

2023 Spring Semester
**First-Year & Transfer
Admission Guidelines
for International
Students**

Seoul Campus



상명대학교
SANGMYUNG UNIVERSITY

SANGMYUNG UNIVERSITY

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I . Academic Units (Majors) offered for Admission

1. First-Year Admission

Category	Recruitment Unit		Notes
Humanities	Faculty of Humanities and Cultural Content	Historical Content Major	
		Intellectual Property Major	
		Library and Information Science Major	
	Faculty of Space and Environment Studies		
	Faculty of Public Administration		
	Department of Family Welfare		
	Department of Korean Education		
	Department of English Education		
Natural Sciences	Department of Mathematics Education		
	Department of Education		
Humanities	Faculty of Economics and Finance		
	Faculty of Business Administration		
	Department of Global Business Administration		
Engineering	Faculty of Artificial Intelligence and Data Engineering	Human Centered AI Major	
		Financial Technology Major	
		Big Data Convergence Major	
		Smart Manufacturing Major	
Natural Sciences	Faculty of SW Convergence	Computer Science Major	
Engineering		Electrical Engineering Major	
Natural Sciences		Intelligence IOT Convergence Major	
Arts, Music & Physical Education		Game Design and Development Major	
Humanities		Animation Major	
Engineering		Faculty of Biological and Chemical Engineering	Korea-Japan Cultural Content Major
			Biotechnology Major
	Chemistry and Energy Engineering Major		
Natural Sciences	Faculty of Foodservice and Fashion	Chemical Engineering and Materials Science Major	
		Foodservice Management and Nutrition Major	
Arts, Music & Physical Education	Faculty of Sports and Dance	Fashion and Textiles Major	
		Dance Arts Major	Sports and Health Care Major
			Korean Dance
	Modern Dance		
	Faculty of Art and Design	Fine Arts and Art Theory Major	
		Living Art and Design Major	
	Faculty of Music	Piano	
Vocal Music			
New Media Composition			
Orchestral Instruments*			

*Faculty of Music
[Orchestral Instruments]
Violin, viola, cello,
contrabass, flute,
tuba, clarinet,
bassoon, horn,
trumpet, trombone,
percussion,
and saxophone

※ There is no limit in the number of students for admission other than for the College of Education (Department of Korean Education, Department of English Education, Department of Education, Department of Mathematics Education).

2. Transfer Admission (3rd year)

Category	Recruitment Unit		Notes	
Humanities	Faculty of Humanities and Cultural Content	Historical Content Major		
		Intellectual Property Major		
		Library and Information Science Major		
	Faculty of Space and Environment Studies			
	Faculty of Public Administration			
	Department of Family Welfare			
	Faculty of Economics and Finance			
	Faculty of Business Administration			
Engineering	Faculty of Artificial Intelligence and Data Engineering	Human Centered AI Major		
		Financial Technology Major		
		Big Data Convergence Major		
		Smart Manufacturing Major		
Natural Sciences	Faculty of SW Convergence	Computer Science Major		
Engineering		Electrical Engineering Major		
Natural Sciences		Intelligence IOT Convergence Major		
Arts, Music & Physical Education		Game Design and Development Major		
Humanities		Animation Major		
		Korea-Japan Cultural Content Major		
Engineering	Faculty of Biological and Chemical Engineering	Biotechnology Major		
		Chemistry and Energy Engineering Major		
		Chemical Engineering and Materials Science Major		
Natural Sciences	Faculty of Foodservice and Fashion	Foodservice Management and Nutrition Major		
		Fashion and Textiles Major		
Arts, Music & Physical Education	Faculty of Sports and Dance	Sports and Health Care Major	*Faculty of Music [Orchestral Instruments] Violin, viola, cello, contrabass, flute, tuba, clarinet, bassoon, horn, trumpet, trombone, percussion, and saxophone	
		Dance Arts Major		Korean Dance
				Modern Dance
	Faculty of Art and Design	Fine Arts and Art Theory Major		
		Living Art and Design Major		
	Faculty of Music	Piano		
		Vocal Music		
		New Media Composition		
	Orchestral Instruments*			

※ College of Education (Department of Korean Language Education, Department of English Education, Department of Education, Department of Mathematics Education) does not accept transfer students.

II. Timeline, Submitting Application Documents and Contact Information

1. Timeline

Category	Dates and Deadlines		Notes
	1 st Round	2 nd Round	
Submitting Online Application and Application Documents	Tuesday, October 4, 2022, 10:00 ~ Tuesday, October 18, 2022, 16:00	Monday, November 28, 2022, 10:00 ~ Monday, December 12, 2022, 16:00	<ul style="list-style-type: none"> Visit Sangmyung University Office of International Affairs website (http://oia.smu.ac.kr), click on a pop-up window, and start application. If applicant decides to submit documents by post mail, all of them must arrive at the Office of International Affairs by the deadline. ※ Details will be announced later on the Office of International Affairs website (http://oia.smu.ac.kr)
Interview	Saturday, November 5, 2022	Thursday, December 29, 2022	<ul style="list-style-type: none"> Interview date(s) will be confirmed and announced later according to the number of applicants.
Admission Decision Announcement	Friday, November 25, 2022	Friday, January 13, 2023	<ul style="list-style-type: none"> Admission decision is scheduled to be announced before 14:00 on the Office of International Affairs website http://oia.smu.ac.kr
Tuition Payment	Monday, January 2, 2023 ~ Wednesday, January 4, 2023	Monday, January 16, 2023 ~ Wednesday, January 18, 2023	
Certificate of Admission Issued and Distributed	Friday, January 6, 2023	Friday, January 20, 2023	
First Day of Semester	Thursday, March 2, 2023		

※ The above timeline is subject to change according to the university policy and such notification will be made in advance on the Office of International Affairs website.

