

SUNGSHIN

**Admission Guideline
for Foreign Students**

(Fall Semester of 2015)

Sungshin University



성신여자대학교
SUNGSHIN UNIVERSITY

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Foreign Students (Applicants and parents)

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1. Timeline

Event	Date & Time	Notes
Application and document Submission	2015.5.7(Thur) 10:00 ~ 5.15(Mon) 17:00	<ul style="list-style-type: none"> ■ Via postmail or in person ※ Electronic submission is not accepted. ※ Submission of documents cannot be done on Saturday, Sunday and on holidays.
Announcement for taking interviews, written exams and auditions	2015.5.19(Tue)	<ul style="list-style-type: none"> ■ Website (http://ipsi.sungshin.ac.kr)
Interview	2015.5.22(Fri)	<ul style="list-style-type: none"> ■ Test Venue at Sungshin University (Details will be notified later)
Written Examination (All majors except Arts and Music)		
Live Audition (Arts and Music)		
Admission Announcement	2015.6.19(Fri) Tentative	<ul style="list-style-type: none"> ■ Website (http://ipsi.sungshin.ac.kr)
Printout Admission Certificate and Tuition Bill	2015.6.19(Fri) ~ 6.30(Tue)	
Tuition Payment Period	2015.6.26(Fri) ~ 6.30(Tue)	<ul style="list-style-type: none"> ■ Kookmin Bank(KB) (at any branch in Korea)
Course Registration Period	2015.8.17(Mon) ~ 8.19(Wed)	
First Day of Class	2015.9.1(Tue)	

※ Please note that the above schedule is subject to change

☞ 2016 Spring Foreign student admission(March admission) will be held during July 2015 (Rolling) / December 2015 (Regular).

2. Fields of Study

* NOTE: Majors marked with "*" do not accept transfer students

College	Department	College	Department
College of Humanities	Korean Language and Literature English Language and Literature German Language and Literature French Language and Literature Japanese Language and Literature Chinese Language and Literature History	College of Social Sciences	Political Science and Diplomacy Psychology Geography Economics Business Administration Media Communication <u>*Convergence Security</u>
College of Law	Law	College of Natural Sciences	Mathematics Statistics Biological Science and Chemistry Information Technology <u>*Interdisciplinary ECO Science</u>
College of Human Ecology	Clothing Food and Nutrition Living Culture and Consumer Science Social Welfare Sports and Leisure <u>*Exercise Rehabilitation Welfare</u>	College of Nursing	Nursing Sciences Global Medical Science
College of Education	Education Social Studies Education Ethics Education Chinese Classics Education Early Childhood Education	College of Arts	Oriental Painting Western Painting Sculpture Crafts Industrial Design
College of Music	Vocal Music Instrumental Music Composition	College of Convergence Culture and Arts	Culture & Arts Management Acting for Visual Media Contemporary Music Dance Art Make-up Design

* There is no set quota for the number of international students admitted.

It depends on capacity of each department and scholastic ability of each applicant.

◆ Departments by Campus

Campus	Departments	Address
Donam-Sujeong Campus	<ul style="list-style-type: none"> ◎ Korean Language and Literature, English Language and Literature German Language and Literature, French Language and Literature Japanese Language and Literature, Chinese Language and Literature History ◎ Political Science and Diplomacy, Psychology, Geography Economics, Business Administration, Media Communication, Convergence Security ◎ Law ◎ Mathematics, Statistics, Information Technology ◎ Sports and Leisure, Exercise Rehabilitation Welfare ◎ Education, Social Studies Education, Ethics Education Chinese Classics Education, Early Childhood Education ◎ Oriental Painting, Western Painting, Sculpture Crafts, Industrial Design ◎ Vocal Music, Instrumental Music, Composition 	<p>Sungshin Univ., 2 Bomun-ro 34da-gil, Seongbuk-gu, Seoul, Korea (249-1, Dongseon-dong 3-ga, Seongbuk-gu, Seoul, Korea)</p> <p>Subway: Line 4 Sungshin Univ. Station</p>
Mia-Unjeong Green Campus	<ul style="list-style-type: none"> ◎ Biological Science and Chemistry, Interdisciplinary ECO Science ◎ Clothing, Food and Nutrition, Living Culture and Consumer Science Social Welfare ◎ Nursing Sciences, Global Medical Science ◎ Culture & Arts Managements, Acting for Visual Media Contemporary Music, Dance Art, Make-up design 	<p>Sungshin Univ., 55 Dobong-ro 76ga-gil, Seongbuk-gu, Seoul, Korea (147, Mia-dong, Gangbuk-gu, Seoul, Korea)</p> <p>Subway: Line 4 Mia Station</p>

※ Please be aware when you check the location of test venue that Sungshin Women's University has two campuses in Donam-Sujeong Campus and Mia-Unjeong Green Campus.

