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2022 Spring Semester Admissions Guide for International Student

SUNGSHIN WOMEN'S UNIVERSITY



성신여자대학교
SUNGSHIN WOMEN'S UNIVERSITY

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I . Admission Schedule

Procedure	Schedule	Notes
Application	Mon, Jan. 3, 2022 (10 AM) – Wed, Jan. 5, 2022 (5 PM)	Website (ipsi.sungshin.ac.kr)
Document Submission	Mon, Jan. 3, 2022 (10 AM) – Fri, Jan. 7, 2022 (5 PM)	By postmail or in person ※ Document can be submitted only if it arrives within the deadline. ※ Failure to submit the document in time will result in disqualification.
Announcement for Interview Test Venue	Fri, Jan. 14, 2022	Website (ipsi.sungshin.ac.kr)
Interview	Thu, Jan. 20, 2022	
Announcement of Admissions Decision	Tue, Feb. 8, 2022 (scheduled)	Website (ipsi.sungshin.ac.kr)
Printout Admission Certificate and Tuition Bill	Tue, Feb. 8, 2022 – Fri, Feb. 11, 2022	
Tuition Payment Period	Wed, Feb. 9, 2022 – Fri, Feb. 11, 2022 (9 AM – 4 PM)	Kookmin Bank(KB) (at any branch in Korea)
First day of school	Tue, Mar. 1, 2022	

※ Please note that the above schedule is subject to change.

II. Fields of Study

1. Freshmen

- 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.

*Arts, Music and Physical Majors

College	Department
College of Humanities	Korean Language and Literature English Language and Literature German Language, Literature and Culture French Language, Literature and Culture Japanese Language, Literature and Culture Chinese Language, Literature and Culture History
College of Social Sciences	Political Science and Diplomacy Psychology Geography Economics Media Communication School of Business Administration Major/Global Business Major Social Welfare
College of Law	School of Law
College of Natural Sciences	School of Mathematics, Statistics and Data Science(Mathematics, Financial Technology) School of Mathematics, Statistics and Data Science(Statistics, Big Data Science) School of Chemistry/Smart Energy Major
College of Knowledge-Based Services Engineering	Services and Design Engineering Convergence Security Engineering Computer Engineering Environment & Energy Engineering Food Science and Biotechnology Biotechnology School of AI Convergence (AI/Smart IoT Major)
College of Nursing	Nursing Sciences
Health & Wellness College	Bio New Drug (Bio New Drug Major/Global Medicine Science Major), Biohealth Convergence (Biohealth Service/Food and Nutrition Major), Sports and Science (Sports and Leisure Major/Exercise Rehabilitation Major)*
International College of Beauty and Living Industry	Fashion Industry Consumer Science and Living Culture Industry Beauty Industry*
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*

※ Only women can apply for admission to each department.

※ According to the Regulations for Student Enrollment of the College of Education, the acceptance rate of international students cannot exceed 10% of the admission quota.

2. Transfer Student

- 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.

*Arts, Music and Physical Majors

College	Department
College of Humanities	Korean Language and Literature English Language and Literature German Language, Literature and Culture French Language, Literature and Culture Japanese Language, Literature and Culture Chinese Language, Literature and Culture History
College of Social Sciences	Political Science and Diplomacy, Psychology, Geography, Economics, Business Administration, Media Communication
College of Law	Law, Knowledge-Based Industry and Law
College of Natural Sciences	Mathematics, Statistics, Chemistry
College of Knowledge-Based Services Engineering	Services and Design Engineering, Convergence Security Engineering, Computer Engineering, Information System Engineering, Environment & Energy Engineering, Food Science and Biotechnology, Biotechnology
College of Nursing	Nursing Sciences
Health & Wellness College	Global Medical Science Food and Nutrition Social Welfare Exercise Rehabilitation Welfare Sports and Leisure*
International College of Beauty and Living Industry	Global Business Fashion Industry Consumer Science and Living Culture Industry Beauty Industry*
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*

※ Only women can apply for admission to each department.(However, those who have obtained an associate degree in 'Makeup Design Major' from an exchange College and studied at Sungshin Women's University for more than one semester as an exchange student can apply for a transfer admission to the 'Beauty Industry Department' regardless of gender.)

3. Notification of Education Curriculum Accreditation

- The following department has been accredited by the designated institutions of the Ministry of Education for its education curriculum.