2. Submitting Application Documents

Category	Address	Notes
Domestic	(우) 03016 서울특별시 종로구 홍지문2길 20 상명대학교 국제학생지원팀 외국인특별전형 담당자	By post mail or in-person visit
Overseas	International Student Admissions, International Student Services Team, Sangmyung University, 20, Hongjimun 2-gil, Jongno-gu, SEOUL 03016, KOREA	By international post mail or in-person visit

3. Contact Information

Phone	E-mail
82-2-2287-5469	smu.isst@gmail.com
82-2-2287-6459	2690371977@qq.com

III. Admission Eligibility

1. First-Year Admission

Requirements	Eligibility
Nationality	<ul style="list-style-type: none"> • Applicant and both parents must hold non-Korean citizenship. <ol style="list-style-type: none"> ① Both the applicant and his or her parents must have acquired non-Korean citizenship before the applicant had started high school or the education level equivalent to the Korean high school system. ② Same applies to applicant with Taiwanese citizenship.
Education	<ul style="list-style-type: none"> • Applicant must have completed or be expected to have completed formal high school education in Korea or abroad prior to the admission, or must be recognized as having equivalent education qualifications according to relevant laws. • Only accredited school degrees in accordance with the relevant laws of Korea and countries concerned can be accepted for admission. • Applicant who received GED (General Equivalency Diploma), homeschooling, online education, lifelong learning, etc. is not eligible for this admission.
Language	<ul style="list-style-type: none"> • Applicant must meet one of the following conditions: <ol style="list-style-type: none"> ① Obtained TOPIK Level 4 or above (Level 3 for applicants in Arts, Music & Physical Education majors) ② Obtained Intermediate Level 2 or above at King Sejong Institute (Intermediate Level 1 for applicant in Arts, Music & Physical Education majors)

2. Transfer Admission (3rd year)

Requirements	Eligibility
Nationality	<ul style="list-style-type: none"> • Applicant and both parents must hold non-Korean citizenship. <ol style="list-style-type: none"> ① Both the applicant and his or her parents must have acquired non-Korean citizenship before the applicant had started high school or other education equivalent to the Korean high school system. ② Same applies to applicant with Taiwanese citizenship.
Education	<ul style="list-style-type: none"> • Applicant must meet one of the following conditions: <ol style="list-style-type: none"> ① Must have (1) completed at least 2 years (4 regular semesters excluding summer or winter semesters) AND (2) earned at least 1/2 of the minimum credits required to obtain a bachelor's degree at a formal accredited university that rewards bachelor's degrees in Korea or abroad. ② Received (or expected to receive) a associate degree from a 2-3-year community college in Korea or abroad • Applicant in Arts, Music & Physical Education must apply for the major identical or similar to the major from their previous institution. • Applicant who received GED (General Equivalency Diploma), homeschooling, online education, lifelong learning, etc. is not eligible for this admission.
Language	<ul style="list-style-type: none"> • Applicant must meet one of the following conditions: <ol style="list-style-type: none"> ① Obtained TOPIK Level 4 or above (Level 3 for applicants in Art and Music majors) ② Obtained Intermediate Level 2 or above at King Sejong Institute (Intermediate Level 1 for applicants in Arts, Music & Physical Education majors)

3. Notes

- Applicant, including both of his or her parents, with dual citizenship (Korean and another citizenship) is not eligible for either admission.
- Education systems and the applicant's education qualifications will be evaluated and determined according to the relevant regulations.

IV. Important Notes

1. When Filling Out Application

- A. Applicant may only apply for one academic unit.
- B. Applicant cannot be enrolled in other universities once enrolled at Sangmyung University. If student decides to officially withdraw their enrollment from the university after paying tuition, student will receive refund according to the relevant university regulations.
 - ※ Student will receive full refund if he or she withdraws enrollment before the semester begins. Student will receive partial refund if he or she withdraws enrollment after the semester begins.

2. When Filling Out Personal Information and Consent to Collection and Usage of Personal Information

- A. Applicant's name in English (i.e., order, spelling) and date of birth must match exactly as written in his or her passport.
- B. Applicant is responsible for any disadvantages resulting from incorrectly indicating or not indicating contact information, such as reachable phone number, email address, or mailing address.
- C. Applicant's personal information will be minimally collected under the applicant's consent. During the admission period, the collected personal information will be used for admission screening and academic registration purposes only. Once the applicant is registered and enrolled, the collected personal information will be used for teaching, administration, research, etc.
 - ※ Personal information to be collected includes the following: applicant's name, passport number, alien registration number, admission type, academic unit applied, examination number, nationality, previous institution(s), contact information, email address, names and contact information of the applicant's guardians, bank account number, etc.)

3. Cancellation of Admission

Admission will be cancelled in the following circumstances:

- A. Applicant fails to submit mandatory documents and/or the applicant is accepted through wrongful ways, such as falsification or fabrication of documents.
- B. Student visa is rejected by the Korean government (In this case, a full refund except the application fee will be made.)

4. Others

- A. All application documents will not be returned under any circumstances.
- B. Sangmyung University operates the Korean Language Graduation Certification System.
 - 1) In order to graduate, students are required to submit a score report of TOPIK Level 4 or higher (Level 3 or above for those in Arts, Music & Physical Education majors).
 - 2) Sangmyung University encourages and supports students to improve their Korean language proficiency level through various academic support programs.

V. Online Application Process

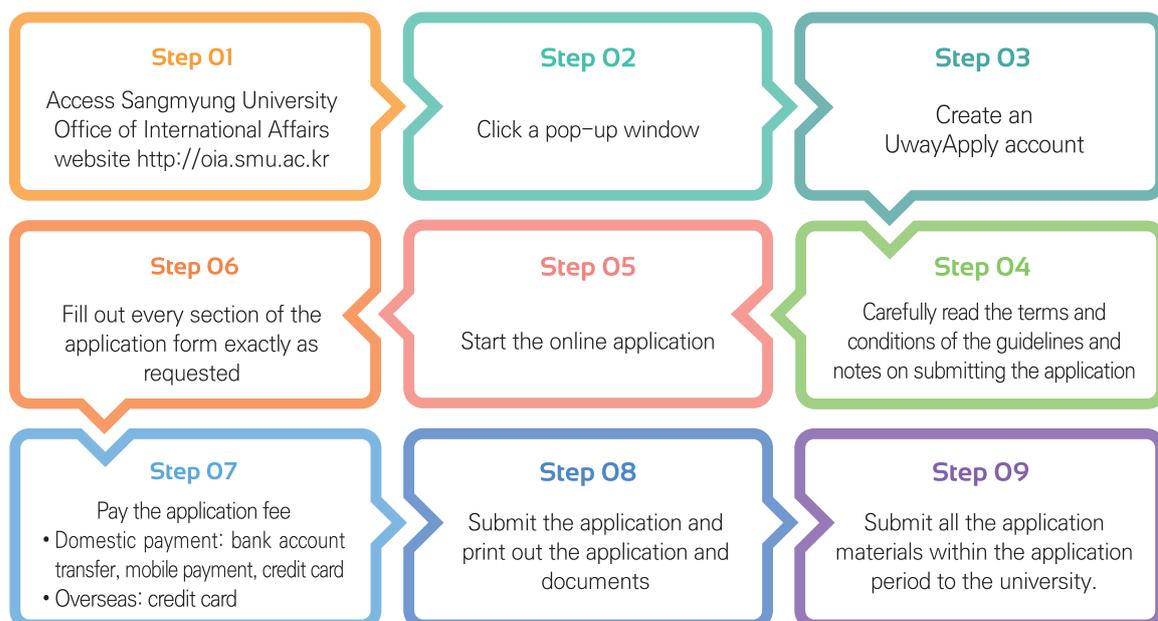
Sangmyung University Seoul Campus accepts online application only. Applicant can access it through the link available on the Sangmyung University Office of International Affairs website. (<http://oia.smu.ac.kr>)