3. Eligibility for Application

A. Applicants(1st Year) must meet all the following criteria below.

- 1) Non-Korean nationality (Applicants and their both parents)
- 2) High School Graduation Requirements: Applicants must be high school graduates or graduates-to-be in August 2015.
- 3) Students who have a Level 4 or higher TOPIK test score are qualified.

Applicants who have a Level 3 TOPIK test score are conditionally admitted; However, **they must receive Level 4 TOPIK before graduation from Sungshin Women's University.**

B. Transfer Admission (3rd Year) : Applicants must meet the three requirements above(A) and qualify for the below conditions

Type	Condition
4-Year University	Must have completed two years(four semesters) of study at a 4-year university (Korea or abroad) or will complete two years by August 2015.
Community/ Technical College	Must have a diploma from a 2/3-year community/technical college by August 2015, or obtain equivalent degree

- 1) Classes taken during Summer/Winter vacation can count towards GPA/credits, but not for semesters completed
- 2) For schools that do not issue Certificate of Completion, applicant must have completed 2 years or 4 semesters of courses, and have taken more than 1/2 of the minimum credit requirements (for U.K. schools, more than 2/3).
- 3) For Arts/Music/Physical Education majors, applicants must have had prior education in the same field. (other departments are open to all majors)

- ※ If the student and both parents are foreigners, location of schools attended does not matter
- ※ Students who have double citizenship (citizen of Republic of Korea and another country) cannot apply for the Foreign Student Admission.

4. Application Instructions

Applicant is allowed to apply to one department only.

5. Admission Criteria

Type	Document	Written Exam	Interview	Audition	Total
All majors(except arts and music)	P/F	30 points (30%)	70 points (70%)	-	100 points (100%)
Dept. of Sports and Leisure, Dept. of Exercise Rehabilitation Welfare, College of Arts, College of Music, College of Convergence Culture and Arts(except Culture & Arts Managements)	P/F	-	50 points (50%)	50 points (50%)	100 points (100%)

6. Selection Methods

- A. Admission decisions are made according to total scores for each field of study. Points will be added according to the ratio predetermined.
- B. Applicants with the same scores will be ranked based on the University's official guidelines.

- C. Admission decision can be revoked after reviewing of applicant's scholastic ability or financial state.
- D. After checking the applicant's academic background, admission may be rescinded when it turns out that the applicant has submitted any false information or is not qualified.
- E. Those who are not qualified, absent at the tests, cheat or fail to submit required documents will be rejected.

7. Document Assessment

A. Application Materials

- Application Form(Prescribed form of Sungshin Univ.)
- Personal Statement and Study Plan(Prescribed form of Sungshin Univ.)
- Request Form for Eligibility Confirmation (Prescribed form of Sungshin Univ.)
- Letter of Agreement to release of information form(Prescribed form of Sungshin Univ.)
- Transcripts of academic records and certificates of (prospective) diploma
- College Transcript or Certificate of Expected Graduation(**Transfer Students only**)
- Certificate of Facts Concerning Entry and Exit(applicant)
- A copy of national ID or a certificate of nationality issued by a foreign government (for applicant and parents)
- A copy of alien registration card or passport (for applicant and parents)
- Certificate of Test Of Proficiency in Korean(TOPIK)
- Documents validating financial capabilities
 - ① A pledge to assume the cost of study overseas, (for the parents or the guarantor of applicants, Prescribed form of Sungshin Univ.)
 - ② A financial statement of over 10,000 US dollars by self or a financial guarantor. (the deposit due date must be set at least until over September 2015)
 - ③ A certificate of Employment or Business registration certificate of the Sponsor(the parents)
 - ④ A certificate of Income Tax Payment (or Property Tax Payment) of the Sponsor(the parents)
 - ⑤ A duplicate copy of financial guarantor's ID card(or passport)
 - ⑥ 2(two) ID pictures of the applicant (in color, 3cm×4cm)
 - ※ Each guarantor is allowed to serve only one student. An applicant cannot serve as one's own guarantor.