Department	Accreditation Institute	Result	Valid until	Note
Nursing Science	Korean Accreditation Board of Nursing Education	Accreditation Approved	~ Dec 16(Fri), 2022	Bachelor's Degree Course

III. Eligibility for Application

1. Freshmen

■ Applicants must meet all requirements as follows.

Freshmen (First Year)	Eligibility
	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 February 2022. ③ Students who have a Level 3 or higher TOPIK test score are qualified

- Applicants who have a Level 3 TOPIK test score can be conditionally admitted; However, they must receive Level 4 TOPIK before graduation from Sungshin Women's University.
- Those in entertainment/sports and clothing industry major can apply with Level 2 TOPIK, and must take 300 hours or more of Korean Language Program at Sungshin Women's University for 1 year after admission.
- Applicants who are expected to achieve TOPIK test scores can apply in condition of submitting qualifying score by Fri, Feb. 25, 2022. However, failure of submission will result in disqualification.

2. Transfer Student

■ Applicants must have the equivalent for freshmen eligibility and meet one of the requirements as follows.

Transfer Student (Third Year)	Academic Requirements
	① Must have completed two years(four semesters) of study at a 4-year university (Korea or abroad) or will complete two years by February 2022. ② Must have a diploma from a 2/3-year community/technical college by February 2022, or obtain equivalent degree

- Classes taken during Summer/Winter vacation can count towards GPA/credits, but not for semesters completed.
- 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).
- Applicants only from same department affiliated study can apply for Arts, Music and Physical Majors. (Other departments are open to all majors.)
- Transfer student will be admitted as a junior(third year) student. Those who have taken three years or more in the same field of Beauty Industry at a higher education (Korea or abroad) will be admitted as a senior(forth year) at the department of Beauty Industry.
- Those who have obtained an associate degree in 'Makeup Deseign Major' from an exchange College and studied at Sungshin Women's University for more than one semester as an exchange student can apply for a transfer admission to the 'Beauty Industry Department' regardless of gender.

※ 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.

V. Application Instructions

1. Application and Document Submission

Procedure	Application	Document Submission
Period	Mon, Jan. 3, 2022 (10 AM) – Wed, Jan. 5, 2022 (5 PM)	Mon, Jan. 3, 2022 (10 AM) – Fri, Jan. 7, 2022 (5 PM)
Submission Method	Online	By postmail or in person ※ Document can be submitted only if it arrives within the deadline. ※ Failure to submit the document in time will result in disqualification.
Address	ipsi.sungshin.ac.kr	Sungshin Women's University Admissions Team (Administration Bldg. 104) 2 Bomun-ro 34 da-gil, Seongbuk-gu, Seoul 02844

- Applicant is allowed to apply to one department only.
- Failure to submit the documents by the deadline will result in disqualification.
- Please write the content of the particular document, and applicant's name in the lower, right-hand column of the document being submitted.
(ex: Sungshin Kim(name), Transcript of high school)
- All forms such as Application forms, Letter of agreement to release of information forms can be downloaded from the website(ipsi.sungshin.ac.kr).

2. 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 circumstances such as 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 by Fri, Feb. 4, 2022 can get a refund.
- 3) Refund Policy: According to the Higher Education policies, if there is a balance due to income or expenses, Sungshin Women's University will return it in proportion to the admission fee and the method of refund is as follows.

- Visit Sungshin Women's University in person
or
- 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

5) Notes on submitting photo

- Submit personal portrait photos(color, 3cm x 4cm) taken within the past three months.
- Applicant may not use a photo taken with a hat, taken with the cellular phone, edited heavily by computer, and a photo of others.

6) Notes on Personal information

- 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.
- Personal information items: Name, foreigner registration ID #, Schools attended/graduated, photos, address, home/cellphone #, email, payment bank account, etc

7) **Video Interview**

- If the applicant is in a special condition(natural disaster, infectious disease) or staying overseas, we may offer the video interview.
- The applicant must request for the video interview and video exam before application to find out the eligibility and discuss the suitable method to do so.
 - ※ The eligibility for the video exam will be determined by Admissions Team
(contact: admissions@sungshin.ac.kr / 82-2-920-2000)
- Designated time for Video Interview will be announced through the guide to examinations for applicants when offering test venues. Hours are based on Korean Standard Time.
- Applicants for Video Interview must submit relevant documents(proof of immigration status, medical certification, etc).
- The acceptance for entrance will be canceled if the candidate applied for video interview by using false information or a proxy interview have taken place.