※ Application will not be accepted via post mail or in-person visit.

1. Notes on Submitting Application

- A. Applicant must accurately fill out every part of the application form and is responsible for any disadvantages resulting from failure to do so. Please be informed that once the online application is submitted, applicant cannot make changes in academic unit (major), admission type (new student or transfer), and/or cancel the application.
- B. Applicant's contact information on the application form must be the applicant's own information, and the applicant must be reachable during the admission period. Applicant is responsible for any disadvantages resulting from not being reachable by the school.
- C. Applicant must attach an identification photo (3.5cmx4.5cm; taken within the last 3 months) in the online application form. Please prepare an image file sized 300Kb or smaller.
- D. If applicant encounters any problems during the application or payment process, please contact the UwayApply Call Center (1588-8988) or Sangmyung University International Student Services Team (02-2287-5469).

2. Steps of Online Application Process



VI. Application Fee

1. Fee

KRW 120,000

2. Payment Method

A. Applicant will make payment at the final step of the application process.

- 1) Available methods: Bank account transfer, credit card payment and mobile payment
- 2) Sangmyung University will pay the application commission fee.

3. Application Fee Refund (Based on Article 42-3 (2) of the Enforcement Decree of the Higher Education Act)

A. Application fee is to be refunded in the following cases:

- 1) Applicant for admission erroneously overpaid application fee: The overpaid amount
- 2) Applicant for admission was unable to undergo the admission screening stages due to the university's negligence: The full amount of the application fee paid
- 3) Applicant for admission was unable to undergo the admission screening stages due to natural disasters: The full amount of the application fee paid
- 4) Applicant for admission was unable to undergo the admission screening due to the applicant's hospitalization or death resulting from a disease or an accident (applicable only where relevant facts can be proven): The full amount of the application fee paid
- 5) Applicant for admission underwent some stages of the admission screening, which have been conducted by stages, but fails to pass any stage prior to the final stage of the admission screening: A portion of the amount required to go through the stages not undergone

B. If there is a balance left over from the revenue from the admission screening, reimbursements will be refunded proportional to the application fee paid by the total number of applicants.

C. Refund will be made through the payment method used in the UwayApply application process. If a problem occurs during the refund process, refund may be deposited into the bank account indicated in the submitted online application.

D. If applicant chooses to have the refund deposited into a bank account, expenses incurred in using the financial institution's computer network may be deducted from the refundable amount.

E. If the expenses incurred in using a financial institution's computer network in refunding application fee is greater than the refundable amount, no refund may be made.