※ Chinese applicants must submit the certificate of high school career(高考) issued by Confucius Institute in Seoul (Tel : 02-554-2688, <http://www.cis.or.kr/>) or Higher Education Qualification Certificates in China(www.chsi.com.cn / www.cdgdc.edu.cn)

- B. Applicants must submit the original copies for all supporting documents. If they cannot submit during the application period, submit the photocopies of documents that are certified by the organizations issued or validated by the Office of Admissions when submitting. All original copies must be submitted after admission by Aug. 21(Fri) 2015.
- C. Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.

- D. Letter of Agreement to release academic information must be signed by applicant after being printed out from the Internet.
- E. Notes on submitting transcript and graduation certificate
 - 1) Successful candidates must submit certificate of graduation, certificate of registration, transcript from graduated high school with an Apostille issued from the government authorities in the applicant's home country. However, If the country is not in Apostille Convention, then the student needs to follow the following: students need to visit Korean embassies in the country where they have studied and obtain approval from Korean consuls.
 - 2) Graduates-to-be must submit certificate of graduation after being accepted by August, 21(Fri) 2015. In addition, the certificate of graduation successful candidates must include an Apostille issued from the government authorities in the applicant's home country or submit the documents with consular legalization issued from Korean consulate in the applicant's home country.
- F. All transcripts and certificates issued by foreign schools must bear the contact information of the schools, such as address in English, phone number, and fax number. If the contact information is not on transcripts and certificates, applicants must write the information on the document.
- G. If different names are used, proper documentation of name change or proof of identical person from the local court must be submitted.
- H. The University reserves a right to demand additional documents to prove or verify the authenticity of application requirements.
- I. The application fee and submitted documents will not be returned to applicants.

8. Interview/Written Examination/Live Audition

- A. The applicant concerned
 - 1) Interviews : All applicants
 - 2) Written Examinations : All majors except for the departments stated in the item 3)
 - 3) Live Auditions : College of Arts, College of Music, Dept. of Sports and Leisure, Acting for Visual Media, Contemporary Music, Dance Art, Make-up Design
- B. Date & Time : May 22nd(Fri), 2015
- C. Announcement of test venues : May 19th(Tue), 2015 (tentative) - ipsi.sungshin.ac.kr
- D. Examination Subjects for Performances
 - 1) Sports and Leisure

Dept.	Subject
Sports and Leisure	Trunk Flexion Forward, Cross Run

2) College of Arts, Dept. of Make-up Design

Dept.	Subject
Oriental Painting Western Painting Sculpture Crafts Industrial Design Make-up Design	1) A portfolio that consists of 6 pages (On each A4 size paper, only one photo of one work should be attached.) 2) Explanation of works and procedure (including subjects, materials and years) ※ All of the above must <u>be brought on the day of the test.</u>

3) College of Music

Dept.	Subject	
Vocal Music	1) 1 Italian song or Operatic Arias 2) 1 German song - Choose one song in each language and sing in its original language without notes. - Transposition is allowed but modern works cannot be selected.	
Instrumental Music	Piano	One prepared piece of your choice (For a Sonata, play one fast movement)
	Orchestral music	One prepared piece of your choice (For a concerto, play a fast movement; for a sonata, play a fast movement and a slow movement)
Composition	Composition	1) One original composition written by the applicant (<u>to be submitted on the day of piano performance</u>) 2) Piano Performance: One fast movement from a sonata
	Theory	Piano Performance: One prepared piece of your choice

9. Important Notes for All Applicants

- A. The sites for interviews and performances will be announced through university homepage (www.sungshin.ac.kr). Individual requests for date/time change are not allowed.
- B. Applicant must bring personal ID(foreigner registration card, valid passport) to the sites.
- C. Applicant cannot use cellular phone or other devices that may interfere with the exam.
- D. **The Test ID card cannot be printed out, and it is not required on the day of the test.**
- E. Applicant should refer to the Admission Guide for further information.
- F. Admission decision will be announced exclusively through university homepage and applicants will not be notified personally.
- G. Application form must include emergency local contact information, and applicant bears all responsibilities for not providing proper contact information.
- H. Other items, which are not stated in this guide, will be dealt with under the decisions made by the Sungshin Univ. Admissions Management Committee.
- I. For more information, please contact University Admissions Team.
Tel : (02)920-2000 Fax : (02)920-2013 Homepage : ipsi.sungshin.ac.kr

