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2025 Spring Admission Guidelines of Graduate School of Professional Studies for International Students

※ This guideline is translated based on the Korean version of Sookmyung Women's University Admissions Guide. In case of any conflict, the Korean version of the guideline will be prioritized.

Night Time Course/
Female & Male
Students may apply



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

1. Admission Schedule

Procedure	Schedule	Note
Application Forms Available online	Oct. 30 (Wed) 10:00 ~ Nov. 8 (Fri) 17:00 , 2024	http://e.sookmyung.ac.kr → Admission → Graduate School of Professional Studies
Application Fee Submission Deadline	Nov. 8 (Fri) 17:00 , 2024	
Submit Required Documents	Oct. 30 (Wed) 10:00 ~ Nov. 11 (Mon) 17:00 , 2024	Submission : In person or by post *GSPS APPLICANT Administration Building #203 Office of International Affairs Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul
Notice on Interview	Nov. 22 (Fri), 2024	http://e.sookmyung.ac.kr → Notice
Interview	Nov. 30(Sat), 2024	
Result Announcement	Dec. 12(Thurs), 2024	http://e.sookmyung.ac.kr → Notice Dates are subject to change
Registration	Jan, 2025	
Classes begin	Mar, 2025	

Sookmyung Women's University English website: <http://e.sookmyung.ac.kr/>

Interview: Nov.30(Sat), 2024

Finalized entrance interview venue and time will be announced on May 24(Fri) : e.sookmyung.ac.kr > notice board

GRADUATE SCHOOLS	DEPATMENT	MAJOR	INTERVIEW / ORAL EXAM	PORTFOLIO / Notice
TESOL and International Studies	Convergence of Climate and Environmental Studies		10:00	
	TESOL		11:30	Writing 10:00
Arts	Korean Traditional Arts	Traditional Culinary Culture	10:00	
		Traditional Music	10:00	Performance included
	Life Style Design	Floral Art and Design	10:00	Performance included (Portfolio)
		Beauty Design	10:00	
Human Resource Development	Human Resource Policy		10:00	
	Career Development		12:00	
Public Policy	Cultural Administration		10:00	
	Social Welfare		10:00	

2. List of Graduate Schools

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	TAUGHT IN ENGLISH
TESOL and International Studies	Convergence of Climate and Environmental Studies	Climate and Environmental Studies	
	TESOL	Teaching English to Speakers of Other Languages	●
Arts	Korean Traditional Arts	Traditional Culinary Culture	
		Traditional Music	
	Life Style Design	Floral Art and Design	
		Beauty Design	
Human Resource Development	Human Resource Policy	Human Resource Development	
		Organizational Consulting	
	Career Development	Leadership Education	
		Career Counseling	
Public Policy	Cultural Administration	Cultural Policy	
		Arts Administration	
		French Cultural Management	
	Social Welfare	Social Welfare	
		Multicultural Policy	

3. Qualifications (Both female & male students may apply)

- (1) One who has obtained a bachelor's degree in Korea or abroad before Feb 2025.
- (2) Foreign student whose parents are both foreigners
 - 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.
 - In the case where an applicant is one-parent family(mother or father) the applicant's nationality eligibility is determined by the nationality of the one-parent.as one-parent family or unmarried mother or father.
 - Please submit additional official documents if applicant's family relationship needs to be confirmed (parents' divorce, remarriage, single parent, death, missing and etc.) for verification.
- (3) **For departments other than TESOL departments, Traditional Culinary Culture, Floral Art and Design, Beauty Design, Social Welfare only visa holders who can study in Korea can apply. (D-2 visa application is not possible)**
- (4) Applicants who are applying <Korean track > majors must have Korean language test scores for one of the following tests should submit their scores. Applicants must meet the following minimum required scores: TOPIK level 3 or higher. Accepted Students who have registered and do not have any Korean scores must take a Language Proficiency Exam before the semester starts. If the results are lower than the requirement, a leave of absence should be taken until an acceptable score is obtained.
- (5) Applicants who are applying <English track> majors must meet the following language scores minimum TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, New TEPS 327 or higher. **English track applicants can apply only if they HAVE the valid min. language requirement obtained.**
- (6) For exceptions, see subparagraphs from section [*]Exceptions

* Exception:

- ① Korean or other national Government Scholarship students must follow the regulations provided by the appropriate government.
- ② Applicants who meet one of the following conditions below exempt from submitting language test score.
 - <Korean track>
 - Applicants who received(or are expected to) a B.A. or M.A. degree in Korea
 - Applicants who graduated(or are expected to) a .B.A or M.A. with a major in Korean language
 - Applicants who have finished(or are expected to) their Korean Language Courses level 4 or higher at Sookmyung Global Language Institute
 - <English track>

Applicants from countries with English as official Language and have completed the education entirely in English. If the country has more than 2 official(common) languages, including English, then the student needs to submit documents as proof that the education curriculum proceeded in English. (ie. Official letters from university) Appeals will be reviewed after all application items have been received.