VII. Application Documents

1. Application Documents

No.	Category	Documents	Notes														
1	Sangmyung University Templates	Application Form	<ul style="list-style-type: none"> Upon completing the online application, fill out, print out and submit these documents along with the other required documents. 														
2		Financial Affidavit															
3		Letter of Consent															
4	Academic Documents	Proof Documents of Level of Education	<ul style="list-style-type: none"> First-year Admission (Select one from below) <ul style="list-style-type: none"> Copy of official high school diploma or original verified certificate of high school graduation Original verified certificate of expected graduation from high school Transfer Admission <ul style="list-style-type: none"> ① 2-year college or 4-year university documents (Select one from below) <ul style="list-style-type: none"> Original verified certificate of graduation from 2-year college or 4-year university Original verified certificate of enrollment at 4-year university or original verified certificate of completion (or expected completion) of at least 2 years of course work Original verified certificate of expected graduation from 2-year college ② Original verified certificate of graduation from high school <ul style="list-style-type: none"> ※ Mandatory if submitting 4-year university documents ※ Applicant who received a degree from a Chinese institution must submit a verification report of graduation from high school (English version) issued by the Ministry of Education of China (Refer to #6 for details). <p>※ Applicant who submitted certificate of expected graduation, certificate of expected completion of course work, and/or certificate of enrollment must submit the original diploma and/or original verified certificate of completion of at least 2 years of course work within one week from the official available date of issuance.</p>														
5		Original Official Transcript	<ul style="list-style-type: none"> First-year Admission <ul style="list-style-type: none"> Original verified transcript of all years of high school Transfer Admission <ul style="list-style-type: none"> Original verified transcript of previous college/university, accompanied by the original notarized and translated (Korean or English) certificate ※ Credits and hours per week of all the courses taken must be indicated on the transcript. 														
6	Academic Documents	Certification of Academic Verification	<p>〈Chinese National (Applicant who received a degree from a Chinese institution)〉</p> <ul style="list-style-type: none"> First-Year Admission <ul style="list-style-type: none"> Applicant who graduated from general high school: Verification report of graduation from high school <ul style="list-style-type: none"> ※ English version from CHSI(学信网) only Applicant who graduated from secondary vocational high school or other non-general high school: Select one from the table below <table border="1"> <thead> <tr> <th>Type</th> <th>Assessment Criteria</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Secondary Vocational High School</td> <td>Regular Specialized Secondary Schools (普通中专)</td> <td> ① Online Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required * Only acceptable if authenticity of the documents can be verified online </td> <td rowspan="3">Select one</td> </tr> <tr> <td>Vocational High Schools (职业高中)</td> <td> ② Offline Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required ii) Certificate of graduation issued by the school: Confirmation by local education offices under the Ministry of Education in China + Verification by Korean consulate is required </td> </tr> <tr> <td>Skilled Workers Schools (技工学校)</td> <td> Online verification from the official website of the Ministry of Human Resources and Social Security (http://www.mohrss.gov.cn/) + Verification from Korean consulate <ul style="list-style-type: none"> * Only acceptable if authenticity of the documents can be verified online </td> </tr> <tr> <td>Miscellaneous accredited high schools (schools not included above such as international high schools, art high schools, etc.)</td> <td> Certificate of graduation issued by the school + Verification from Korean consulate <ul style="list-style-type: none"> ※ Must submit Establishment Permit (Business Unit Legal Certificate (事业单位法人证书) or a copy of Private School Business Permit (民办学校办学许可证) (Only academic background education courses are recognized; notarization is not required) </td> <td></td> </tr> </tbody> </table> <p>※ Must submit "School Information Confirmation Form" if applicant graduated from secondary vocational high school or other non-general high school (refer to Appendix 4)</p>	Type	Assessment Criteria	Notes	Secondary Vocational High School	Regular Specialized Secondary Schools (普通中专)	① Online Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required * Only acceptable if authenticity of the documents can be verified online 	Select one	Vocational High Schools (职业高中)	② Offline Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required ii) Certificate of graduation issued by the school: Confirmation by local education offices under the Ministry of Education in China + Verification by Korean consulate is required 	Skilled Workers Schools (技工学校)	Online verification from the official website of the Ministry of Human Resources and Social Security (http://www.mohrss.gov.cn/) + Verification from Korean consulate <ul style="list-style-type: none"> * Only acceptable if authenticity of the documents can be verified online 	Miscellaneous accredited high schools (schools not included above such as international high schools, art high schools, etc.)	Certificate of graduation issued by the school + Verification from Korean consulate <ul style="list-style-type: none"> ※ Must submit Establishment Permit (Business Unit Legal Certificate (事业单位法人证书) or a copy of Private School Business Permit (民办学校办学许可证) (Only academic background education courses are recognized; notarization is not required) 	
Type		Assessment Criteria	Notes														
Secondary Vocational High School	Regular Specialized Secondary Schools (普通中专)	① Online Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required * Only acceptable if authenticity of the documents can be verified online 	Select one														
	Vocational High Schools (职业高中)	② Offline Issuance <ul style="list-style-type: none"> i) Certificate of graduation issued by local education authority: Verification by Korean consulate is required ii) Certificate of graduation issued by the school: Confirmation by local education offices under the Ministry of Education in China + Verification by Korean consulate is required 															
	Skilled Workers Schools (技工学校)	Online verification from the official website of the Ministry of Human Resources and Social Security (http://www.mohrss.gov.cn/) + Verification from Korean consulate <ul style="list-style-type: none"> * Only acceptable if authenticity of the documents can be verified online 															
Miscellaneous accredited high schools (schools not included above such as international high schools, art high schools, etc.)	Certificate of graduation issued by the school + Verification from Korean consulate <ul style="list-style-type: none"> ※ Must submit Establishment Permit (Business Unit Legal Certificate (事业单位法人证书) or a copy of Private School Business Permit (民办学校办学许可证) (Only academic background education courses are recognized; notarization is not required) 																

No.	Category	Documents	Notes	
			<ul style="list-style-type: none"> • Transfer Admission (Select one from below) <ol style="list-style-type: none"> ① Verification report of graduation from high school + Verification report of enrollment/course completion/graduation at/from 4-year university <ul style="list-style-type: none"> ※ If graduated from general high school: English version from CHSI (学信网) only ※ If graduated from secondary vocational high school or other non-general high school: Refer to the table above ※ If enrolled/course completed at 4-year university: English version from CHSI (学信网) only ※ If graduated from 4-year university: English version from CHSI (学信网) or CDGDC (学位网) only ② Verification report of graduation from 2-year college <ul style="list-style-type: none"> ※ English version from CHSI (学信网) only ※ All verification documents must be original documents with an official verification code and an official QR code. Documents without valid codes are not acceptable. ⟨Non-Chinese National⟩ <ul style="list-style-type: none"> • First-Year Admission: Certificate of graduation from high school (must be verified by Korean consulate or obtain Apostille confirmation) • Transfer Admission: Select one from below <ol style="list-style-type: none"> ① Certificate of graduation from high school + certificate of enrollment/course completion/graduation at/from 4-year university <ul style="list-style-type: none"> ※ Both documents must be verified by Korean consulate or obtain Apostille confirmation before submission. ② Certificate of graduation from 2-year college <ul style="list-style-type: none"> ※ Must be verified by Korean consulate or obtain Apostille confirmation before submission. ※ All academic verification documents should be submitted in English. If not possible, please contact the International Student Services Team. ※ Vietnamese national can submit academic verification documents after either verified by Korean consulate or Vietnamese consulate in Korea. 	
7	Certification of Nationality	Copy of Passport	• Copy of data page (page containing information about the passport holder)	
8		Copy of Identification Card	• Copy of identification card of applicant and each parent (or each guardian)	
9		Original Certificate of Family Relations	• Chinese national: Copies of Hukoubu and notarized certificate of family relations	Original document translated and notarized in Chinese, English, or Korean
			<ul style="list-style-type: none"> • Vietnamese national: Birth certificate and certificate of family registry • Japanese national: Certificate of family registry • Mongolian national: Birth certificate and certificate of family registry • US national and others: Birth certificate 	Original document translated and notarized in English, or Korean
10		Notarized Certificate of Parental Divorce or Death	• If applicant's parents are divorced or deceased, applicant must submit original notarized certificate divorce or death issued by the government of residence.	
11		Copy of Residence Registration Card	• Copy of front AND back page ※ Only for applicant residing in Korea	
12		Proof of Renunciation of Citizenship	<ul style="list-style-type: none"> • Only for applicant who has changed nationality after birth ※ Submit a certificate of renunciation of citizenship 	
13		Certification of Financial Ability	Original Certificate of Balance	<ul style="list-style-type: none"> • Certificate of bank balance indicating a minimum balance of \$20,000 USD issued within 20 days from the first day of online application ※ The name of the account holder on the certificate of bank balance must match the name of the applicant. Applicant may choose to submit his or her parents' certificate of bank balance, accompanied with official certificate(s) of family relations. ※ If the deposit period is stated, the certificate must have been issued within 6 months from the first day of online application. ※ Copy of bank book or transaction details does not substitute certificate of bank balance.