10. Application and Submission

- A. Deadline : 2015.5.7(Thur) 10:00 ~ 5.15(Fri) 17:00
- B. Submission : By postmail or in person (during weekdays)
- C. Missing the deadline and/or a part of required documents will result in disqualification.
- D. Please write the content of the particular document, test number, and applicant's name in the lower, right-hand column of the document being submitted.
(ex : 재(신입)1100000011, 김성신(name), 고등학교 1~2학년 성적증명서(transcript of high school))
- E. All forms such as Application forms, Letter of agreement to release of information forms can be downloaded from the Sungshin Univ. website (<http://ipsi.sungshin.ac.kr>)
- F. For the College of Music's Dept. of Vocal Music, Dept. of Instrumental Music, and for the College of Convergence Culture and Arts' Dept. of Contemporary Music, each applicant's accompanist must present the "Accompanist Verification" document in order to enter the test center on the day of the test.
- G. Notes on submitting application documents
 - 1) Applicant should check eligibility requirements carefully before submitting the application.
 - 2) Once the application is completed, it is not possible to cancel or make changes in the stated information. Application fee is not refundable under any circumstances. However, in the case of situations like natural disasters, diseases and other accidents beyond human control, a student concerned can get full or part of application fee refunded through due deliberation after submitting a refund application and related documents. Only students who applied for refund before June 18th(Fri), 2015 can get a refund.
 - 3) Regarding Refund: According to the Higher Education policies, Sungshin Univ. will consider the amount of the application fee and method of payment to process the refund.

- Visit Sungshin University in person
- Wire transfer refund amount to the designated bank account at the time of payment

- In the case of wire transfer, wire transfer fee will be deducted from the refund amount. In addition, if the wire transfer fee equals or exceeds the whole refund amount, nothing will be refunded.

4) Applicant is responsible for all consequences caused by errors, mistakes, omissions, misspellings, insufficient materials, and late submission

H. Notes on uploading photo

1) Submit personal portrait photos(color, 3cm x 4cm) taken within the past three months,

(Prepare 2 photos)

2) Applicant may not use a photo in which she is wearing hats, a photo taken using the cellular phone, a photo heavily edited by computer, or a photo showing someone other than herself.

I. Notes on Personal information

1) The applicant's personal information will be collected with the permission of the applicant and will not be used for other purposes than admission and academic sources.

2) Person information items: Name, foreigner registration ID #, Schools attended/graduated, photos, address, home/cellphone #, email, payment bank account, etc

J. Address

- Sungshin University Admissions Team (Administration Bldg. 101)
2 Bomun-ro 34 da-gil, Seongbuk-gu, Seoul 136-742

11. Application Fee

A. All majors (except for Departments stated in the item B) : 110,000 Won

B. Dept. of Sports and Leisure, College of Arts, College of Music, College of Convergence Culture and Arts(except dept. of Culture and Art Management) : 130,000 Won

12. Important Notes for Admitted Applicants

A. If it is revealed that applicant gave false information on submitted materials, altered their content illegally or performed any wrongdoing during the application process, university can cancel the admission at any time and is not obligated to refund tuition and other fees already paid.

B. When and Where to pay tuition : **2015.6.26(Fri) ~ 6.30(Tue),
Kookmin Bank(KB, at any branch in Korea)**

C. Admission decision will be revoked if applicant does not pay tuition during the payment period.

D. Applicant must sign the waiver of enrollment through university homepage if she wishes to resign from registering at Sungshin University and submit the form to the Admission Office.

13. Medical Checkups

- A. Student must take physical examination after admission. Detailed schedule will be announced through university website at www.sungshin.ac.kr.
- B. Student must select her study that will not interfere with her ailment or a physical disorder that she may have.