4. Required Documents

a. Required Documents

Category	Note			
Mandatory	Application : Print and submit the application after completing the online registration – Studyinkorea.go.kr			
	Study & Future Career Plan (Form provided, download)			
	Graduation(or expected to graduate) certificate and Degree certificate			
	Official University Transcript of All grades - Specific GPA on a basic 100 point grade scale or specify the original grade scale - 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			
	Academic Record Check Agreement (Form provided, download)			
	Certificates of Citizenship of the Applicant and Parents			
	Official documents indicating family relationship between the Applicant and Parents (ie. Family relationship, birth certificate etc)			
	In the case of an exchange student, you must submit a certificate of enrollment or a certificate of transcript(Certificate of Completion)			
Optional	Korean proficiency (Korean Track)	TOPIK Level 3 or higher, Certificate of Lingua Express Level 4		
	English proficiency (English Track)	TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, New TEPS 327 (or higher)		
	TESOL and International Studies	TESOL	1) Resume (in English) – Free form 2) Study Plan(in English, Each page should be A4 size and approx. 500 words long) 3) English Language TEST score	
			Applicants who have completed the SMU- TESOL, YL- TESOL, STG	SMU- TESOL or YL- TESOL transcripts
			Applicants who are going to complete the SMU- TESOL, YL- TESOL, STG	Enrollment recommendation letter (You may download at www.tesolma.com)
	Copy of Alien Registration Card	Only for applicants who are residing in Korea		

b. Instructions for Document Submission

- All documents, except for the application form, must be submitted in their original form. However, if the original cannot be submitted, a certified copy verifying that it is identical to the original must be provided, or the original must be brought along at the time of submission for verification.
- Documents that are not written in Korean or English must be submitted with a notarized translation.
- Apostille certification must be submitted for certificates of enrollment, transcripts, and graduation certificates from foreign schools. (For countries not part of the Apostille Convention, consular verification must be submitted. Please refer to "Appendix 1. Notes on Submission of Certificates from Foreign Schools.")

▸ Important Notes Regarding Transcripts for All Academic Years

- ① Submit transcripts converted to a 100-point scale. (If it is not possible to provide a percentage-based score, submit either the grading scale used or an explanation of the grading system.)
- ② If the submitted transcript does not include grades converted to a 100-point scale or lacks information on the GPA, an additional verification letter with the applicant's grades must be issued by the university and submitted.

c. Only official Korean language proficiency test (TOPIK) and English proficiency test scores issued within the last two years from the application deadline are accepted.

d. Applicants who obtained a bachelor's degree in China must submit the "Verification Report of China Higher Education Qualification" (in English) as proof of their highest academic qualification.

Guides for submission of documents to recipients of academic records and degrees in China
Submission documents for domestic and Chinese applicants

(1) Certificate of Academic report (Both must be submitted) * Consular confirmation documents are not accepted

(a) <Credentials Report> (English): <http://www.cdgd.edu.cn>)

If not in English, submit a notarized translation

(b) <Online Verification of Higher Education Qualification Certificate> (English) : (chsi.com.cn)

If not in English, submit a notarized translation

* Only for prospective graduates can apply with <Online Verification of Student Record>

And after graduation, applicant must submit (a) and (b) and diploma/graduation certificate/transcript

(2) A copy of notarized a) diploma and b) graduation certificate (Both in English)

If not in English, submit a notarized translation

All. Report Card: Choose one of the following methods

(1) Original certification report

※ Chinese Education Certification Center (www.chsi.com.cn): Bachelor/Master's degree certificate, University enrollment certificate (English)

※ Chinese Degree Certification Center (www.chinadegrees.cn): Bachelor/Master's degree certificate, University enrollment certificate (English)

(2) Original Consular Confirmation: Submit by receiving the consular confirmation from the Korean Embassy at the graduation school

Note

Submission documents will not be accepted if they are not validated on the site at the time of application.

It takes about 30 days for the certificate to be issued, so please be prepared in advance.

e. All application documents must be submitted either in person or by mail, and only those that arrive by 17:00 on Monday, November 11, 2024, will be accepted.

f. The applicant is responsible for any disadvantages caused by errors in the application form, failure to submit required documents, or failure to meet the deadline. Once submitted, the application, documents, and application fee will not be returned under any circumstances.

g. If it is found that an applicant was admitted through false information on the application, forged documents, or other fraudulent methods, the admission will be canceled even after enrollment, and the applicant may be held legally responsible.