No.	Category	Documents	Notes
14	Other Documents	Performance Assessment Data	<ul style="list-style-type: none"> • Only for applicant in the field of Arts, Music & Physical Education • Detailed submission criteria: Refer to the <Table> in the Performance Assessment section (p. 13-15)
15		TOPIK Result and Score Report	<ul style="list-style-type: none"> • Applicant who has obtained TOPIK Level 4 or above (Level 3 for Arts, Music & Physical Education majors)
		Certificate of Completion of Korean courses at King Sejong Institute	<ul style="list-style-type: none"> • Applicant who has completed and obtained Intermediate Level 2 or above at King Sejong Institute (Intermediate Level 1 or above for applicants in Arts, Music & Physical Education)
16		Certificate of Completion and/or Enrollment AND transcript from University affiliated Korean Language Institute	<ul style="list-style-type: none"> • Certificate of completion and/or enrollment + transcript from university affiliated Korean language institute corresponding to the last semester as of the online application submission

※ All documents are to be submitted in 1 copy each.

※ Conditions of enrollment and issuance of visa are subject to change according to the Korean government policy.

2. Notes on Submitting Application Documents

A. Upon completion of the online application, applicant must submit the application form and all required documents to the International Student Services Team by the deadline (by post mail or in-person visit).

※ Submitting documents through in-person visit will be accepted from 10:00 to 16:00 Monday to Friday. The office will be closed on weekends and holidays. .

B. All documents must be original unless otherwise indicated.

C. When submitting application documents, they must be compiled in the order of the checklist. Failure to do so may result in disadvantages.

D. Certificate of enrollment, certificate of graduation (expected graduation), transcript, etc., issued in countries other than China must be submitted after obtaining Apostille confirmation from the government agency designated by the country in which the institution is located.

※ If the applicant's country is not a member of the Apostille Convention, he or she must submit "Overseas Education Institution Confirmation" or "Consular Confirmation" from the Korean consulate in the country where the school is located.

E. For transfer admission, applicant who graduated from five-year integrated high school and 2-year college program in China must submit an education qualification verification certificate corresponding to the 2-year college period issued by an official verification agency. Also, the transcript must indicate high school and 2-year college curriculum separately, and academic credits and hours required for graduation.

F. If applicant submitted certificate of expected graduation, certificate of expected course completion, and/or certificate of enrollment as proof document(s) of level of education, he or she must submit the original certificate of graduation and/or original certificate of course completion before being enrolled. Failure to do so will result in cancellation of admission.

VIII. Evaluation and Selection Criteria

1. Evaluation Criteria

A. Primary admission decision will be made based on the applicant's academic ability, written exam scores, interview and performance assessment scores, and Korean language proficiency, etc. Once these factors are verified and confirmed by the submitted documents, then the final admission decision will be made and announced.

B. Scores for Stages of Admission Process

Admission	Unit	Score			Total Score	Notes
		Written Exam	Interview	Performance Assessment		
First-Year and Transfer Admission	Humanities/Natural Sciences/Engineering	40	60	-	100	Application document evaluation to be done separately
	Arts, Music & Physical Education	40	40	20	100	

- ※ From Fall 2022 admission, Korean language requirement has changed so applicant who meets the condition (TOPIK Level 4 or above (Level 3 for Arts, Music & Physical Education) and/or Intermediate 2 or above at King Sejong Institute) will receive a perfect score on the written exam(Intermediate Level 1 or above(King Sejong Institute) for Arts, Music & PE)
- ※ Applicants with same score will all pass the corresponding stage of the admission process.
- ※ Departments and/or majors in the Arts, Music & Physical Education unit that do not conduct performance assessment will instead conduct written exam (40 points) and interview (60 points).

2. Selection Criteria

A. Except for the Department of Education, all the other faculty/departments do not have a limit in the number of students for admission. However, applicant who demonstrates in the admission process (e.g., interview, performance assessment) a lack of capability to study at Sangmyung University will not be selected.

B. Applicant who fails to submit required application documents within the admission screening period will be excluded from the document evaluation stage and thus disqualified from the admission.

3. Details on Stages of Admission Process

A. Interview (including online and in-person interview)

- 1) Applicant will be asked about the applicant's Korean language proficiency, authenticity of the submitted documents, willingness to study and his or her guarantor's financial capacity.
- 2) Applicant will also be asked about his or her and family members' prior stay in Korea and/or history of illegal stay in order to confirm that the applicant can obtain a D-2 Student Visa without any issue.

B. Performance Assessment

1) Details on Performance Assessment for Application for Arts, Music & Physical Education

Unit		Content	Evaluation Criteria (Performance Test Content)		Inquiry
Faculty of SW Convergence	Animation Major		Not conducted		02-2287-5464
Faculty of Sports and Dance	Sports and Health Care Major	Standing Long Jump	<ol style="list-style-type: none"> 1. Applicant performs long jump on the rubber plate and is measured the last landing point of the body. 2. Lowest score will be given if applicant jumps beyond the starting line. 3. Applicant will be disqualified if there is any substance that affects measurement, such as putting dust transmission on the bottom of sneakers or sandbags on the wrist 		02-2287-5153
		Standing High Jump (Surgent Jump)	<ol style="list-style-type: none"> 1. Applicant performs standing high jump on the measurement position with white powder on hands. 2. Movements like double jump will be fouled. 3. Applicant's both feet must be in the line (50cmx50cm) when ready, and the applicant will be fouled if the feet go out of the line. 4. After jumping, applicant must land with at least one foot within the line, and will be fouled if he or she lands off the line. 5. If the applicant's body touches the measurement pillar or if the applicant finds balance against the legs of the chair where the staff is sitting during or after landing, the applicant will be fouled. 6. Wearing sneakers with high heels is prohibited. 		
		20m Shuttle Run	<ol style="list-style-type: none"> 1. Applicant stands at the starting line at the starting line with the command of 'Ready.' 2. Applicant starts with the standing start method. 3. At the start signal, applicant turns around the 20m sign ahead and turns around the start sign, go around the 20m sign ahead, and then cross the finish line (total 80m). 4. If applicant skips over or intentionally falls over the sign, he or she will be fouled and disqualified. 5. Measurement of performance will be done once and recorded in 1/100 seconds. 6. Direction of performance is in counterclockwise only. 		
Dance Arts Major	Korean Dance Modern Dance Ballet	Piece of Choice	<ol style="list-style-type: none"> 1. Work of less than 5 minutes 2. Music of choice, costume of choice 		02-2287-5156
Faculty of Art and Design	Fine Arts and Art Theory Major	Character Drawing and Watercolor Painting	Size	Quarto paper (394mm wide x 545mm long)	02-2287-5302
			Quantity	2 pieces of character drawing, 2 pieces of watercolor painting (4 pieces total)	
			Material	Drawing	
Watercolor Painting	Watercolor painting material				