3. Application Fee

- 1) General Majors: KRW 130,000
- 2) Arts, Music and Physical Majors: KRW 150,000

V. Required Documents

List of required documents	Note
<ul style="list-style-type: none"> ■ Application Form (Prescribed form of Sungshin Univ.) 	
<ul style="list-style-type: none"> ■ Personal Statement and Study Plan (Prescribed form of Sungshin Univ.) 	<ul style="list-style-type: none"> - Mentioning names or company names of the applicant's parents or relatives on the personal statement is prohibited.
<ul style="list-style-type: none"> ■ Request Form for Eligibility Confirmation (Prescribed form of Sungshin Univ.) 	
<ul style="list-style-type: none"> ■ Letter of Agreement to release of information form (Prescribed form of Sungshin Univ.) 	
<ul style="list-style-type: none"> ■ Highschool Transcripts of academic records and certificates of (prospective) diploma (Freshmen only) ■ College Transcript or Certificate of (expected) Graduation (Transfer Students only) 	<ul style="list-style-type: none"> - Documents issued by foreign academic institutions must be verified and certified by the Korean Embassy in the applicant's country or by the applicant's country's embassy to Korea. If the institution is located in a member state that recognizes Apostille Convention, apostilled documents may be attached. - For those who graduated from Chinese schools, please refer to the instructions on required documents on the Chinese version of 2022 Spring Admission Guide.
<ul style="list-style-type: none"> ■ Certificate of Facts Concerning Entry and Exit (applicant) 	<ul style="list-style-type: none"> - Only for those who resides in Korea
<ul style="list-style-type: none"> ■ A copy of national ID or a certificate of nationality issued by a foreign government (for applicant and parents) 	<ul style="list-style-type: none"> - Passport, Citizenship card or documents issued by government can be submitted.
<ul style="list-style-type: none"> ■ Family register/relationship certificate 	<ul style="list-style-type: none"> - Chinese applicants: Hukoubu(户口簿) and Certificate of family relationship(亲属关系证明) - Vietnamese applicants: So Ho Khau - Mongolian applicants: Certificate of family relationship - Filipino applicants: Family Census - Indonesian applicants: KARTU KELUARGA
<ul style="list-style-type: none"> ■ A copy of alien registration card or passport (for applicant and parents) 	<ul style="list-style-type: none"> - For those who have registered as foreigner, please submit a copy of alien registration card.
<ul style="list-style-type: none"> ■ Certificate of Test of Proficiency in Korean(TOPIK) 	<ul style="list-style-type: none"> - Verification slip are accepted if you are expecting to achieve test scores
<ul style="list-style-type: none"> ■ Documents validating financial capabilities 	<ul style="list-style-type: none"> - A financial statement of over 20,000 US dollars by self or a financial guarantor (the deposit period must be set at least until over by Mar. 1, 2022) - A letter of sponsorship for the cost of study overseas (for the parents or the guarantor of applicants. Prescribed form of Sungshin Univ.) ※ Each guarantor is allowed to serve only one student. An applicant cannot be serve as one's own guarantor.

- 1) Applicants must submit the original copies for all supporting documents. If they cannot submit the original copies within the deadline, applicants are allowed to submit the photocopies of the documents that are verified by the Admissions Team. All original copies must be submitted after the announcement of admissions decision by Fri, Feb. 25, 2022.
- 2) Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.

- 3) Notes on submitting transcript and (expected) graduation certificate
 - Transcript and (expected) graduation certificate issued by foreign academic institutions must be verified and certified by the Korean Embassy in the applicant's country or by the applicant's country's embassy to Korea. If the institution is located in a member state that recognizes Apostille Convention, apostilled documents may be attached.
- 4) Graduates-to-be must submit certificate of graduation after being accepted. (must include official documents, such as letter of apostille, international institution or consular confirmation.)
- 5) If different names are used, proper documentation of name change or proof for identical person from the local court must be submitted.
- 6) The University reserves a right to demand additional documents to prove or verify the authenticity of application requirements.
- 7) All submitted documents and portfolio will not be returned to applicants.
- 8) If the applicant is found to be not qualified for application, admitted by illicit admission or the submitted document is found to be forged, the admission will be cancelled.

