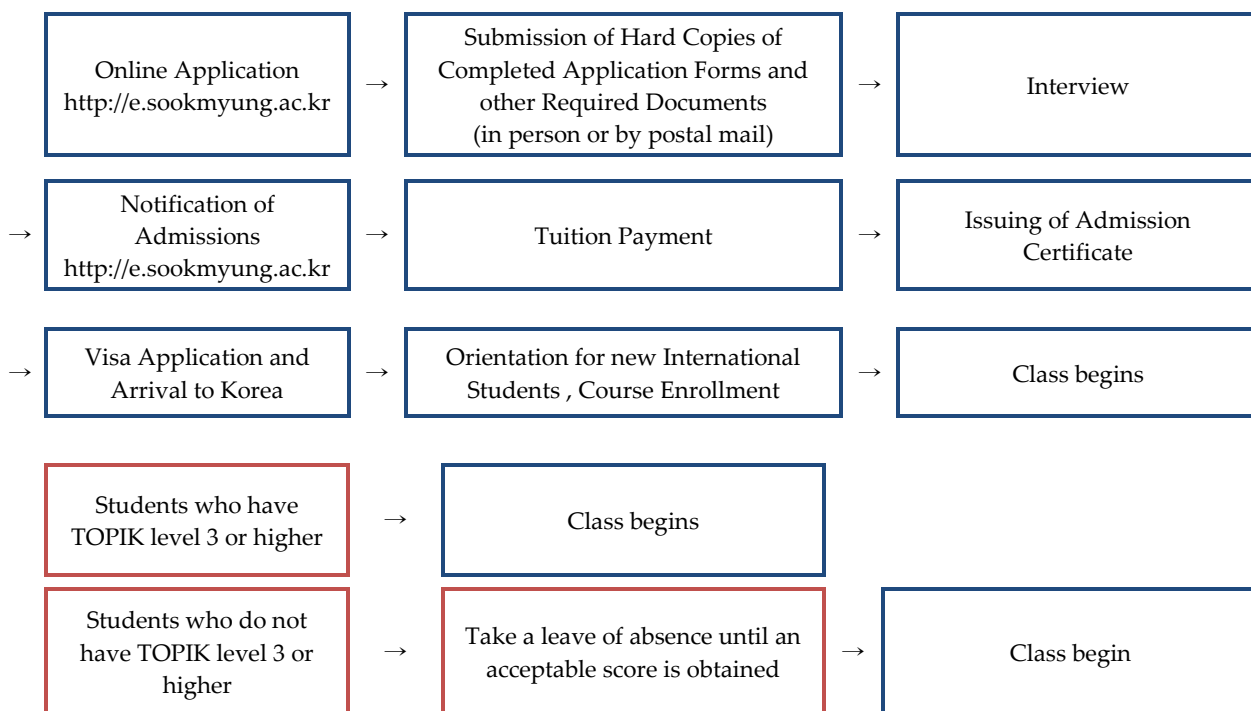
(2) Applicants who meet one of the following condition below exempt from submitting language test score.

- Applicants who received a BA or MA degree in Korea
- Applicants who graduated with a major in Korean language
- 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

In countries with more than one legal official language, including English, a document must be submitted to confirm that the curriculum has been conducted in English.

※ **Attention:** Applicants must obtain TOPIK level 4 or higher by the end of graduation
(except when they submit their English grades at the time of admission: English track applicants only)

※ **Admission Process**



8 International Students Scholarship

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) 1st Semester Scholarship screening will be calculated by document screening.
- (2) The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) when 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-4th Semester: MA/2nd Semester-4th Semester: Ph.D.)

- (1) Automatically awarded based on previous semester's GPA

GPA(4.3 Conversion)	Value	Note
Over 3.7	Tuition 80%	Int'l Students who obtain GPA over 4.0 will be awarded stipends for semester.
Over 3.5~ Under 3.7	Tuition 70%	
Over 3.0~ Under 3.5	Tuition 50%	

- (2) According to the International Students Admission regulations, the scholarship could be changed
- (3) One must be taking more than 6 credits excluding Pass/Fail courses
- (4) Only given to regular semester (Receiving semester basis: 4 semesters for Master, 4 semesters for Ph.D.)
- (5) The GPA of Supplementary Course during MA or Ph.D will not be included at total GPA.

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

9 Dormitory Information

- (1) Eligibility : for those finally accepted female Students whose parents are both have foreign nationalities
- (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

10 How to apply

1. **Complete application (<http://e.sookmyung.ac.kr>) → Admission → Graduate**
⇒ 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. Christina Kim
Assistant Manager
Administration Building #706 Office of International Affairs
Sookmyung Women's University
100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
Contact: +82-2-710-9817 / admission@sookmyung.ac.kr