Unit		Content	Evaluation Criteria (Performance Test Content)		Inquiry
	Living Art and Design Major	Detailed Pencil Drawing and Detailed Color Drawing	Size	Quarto paper (394mm wide x 545mm long)	02-2287-5167
			Quantity	2 pieces of detailed pencil drawing, 2 pieces of detailed color drawing (4 pieces total)	
			Evaluation Criteria	Art composition ability, shape expression ability, texture and texture expression ability, color utilization ability, and realistic portrayal ability	
Faculty of Music	Piano	Piece of Choice	Quantity	2 piano pieces of choice	02-2287-5172
			Important Notes	Each piece should be in a different format. In case of Sonata, applicant must perform a fast movement without looking at the score (by memory).	
Faculty of Music	Vocal Music	Song in Original Languages	Quantity	One German and One Italian Aria in original languages (2 songs total)	02-2287-5172
			Important Notes	1. One of the two songs must be Oratorio, Opera or Concerto Aria. It must be sung in original and original language, but the song and language must be different. 2. Applicants should sing by memory with accompanists playing the piano	
	New Media Composition	Portfolio of Self-composed Songs (Score)	Quantity	2 self-composed songs	02-2287-5481
	Orchestral Instruments	Piece of Choice	Quantity	1 piece of choice	
Important Notes			Piece must be less than 10 minutes. Applicant should perform by memory with accompanist playing the piano.		

2) How to Submit Performance Assessment Data

Unit			Method
Faculty of Sports and Dance	Sports and Health Care Major		Recording must be converted into a format that can be played on Windows Media Player and be submitted in CD or flash drive
	Dance Arts Major	Korean Dance	
		Modern Dance	
Faculty of Art and Design	Fine Arts and Art Theory Major	Living Art and Design Major	Data must be original work done in quarto paper (394mm wide x 545mm long)
Faculty of Music	Piano		Recording must be converted into a format that can be played on Windows Media Player and submitted in CD or flash drive
	Vocal Music		
	Orchestral Instruments		
	New Media Composition		① Portfolio (Score) printout ② Recording of media file that can be played on Windows Media Player and submitted in CD or flash drive

3) Important Notes on Submitting Data

- (a) Applicant must be clearly identified in performance assessment data.
- (b) Performance assessment data for Sports and Health Care Major must clearly show the applicant and the measurement recording screen simultaneously. Capturing the measurement recording screen separately is not accepted.
- (c) Performance assessment data for the following units (majors) – Sports and Health Care Major, Major in Dance Arts (Korean Dance, Modern Dance, Ballet), Faculty of Music (Piano, Vocal Music, New Media Composition, Orchestral Instruments) – must be converted into a format that can be played on Windows Media Player and submitted in the form of CD or flash drive.
- (d) Performance assessment data for the Faculty of Art and Design (Fine Arts and Art Theory Major and Living Art and Design Major) must be original work completed in a quarto paper (394mm wide x 545mm long).

C. Document Review

- 1) Upon reviewing required documents, applicant who submitted incomplete documents will be excluded from the list of applicants and will be disqualified.

4. Selection of Applicant from Sangmyung University's Partner Institutions

- A. Applicant from Sangmyung University's partner institutions will receive separate notifications from Sangmyung University.

IX. Scholarship and Tuition Fees

1. Sangmyung Global Admission Scholarship

Name	Eligibility	Scholarship Amount/Rate
Language Excellence Scholarship	• Admitted student with TOPIK Level 4 or above (Level 3 for Arts, Music & Physical Education majors)	100% of tuition

※ From Fall 2022 admission, Korean language requirement has changed so that applicant who meets the above condition (TOPIK Level 4 or above (Level 3 for Art, Music & Physical Education) and/or Intermediate 2 or above at King Sejong Institute) will receive a full scholarship in the first semester.

(Intermediate Level 1 or above (King Sejong Institute) for Arts, Music & PE)

2. Sangmyung Global Academic Scholarship

A. Academic Excellence Scholarship: Once enrolled, student can receive a certain percentage of tuition as scholarship according to the student's GPA from the previous semester.

Eligibility	Scholarship Amount/Rate
• Received GPA scored within the top 2% in the previous semester	100% of tuition
• Received GPA scored within the top 2%~5% in the previous semester	70% of tuition
• Received GPA scored within the top 5%~10% in the previous semester	50% of tuition
• Received GPA scored within the top 10%~40% in the previous semester	30% of tuition

B. Language Improvement Scholarship: Student can receive scholarship as his or her Korean language proficiency improves.

Eligibility	Scholarship Amount
• If student who had TOPIK Level 3 or lower or who did not have a score at the time of entering university submits Level 4 after entering university (Awarded once)	1,000,000 won
• If student who had TOPIK Level 4 at the time of entering university submits Level 5 or above after entering university (Awarded once)	500,000 won
• If student who had TOPIK Level 3 or lower or who did not have a score at the time of entering university submits Level 5 or above after entering university (Awarded once)	1,500,000 won

※ A fixed number of applicants will be selected and awarded scholarship in order of priority.

3. Tuition Fees

(Unit: KRW)

Category	Admission Fees ①	Tuition Fees ②	Total Fees ③ (①+②)
Humanities & Social Sciences	185,600	3,727,000	3,912,600
Natural Sciences	185,600	4,461,000	4,646,600
Mathematics	185,600	4,173,000	4,358,600
Engineering	185,600	4,813,000	4,998,600
Physical Education	185,600	4,471,000	4,656,600
Arts	185,600	4,997,000	5,182,600
Music	185,600	5,517,000	5,702,600

※ Sports and Health Care Major is included in Physical Education unit; Animation Major, Dance Arts Major, Fine Arts and Art Theory Major, Living Art and Design Major are included in Arts unit; and Faculty of Music is included in Music unit.

※ The above admission and tuition fees are based on those of 2022 and thus subject to change.

X. Certificate of Admission and Visa Information

1. Certificate of Admission

Certificate of Admission, one of the required documents for D-2 (Student) Visa application, will be issued to admitted student who registers and enrolls by the payment deadline. It will be sent by email provided in the application form.