VI. Admission Criteria & Selection Methods

1. Admission Criteria

Type	Document	Interview
All Majors	Pass/Fail	100%

※ However, for those who apply for Arts, Music and Physical Majors, the practical evaluation can be conducted during the interview.

2. Selection Methods

- 1) Admission decisions are made according to total scores for each field of study. Points will be added according to the ratio predetermined.
- 2) Applicants with the same scores will be ranked based on the University's official guidelines.
- 3) Admission decision could be revoked after reviewing of applicant's scholastic ability or financial state.
- 4) After reviewing 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.
- 5) Those who are not qualified, absent at the tests, cheat or fail to submit required documents will be rejected.
- 6) Admission may be rescinded if the applicant submits falsified materials or is found to have made inaccurate statements. If the applicant is found to be not fully eligible for the requirement, admission may also be rescinded.

VII. Additional Notes

1. Important Notes for All Applicants

- 1) The sites for interviews will be announced through the website (ipsi.sungshin.ac.kr). Individual requests for date/time change are not allowed.
- 2) Applicant must bring personal ID(foreigner registration card, valid passport) to the sites.
- 3) Applicant cannot use a cellular phone or other devices that may interfere with the exam.
- 4) Since Sungshin Women's Univ. has two campuses as Donam-Sujeong Campus and Mia-Woonjeong Green Campus, please make sure to check your test site and time for the interview when the location of test venue is announced.
- 5) Admission decision will be announced exclusively through the website(ipsi.sungshin.ac.kr) and applicants will not be notified personally.
- 6) Application form must include emergency local contact information, and an applicant bears all responsibilities for not providing proper contact information.
- 7) Other items, which are not stated in this guide, will be dealt with under the decisions made by the Sungshin Women's Univ. Admissions Management Committee.
- 8) Applicant should refer to the Guide for Applicants for further information. For more information, please contact University Admissions Team.
Tel: 82-2-920-2000 Website: ipsi.sungshin.ac.kr Email: admissions@sungshin.ac.kr

2. Important Notes for Admitted Applicants

- 1) If it is revealed that the applicant gave false information on submitted materials, altered their content illegally or performed any wrongdoing during the application process, the university can cancel the admission at any time and is not obligated to refund tuition and other fees already paid.
- 2) Payment Period: June 29(Tue), 2021 09:00 am ~ July 1(Thu), 2021 16:00 pm

Division	Tuition fees
Printing tuition bill	Tue, Feb. 8, 2022 – Fri, Feb. 11, 2022 Admissions website
Payment period	Wed, Feb. 9, 2022 – Fri, Feb. 11, 2022 (09:00 ~ 16:00)
Fees paid	Registration fee
Payment locations	Nationwide branch of Kookmin Bank

- 3) Payment Locations: Kookmin Bank(KB) (at any branch in Korea)
- 4) Admission decision will be revoked if the applicant does not pay tuition during the payment period.
- 5) Applicant must sign the waiver of enrollment through university homepage if she wishes to resign from registering at Sungshin Women's University and submit the form to the Admissions Team.

3. Medical Checkups

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

4. Medical Insurance for foreign students

In accordance with the National Health Insurance Act and the Enforcement Rules of the same Act, foreign students will be registered as local subscribers to the national health insurance from March 2021.

VIII. Scholarships / Support

1. Admission Scholarships for Foreign Students

※ Admission scholarships will be granted during the first semester.

Type	Qualification		Payment
	Freshmen and 3 rd year Transfer Students	4 th year Transfer Students	
Admission Scholarships for foreigner 1	* Level 6 or above in TOPIK	-	100% of the tuition (Except admission fee)
Admission Scholarships for foreigner 2	* Level 5 in TOPIK	-	80% of the tuition (Except admission fee)
Admission Scholarships for foreigner 3	* Level 4 in TOPIK	-	60% of the tuition (Except admission fee)
Admission Scholarships for foreigner 4	* Those who have completed (or will complete) two semester or level 3 course in Korean Language Program at Sungshin Women's University	* Level 5 or above in TOPIK	50% of the tuition (Except admission fee)
Admission Scholarships for foreigner 5	* Level 3 in TOPIK	* Level 4 in TOPIK * Those who have completed (or will complete) one semester or level 3 course in Korean Language Program at Sungshin Women's University	40% of the tuition (Except admission fee)
Admission Scholarships for foreigner 6	-	* Level 3 in TOPIK	30% of the tuition (Except admission fee)
Admission Scholarships for foreigner 7	* Level 2 in TOPIK * Graduate of level 3 (or above) in Korean Language Program (or one set to graduate such a course) from a different university.	* Level 2 in TOPIK * Graduate of level 3 (or above) in Korean Language Program (or one set to graduate such a course) from a different university.	20% of the tuition (Except admission fee)