If an applicant submits falsified or altered documents related to fact verification required for admission to this graduate school, it will be considered misconduct. In accordance with the regulations outlined in this admission guide, the entrance examination of applicants and admitted students involved in such misconduct will be rendered invalid. Additionally, their eligibility to take the entrance examination will be suspended for two years from the date the invalidation takes effect. Depending on the case, this may also constitute a violation of Article 231 of the Criminal Code, "Forgery or Alteration of Private Documents," so extreme caution must be exercised.

h. Additional supplementary documents may be requested if necessary, and failure to submit these supplementary documents may result in disqualification from the application process.

i. If you are a prospective graduate, you must submit an additional graduation certificate to the International Cooperation Team after being accepted.

5. Application Fee

(1) Application Fee

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	KRW
TESOL and International Studies	Convergence of Climate and Environmental Studies	Climate and Environmental Studies	80,000 (80USD)
	TESOL	TESOL	
Arts	Korean Traditional Arts	Traditional Culinary Culture	
Arts	Life Style Design	Beauty Design	
Human Resource Development	All	All	
Public Policy	Cultural Administration	All	
Arts	Life Style Design	Floral Art and Design	90,000 (90USD)
	Korean Traditional Arts	Traditional Music	

○ 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

* If you have acquaintance in Korea, we advised you to have them fee transferred for smooth support and check

* Overseas Balancing charges should be covered by students

* Please transfer under name of applicants and submit the receipt with application documents

(2) Refund Policy

In most cases, the application fee is nonrefundable. However, exceptions may be made based on the following circumstance : Force Majeure and other extenuating circumstances may be considered with appropriate supporting documentation.

6. Examination and Distribution of Marks

Classification	Interview	Total
Freshmen	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 Skype or phone.

7. CLASS

(7) Classes are twice a week (6 credits, 15 weeks per semester) and are held after 18:00

(8) For TESOL majors, daytime classes are available. Please check with the office as the number of credits and hours may vary by major.

8. VISA APPLICATION

Department	major	D-2 Visa	Note
TESOL		Applicable	
Korean Traditional Arts	Traditional Culinary Culture		
Life Style Design	Floral Art and Design Beauty Design		
Social Welfare			
Others		Non-applicable	Applicants must have a visa that allows them to study in Korea

9. International Students Scholarship

(1) Entrance Scholarship (1st Semester)

- A. Requirements : Applicants whose parents are both foreigners and was admitted to the school through the international student admissions and was selected by the scholarship student selection process.
- B. Evaluation criteria : Language Score (100%)

Notes		Korean Track		English Track	
Categories	Scholarship coverage	TOPIK	Sookmyung Global Language	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

(2) Entrance Scholarships (1st Semester) - Sookmyung Alumni Scholarship (E scholarship)

- A. Requirements : Sookmyung Graduate(Expected to)
- B. Scholarship specifics : Entrance fee waiver

(3) Entrance Scholarships (1st Semester) - Sookmyung Exchange Student Scholarship (E scholarship)

- A. Requirements : Exchange student at Sookmyung who has completed their study(Expected to)
- B. Scholarship specifics : Entrance fee wavier
- C. Required documents : In the case of an exchange student, you must submit a certificate of enrollment or a certificate of transcript(Certificate of Completion)

(4) Entrance Fee Scholarship Notes

- The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) along with the final admission result.
- Entrance fee and tuition is based on the department's tuition of the semester
- For <English track> applicants, should the student come from a country that uses English as a native language or as an official(common) language and holds citizenship in that country and is expected to achieve a degree there, the student will be given a mark same to TOPIK level. 5, only if the student does not submit a language score. However, if the mentioned country has more than 2 official(common) languages, including English, then the student needs to submit documents as proof that the education curriculum proceeded in English.
- For <Korean track> applicants, If you have a bachelor, MA, or Ph.D. degree in Korea(or expected to graduate), or majored in Korean Language at an overseas undergraduate or graduate school(or expected to graduate), then the applicant will receive a mark same to TOPIK level. 4, if no additional language scores are submitted.
- Entrance scholarship is not given duplicative.
(Among A~E scholarship, only one scholarship can be given)

(5) Scholarship while in School (Regular Semester: Within 5 Semesters for Masters Course)

- Automatically awarded based on previous semester's GPA
- According to the International Students Admission regulations, the scholarship could be changed
- One must be taking more than 6 credits excluding P/F courses
- Only given to regular semester (5 semesters for Graduate School of Professional Studies)
- The GPA of Supplementary Course during MA will not be included at total GPA.
- Only medical insurance subscribers are eligible