2. D-2 Visa

A. Student residing in Korea

- 1) Admitted student who possesses D-4 (Korean Language Training) Visa should visit the Immigration Office with the Certificate of Admission and apply for a change of status of sojourn to D-2 Visa.
- 2) How to apply:
 - a) Use visa agency services provided by Sangmyung University
 ※ Details such as method and schedule will be announced later individually.
 - b) Visit Immigration Office (Seoul Immigration Office, Sejongno Branch) in Korea
 - (1) Address: Seoul Global Center 2~3F, 387 Jongro, Jongno-gu, Seoul
 - (2) Tel.: 02-731-1799
 - (3) Map:



1호선 종각역

5,6번 출구
 - Subway Line No.1.
 Jonggak Station, Exit No. 5,6.

2호선 을지로입구역

2번 출구
 - Subway Line No.2.
 Euljiro 1-ga Station, Exit No. 2.

5호선 광화문역

5번 출구
 - Subway Line No.5.
 Gwanghwamun Station, Exit No. 5.

c) Required Documents

- (1) Application form, passport photo, fee
 - (2) Copy of Certificate of Business Registration of Sangmyung University
 - (3) Certificate of Admission (stamped by the Sangmyung University President)
 - (4) Documents proving family relationship (only for applicant who submitted his or her parents' bank statement)
 - (5) Proof of the highest level of education received (graduated)
- Generally, this document(s) should be original. However, a photocopy is acceptable only if it is a certified copy (i.e., containing a staff's signature proving the document's authenticity)

- If the document was issued directly by applicant, it will be accepted only within the validity period.
- Select one from the following options (Only (C) is applicable to Chinese applicant and applicant who received a degree(s) from Chinese institution)
 - (a) Documents with Apostille confirmation
 - (b) Documents verified by Korean consulate in the country where the applicant's school is located or by foreign consulate in Korea
 - (c) Verification report (English version) issued by the Ministry of Education of China
 - ※ If student received a degree(s) from institutions in Korea, he or she may submit a certificate(s) that has not been verified officially – photocopies are acceptable.
 - ※ If student graduated from a secondary vocational high schools or other non-general high schools in China, please refer to the Certification of Academic Verification section (p. 9-11).
- (6) Proof of tuition payment
- (7) Proof of financial ability – Certificate of bank statement with a balance equivalent to the cost of tuition and living expenses of 1 year (The balance must have been deposited for over 6 months)
- (8) Proof of Korean language ability

B. Student residing outside of Korea

- 1) If student lives outside of Korea, he or she must apply for D-2 (Student) Visa individually.
- 2) Application Method
 - a) To apply for D-2 Visa, student should visit the Korean embassy or consulate general in the country where he or she currently lives or where the last institution he or she graduated from is located.
 - b) Required Documents
 - (1) Application form, copy of passport, photo (taken within the last 6 months)
 - (2) Copy of Certificate of Business Registration of Sangmyung University
 - (3) Certificate of Admission (stamped by the Sangmyung University President)
 - (4) Documents proving family relationship (only for applicant who submitted his or her parents' bank statement)
 - (5) Proof of the highest level of education received (graduated)
 - Generally, this document(s) should be original. However, photocopy is acceptable only if it is a certified copy (i.e., containing a staff's signature proving the document's authenticity)
 - If the document was issued directly by applicant, it will be accepted only within the validity period.
 - Select one from the following options (Only (C) is applicable to Chinese applicant and applicant who received a degree(s) from Chinese institution)
 - (a) Documents with Apostille confirmation
 - (b) Documents verified by Korean consulate in the country where the applicant's school is located or by foreign consulate in Korea
 - (c) Verification report (English version) issued by the Ministry of Education of China
 - ※ If applicant received a degree(s) from institutions in Korea, he or she may submit a certificate(s) that has not been verified officially – photocopies are acceptable.
 - ※ If applicant graduated from a secondary vocational high schools or other non-general high schools in China, please refer to the Certification of Academic Verification section (p. 9-11).

(6) Proof of financial ability – Certificate of bank statement with a balance equivalent to the cost of tuition and living expenses of 1 year (The balance must have been deposited for over 6 months)

※ If applicant is a Vietnamese national, he or she must also submit a certificate of bank statement under deferred payment option officially issued by a bank

(7) Additional documents

– Fees

– Tuberculosis (TB) test certificate from designated hospitals: Starting from July 1, 2016, applicant from the 19 TB-alert countries must submit the TB test certificate with chest X-ray result included. (Applicants' name in English, copy of passport, etc. must be attached to the Korean translated version)

※ 19 countries: Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Russia, Sri Lanka, Thailand, Uzbekistan, Vietnam (subject to change each year depending on the ratio of the TB occurrence)

(8) Proof of Korean language ability

※ List of required documents for visa application may vary by nationality. Please consult with the Korean embassy or consulate general in the countries concerned.

3. Foreign Resident Registration

Students have two options to apply for foreign resident registration.

A. Use visa agency services provided by Sangmyung University

※ Details such as method and schedule will be announced later.

B. Visit immigration office (Seoul Immigration Office, Sejongno Branch) within 90 days from the date of entry (Applicants who are changing their status of sojourn must do so immediately)

1) Required documents for new application

- a) Application form, passport, photo (taken within the last 6 months), certificate of enrollment, fee, proof of Korean language ability
- b) TB test certificate (only for applicant who obtained visa before July 1, 2016 that had not submitted the test result to Korean consulate general)
- c) Proof of residence in Korea (Confirmation of Residence/Accommodation)

2) Change of Information on Registration

- a) Required documents: Application form, passport, Residence Card, updated certificate of enrollment and/or certificate of expulsion/withdrawal from previous school (if applicable)
- b) Deadline to report: Within 15 days from the date of change of information
- c) Place: Local immigration office or online

4. Policy on Preventing Illegal Stay and Advising

A. According to policy on preventing illegal stay of international students, school reports to the Seoul Immigration Office Sejongno Branch student who meets one or more of the following conditions within 2 weeks of occurrence.

- 1) Not paying tuition or taking a leave of absence within tuition payment period
- 2) Considered to be difficult to study in Korea due to poor attendance rate and GPA (i.e., academic probation)
- 3) Considered that purpose of study in Korea has been terminated due to withdrawal, expulsion, graduation, missing, etc.