2. Academic Scholarships for Foreign Students

※ Admission scholarships will be granted during regular semesters(except the first semester).

Type	Qualification		Payment
	Level 3 in TOPIK (including those who do not have TOPIK scores)	Level 4 or higher in TOPIK	
Academic Scholarships for foreigner 1	-	Over 4.3 of pre-semester's GPA	100% of tuition
Academic Scholarships for foreigner 2	Over 4.3 of pre-semester's GPA	Over 4.0 ~ under 4.3 of pre-semester's GPA	80% of tuition
Academic Scholarships for foreigner 3	Over 4.0 ~ under 4.3 of pre-semester's GPA	Over 3.5 ~ under 4.0 of pre-semester's GPA	60% of tuition
Academic Scholarships for foreigner 4	Over 3.5 ~ under 4.0 of pre-semester's GPA	Over 3.0 ~ under 3.5 of pre-semester's GPA	40% of tuition
Academic Scholarships for foreigner 5	Over 3.0 ~ under 3.5 of pre-semester's GPA	Over 2.5 ~ under 3.0 of pre-semester's GPA	20% of tuition

3. Other Scholarships for foreign students

Type	Qualification	Payment					
Encouragement Scholarships for foreigner	Foreign students who have been recommended by the relevant department in consideration of their household circumstances.	Some of the living expenses					
Global Plus Scholarships	Foreign students who have actively participated in exchange program or volunteer work and been recommended by the relevant department.						
	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Global Friends (Tutoring) Completion</td> <td>After teaching Korean students their native language, foreign students who meet the requirements for their activities will receive scholarship. (at least 10-times participation per semester)</td> </tr> <tr> <td>Global Plus Scholarship Activities</td> <td>Foreign students selected for Global Plus Activities and participate in various events and tasks organized by the Office of International Affairs will receive different amount of scholarships depending on the cumulative time of participation.</td> </tr> </tbody> </table>	Type	Description	Global Friends (Tutoring) Completion	After teaching Korean students their native language, foreign students who meet the requirements for their activities will receive scholarship. (at least 10-times participation per semester)	Global Plus Scholarship Activities	Foreign students selected for Global Plus Activities and participate in various events and tasks organized by the Office of International Affairs will receive different amount of scholarships depending on the cumulative time of participation.
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Global Plus Scholarship Activities	Foreign students selected for Global Plus Activities and participate in various events and tasks organized by the Office of International Affairs will receive different amount of scholarships depending on the cumulative time of participation.						

※ For details about scholarships, call the Scholarship team at 02-920-7012

■ Sungshin Global Friends (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 foreign students.

(Tutoring)

Tutoring is a language and culture exchange program that allows foreign students to be tutors and Korean students to be tutees. Those who meet the criteria while participating in Tutoring program may receive a Global Plus Scholarship.

■ Korean Cultural Experience Programs

Held 1~2 times a semester; students can participate in activities and events which will introduce Korean culture.

■ Support for TOPIK test

Foreign students receive financial support for the TOPIK test application fee every year.

■ Medical Check-up

Foreign students receive free medical check-up every year.

■ Various Education seminars

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

■ Other services and support

Foreign Students receive one-stop service and guidance on academics, grades, everyday-life and sojourn in Korea from the Office of International Student Services.

Sujung Campus



1. Administration Office 2. Nan-Hyang Building 3. Plastic Arts Building 1 4. Plastic Arts Building 2 5. Music Hall 6. Sujung Building 7. Science Building
8. Prime Hall 9. Sunghsin Building 10. Sports Complex 11. Central Library 12. Student Center 13. Dormitory 14. Media & Information Building



성신여자대학교