Previous Semester GPA	Scholarship
4.0	50% Tuition Waive
3.7 ~ 4.0 Below	30% Tuition Waive
3.5 ~ 3.7 Below	20% Tuition Waive

9. CONTACT

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	CONTACT	WEBSITE
TESOL and International Studies	Convergence of Climate and Environmental Studies	Climate and Environmental Studies	02)2077-7658	https://cces.sookmyung.ac.kr/
	TESOL	Teaching English to Speakers of Other Languages	02)2077-7760	http://tesolma.com
Arts	Korean Traditional Arts	Traditional Culinary Culture	02)710-9853	http://www.koreancuisine.co.kr
		Traditional Music	02)710-9889	http://kmusic.sookmyung.ac.kr
	Life Style Design	Floral Art and Design	02)710-9087	http://style.sookmyung.ac.kr
		Beauty Design	02) 2077-7455	http://beauty.sookmyung.ac.kr
Human Resource Development	Human Resource Policy	Human Resource Development	02)710-9998	http://hrd.sookmyung.ac.kr
		Organizational Consulting		
	Career Development	Leadership Education	02)710-9537	
		Career Counseling	02)710-7387	
Public Policy	Cultural Administration	Cultural Policy	02)2077-7874	http://policy.sookmyung.ac.kr
		Arts Administration		
		French Cultural Management		02)710-9929
	Social Welfare	Social Welfare	02)710-9929	http://policy.sookmyung.ac.kr
Multicultural Policy				

✦ Contact information for International Students Admission

1. Contact Person : (Ms) Rachel Sookyoung Min
2. Address : Administration Building #203, Office of International Affairs, Sookmyung Women's University
100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
3. Homepage: <http://e.sookmyung.ac.kr>
4. E-mail : admission@sookmyung.ac.kr
5. Tel : +82-2-710-9813

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 graduating from countries without the Apostille Agreement (including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated universities.

Sookmyung Women's University / 숙명여자대학교

Graduate School of Professional Studies Study Plan and Career Plan

특수대학원 지원동기 및 향후 진로계획

◆ Master's Course ◆

Examinee Number	* Do not fill this blank.	Full Name	
Department		Major	
1. Self Introduction 자기소개			
2. Motivation for Higher Education 진학동기			
3. Study & Career Plan/ 학업계획 & 진로계획			

I submit the study plan as stated above. 위와 같이 학업계획서를 제출합니다.

20 / /

Applicant 지원자

(Signature/서명)

Forward to President of Sookmyung Women's University

숙명여자대학교 총장 귀하

[Appendix] 학력조회동의서 양식 Education verification agreement

※ 한국어 또는 영어로 작성하며 반드시 자필서명 합니다. Please fill the form in Korean or English, do not forget sign it.

학력조회동의서

Academic Record Check Agreement

이 양식에 서명함에 따라 본인이 이수한 학력/학위과정에 대하여 진위를 조회할 수 있도록 숙명여자대학교에 권한을 부여하며 학력조회에 동의합니다.

By signing this form, I am giving my agreement and hereby authorize Sookmyung Women's University to verify my degree/enrollment records.

Applicant Information 지원자 정보	
School Name 학교명	
Name of Applicant 지원자성명	, (Family Name, 성) (Given Name, 이름)
Academic Background 학력 / 취득학위	<input type="checkbox"/> 고등학교 졸업 High School Graduate <input type="checkbox"/> 학사 Bachelor <input type="checkbox"/> 석사 Master
Major Course of Study 학과/전공	
Student ID Number 학번	
Date of birth 생년월일	년 (YYYY) / 월 (MM) / 일 (DD)
Date of admission(transfer from another school) 입학일자	년 (YYYY) / 월 (MM) / 일 (DD)
Date of graduation(transfer to another school) 졸업일자	년 (YYYY) / 월 (MM) / 일 (DD)
Signature of Subject, Date 지원자 서명 및 작성일자	
지원자 서명(Signature of Subject) Date 작성일자	
년 (YYYY) / 월 (MM) / 일 (DD)	
Office in Charge of You Graduated Information (Applicant who graduated School in Korea, do not need to fill in.)	Name of office : Phone : FAX :
학력조회 담당부서명 및 연락처, 이메일 (국내대학 졸업자의 경우 기재하지 않음)	Email :

귀하가 제공한 개인정보는 학력조회 의뢰 용도로만 사용되며 엄중히 관리됩니다.

The information you provide will be kept in strict confidence and will be used only for the purpose of degree(enrollment) verification. Thank you for your assistance.