XI. Additional Information

1. Health Insurance

- A. All international students with D-2 Visa are subject to mandatory subscription to Korean national health insurance starting from March, 2021.
- B. Students will be automatically enrolled in the health insurance on the date of foreign resident registration. Students will have to pay a certain amount of insurance fee every month to the National Health Insurance Service (NHIS).

2. Notes on COVID-19

- A. In order to prevent the spread of COVID-19, stages in the admission process, such as interview, will be conducted according to the government's COVID-19 prevention guidelines. Details will be announced in advance.
- B. Admission timeline and method may change in order to prevent the spread of COVID-19. In such case, details will be announced in advance.

3. On-campus Housing (Dormitory)

- A. On-campus housing fee may change according to the school's policy.

Type	Fee per semester	Notes
1-Bedroom	KRW 1,402,000	※ As of Fall 2022
2-Bedroom	KRW 982,000	
3-Bedroom	KRW 841,000	
4-Bedroom	KRW 786,000	

- B. Student who completed at least 1 semester (3 months) of language program at Sangmyung University's International Language and Culture Education Center will be exempted from dormitory fee (4-Bedroom) in their first semester.
- C. For more information on on-campus housing, please contact below:
International Student Services Team
 Tel: 82-2-2287-5469, Email: smu.isst@gmail.com / 2690371977@qq.com
- D. Student may not be assigned a room in on-campus housing depending on the number of housing applicants.



2023학년도 전기 외국인특별전형 입학원서 (서울캠퍼스)

고사응시지역	한 국 <input type="checkbox"/> 해 외 <input type="checkbox"/>		사 진 (3.5cm× 4.5cm)		
지원구분	신입학 <input type="checkbox"/> 편입학(3학년) <input type="checkbox"/>				
모집단위					
수험번호					
국적					
성명	한글				
	영문				
생년월일	년 월 일	성별	남 <input type="checkbox"/> 여 <input type="checkbox"/>		
최종학교명					
주소	한국				
	해외				
연락처	한국	연락처1	- -	연락처2	- -
	해외	연락처1	(+) - -	연락처2	(+) - -
	온라인	E-mail	@	메신저 ID	

상명대학교는 「개인정보보호법」에 따라 아래와 같이 지원자의 동의하에 최소한의 개인정보를 수집합니다. 수집된 개인정보는 입학 및 학적 관련 업무 이외의 용도로 사용되지 않으며 입학 이후로부터의 개인정보는 교육, 행정, 연구 등의 목적으로 활용됩니다.

동의함 동의하지 않음

- 아 래 -

■ 개인정보의 수집 및 이용 목적 : 외국인 유학생의 입학전형 지원자격 검토 및 학적 등의 업무를 위한 개인정보 수집 및 이용

■ 개인정보를 제공받는 자 : 상명대학교 외국인특별전형 입시 주관부서 및 학적업무 관련 부서

■ 수집하는 개인정보의 항목

- 개인정보 : 성명, 국적, 성별, 생년월일, 가족관계, 연락처(전화번호 · 이메일 · 메신저), 주소

- 고유식별정보 : 여권번호, 외국인등록번호

■ 개인정보의 보유 및 이용기간: 10년(대학 기록물 보존기간책임 기준)

■ 개인정보 수집 동의 등의 거부 권리 및 거부 시 불이익

「개인정보보호법」에 따라 외국인 유학생은 개인정보 수집 및 이용에 대해 거부할 권리가 있으며, 거부할 경우 선발 및 사증 신청을 위한 표준입학허가서 발급이 불가할 수 있습니다.

년 월 일

지원자 :

상명대학교 총장 귀하

유학경비부담서약서

I. 지원자 인적사항

1. 성명	
2. 생년월일	. . .
3. 여권번호	
4. 국적	

II. 유학경비 부담 보증인

학비와 생활경비를 부담하게 될 개인(본인 포함)에 대한 정보를 기입하십시오

1. 성명	
2. 지원자와의 관계	. . .
3. 직업	
4. 주소	
5. 연락처	

본인 및 보증인은 상기 지원자의 유학기간 중 일체의 경비부담을 서약합니다.

년 월 일

지원자 :

Letter of Consent (학적조회동의서)

This is to confirm that I attended (*Name of School _____).

I have applied to Sangmyung University in Seoul, Korea for the 2023 academic year and agree that this university could officially request my academic records from previously attended schools.

(본 서류는 본인이 _____에서 수학하였음을 확인할 목적으로 작성되었습니다. 본인은 2023학년도 상명대학교 외국인 특별전형에 지원하였으며, 전형 과정에서 상명대학교가 귀 학교에 학적관련 서류를 공식적으로 요청할 수 있다는 사실에 동의합니다.)

Enrolled Name 학적부상의 성명	
Date of birth 생년월일	____ / ____ / ____ (yyyy/mm/dd)
School Name 학교명	
Date of admission(or transfer) 입학(또는 편입) 일자	____ / ____ / ____ (yyyy/mm/dd)
Date of graduation(or withdrawal) 졸업(또는 학적변동) 일자	____ / ____ / ____ (yyyy/mm/dd)

Applicant :
지원자

학교 정보 확인서 学校信息确认书				
유학생 인적사항 留学生 个人信息	성명 姓名		생년월일 出生日期	
	국적 国籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
학교정보 学校信息	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期:2022. . .)		
	학교유형 学校类型	보통중등전문학교 普通中专 () 성인중등전문학교 成人中专 ()	직업고등학교 职业高中 () 기타 其他 ()	
	교육과정 教育种类	고등학교 학력과정 高中阶段学历教育 () 고등학교 비학력과정 高中阶段非学历教育 () ※ 비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소재지 学校地址			
	전화번호 学校电话			
	홈페이지 学校官网			
교직원 연락정보 教职工 联系信息	소속 및 직위 所属部门及职位			
	성명 姓名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	
<p>본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다.</p> <p>本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。</p> <p style="text-align: right;">20 . . .</p> <p style="text-align: right;">유학생 본인 留学生本人 (서명 签名)</p> <p>* 2부 작성 후 교육기관 및 재외공관에 각각 제출 本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。</p>				

2023 Spring Semester
**First-Year & Transfer
Admission Guidelines
for International
Students**

Seoul Campus



| 상명대학교 서울캠퍼스 |

서울시 종로구 홍지문2길 20 상명대학교 대외협력처 국제학생지원팀
T 82-2-2287-5469 F 82-2-2287-0017 <http://oia.smu.ac.kr>