14. Scholarships (Students and their both parents are foreigner)

장학명	지급기준	지급사항	지급시기
Tuition Deduction for foreigner A	A score of 90 or above in the entrance test or Level 5 or above in TOPIK	50% of the tuition (Except admission fee)	First Semester
Tuition Deduction for foreigner B	A score of 80 or above in the entrance test or Level 4 or above in TOPIK	40% of the tuition (Except admission fee)	
Admission Scholarship	Completion of one or more semesters of Korean Language Program at Sungshin and awarded after admission as newly admitted/transfer students	300,000 KRW [1 semester] 600,000 KRW [2+ semesters]	
The dean's list for foreigner 1	Over 4.0 of pre-semester's GPA	100% of tuition	Regular semesters except first semester
The dean's list for foreigner 2	Over 3.5 ~ under 4.0 of pre-semester's GPA	50% of tuition	
The dean's list for foreigner 3	Over 3.0 ~ under 3.5 of pre-semester's GPA	30% of tuition	
Academic scholarship for foreigner	Foreign students who have received a GPA of 2.5 or higher in the previous semester may be recommended by the related department based upon the student's financial circumstances.	A part of tuition	
Outstanding extra-curricular scholarship for foreigner	Foreign students who have actively participated in exchange and volunteer work may be recommended by the related department.	A part of tuition	

※ For further information, call the International Student Services team at 02)920-7302

15. Miscellaneous

• Mentoring/Tutoring

Student can receive mentoring and help with studies and life in Korea, as well as teach Korean student a foreign language - foreign students may receive scholarship by participation.

- **Sungshin Buddy**

Program to facilitate Sungshin foreign students' adjustment to life in Korea and at Sungshin. Buddies will be Sungshin Korean undergraduate students who will be matched 1-1 with a foreign student.

- **Korean Culture Program**

Held 2~3 times a semester; student can participate in activities and events that introduce her to Korean cultures

- **TOPIK Application Fee**

Student receives financial support for the TOPIK test application fee

- **Medical Check-up**

Once a year, free medical check-up for foreign students

- **Various Education seminars**

Seminars to inform students about immigration policies, career paths, fire safety, crime prevention, etc

- **Office International Student Services**

Students will receive one-stop service and guidance on academics, grades, everyday-life and sojourn in Korea

memo

수정 캠퍼스



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|--------|--------------|-------------------------|--------------|--------------|-------------------------|
| ① 행정관 | ④ 학생별관 | ⑦ 음악관(음악대학) | ⑩ 기숙사 | ⑬ 학생식당 | ⑯ 성신관(사회대학, 법과대학, 음악대학) |
| ② 난향관 | ⑤ 조형1관(미술대학) | ⑧ 수정관(인문대학, 사회대학, 사법대학) | ⑪ 체육관 | ⑭ 유치원 | ⑰ 미디어정보관(자연대학) |
| ③ 학생회관 | ⑥ 조형2관(미술대학) | ⑨ 과학관(자연대학) | ⑫ 중앙도서관(운영관) | ⑮ 현정애극관(학군단) | |

오시는 길

주 소 : 서울특별시 성북구 보문로 34다길 2(Tel : 02-920-7114)

지하철 : 4호선 성신여대입구 1번 출구에서 20m 직진 후 우회전, 200m 직진 후 좌회전하여 150m

버 스 : 간선(B) - 101, 102, 103, 104, 106, 107, 108, 109, 140, 142, 143, 149, 150, 151, 152, 160, 162, 171, 172, 710 / 지선(G) - 1014, 1162, 1212

운정그린캠퍼스



- | | |
|-------------------------------------------|----------------------------|
| ① A동 : 자연과학대학(생명과학 · 화학부), 생활과학대학(식품영양학과) | ③ C동 : 간호대학(간호학과, 글로벌의과학과) |
| ② B동 : 생활과학대학(의류학과, 생활문화소비자학과, 사회복지학과) | ④ Pavilion : 융합문화예술대학 |

오시는 길

주 소 : 서울특별시 강북구 도봉로 76가길 55(Tel : 02-920-2701)

지하철 : 4호선 미아역(신일고등학교 옆) 1번 출구에서 300m 직진 후 우회전하여 200m

버 스 : 간선(B) - 101, 102, 106, 107, 108, 120, 130, 140, 141, 142, 150, 151, 153, 160, 170 / 지선(G) - 1144, 8153(※ 수유시장역 하차)

입학관리팀 Tel : 02-920-2000 / 입학사정관실 Tel : 02-920-2001



수정캠퍼스: 136-742 서울특별시 성북구 보문로34다길 2
운정그린캠퍼스: 142-732 서울특별시 강북구 도봉로76가길 55