



Admission Guideline for Foreign Students (Spring Semester of 2017)

www.sungshin.ac.kr

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Foreign Students (Non-Korean Nationality, Both applicants and parents)

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1. Timeline

Event	Early Admission	Regular Admission	Notes	
Application and document Submission	July 4 (Mon) 10:00 ~ July. 6 (Wed) 17:00, 2016	January 2 (Mon) 10:00 ~ January 4(Wed) 17:00, 2017	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	July 21 (Thu), 2016	January 23 (Mon), 2017	Website (http://ipsi.sungshin.ac.kr)	
Interview				
Written Examination (General majors)	July 25 (Mon), 2016	January 25 (Wed), 2017	 Test Venue at Sungshin University (Details will be notified later) 	
Live Audition (Arts, Music and Physical majors)				
Admission Announcement	August 25 (Thu), 2016 Tentative	February 2 (Thu), 2017 Tentative	 Website 	
Printout Admission Certificate	August 25 (Thu) ~ December 21 (Wed), 2016	February 2 (Thu) ~ February 6 (Mon), 2017	(http://ipsi.sungshin.ac.kr)	
Printout Invoice of Registration Confirmation Deposit	August 25 (Thu) ~ December 21 (Wed), 2016	** Confirmation Deposit is	Website (http://ipsi.sungshin.ac.kr)	
Payment Period for Tuition Deposit	December 19 (Mon) \sim December 21 (Wed), 2016	required only for Early admission candidates	 Kookmin Bank(KB) (at any branch in Korea) 	
Printout Tuition Bill	February 2 (Thu) ~ February 6 (Mon), 2017		Website (http://ipsi.sungshin.ac.kr)	
Tuition Payment Period	February 3 (Thu) \sim 1	Kookmin Bank(KB) (at any branch in Korea)		

^{*} Please note that the above schedule is subject to change.

^{*} Application for transfer students whose both parents are foreigners is scheduled in December 2016.

2. Fields of Study

Affliation	College	Department	Number to be Admitted	
	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 Nursing	Nursing Sciences		
General Majors	College of Education [™]	Education Social Studies Education Ethics Education Chinese Classics Education Early Childhood Education	There is no set quota for the number of	
	College of Knowledge–Based Services Engineering	Computer Engineering Information System Engineering Convergence Security Engineering Services and Design Engineering Food Science and Biotechnology Biotechnology Environment & Energy Engineering	foreign students admitted. It depends on capacity of each department and scholastic ability of each applicant.	
	Health & Wellness College	Global Medical Science Food and Nutrition Social Welfare Exercise Rehabilitation Welfare		
	College of Convergence Culture and Arts	Culture & Arts Management		
	International College of Beauty and Living Industry	Fashion Industry Consumer Science and Living Culture Industry Global Business		
	College of Arts	Oriental Painting* Western Painting* Sculpture* Crafts* Industrial Design*		
Arts, Music and Physical Majors	College of Music	Vocal Music* Instrumental Music* Composition*		
	Health & Wellness College	Sports and Leisure*		
	College of Convergence Culture and Arts	Acting for Visual Media* Contemporary Music* Dance Art*		
	International College of Beauty and Living Industry	Beauty Industry*		

^{* :} Departments holding live audition

^{**:} According to the Regulations for Student Enrollment of the College of Education, the acceptance rate of foreign students cannot exceed 10% of the admission quota.

3. Eligibility for Application

- A. Applicants 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 February 2017.
- 3) Students who have a Level 4 or higher TOPIK test score are qualified (If you are expected to achieve test scores, you can apply on condition*)

Applicants who have a Level 3 TOPIK test score are conditionally admitted; However, <u>they must</u> receive Level 4 TOPIK before graduation from Sungshin University.

*: It is possible to apply on condition if you are expected to achieve TOPIK test scores. However, failure to submit a test score above level 3 by the deadline below will result in disqualification.

Applicants for Early admission	Applicants for Regular admission
August 19 (Fri), 2016	February 17 (Fri), 2017

- * 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

Туре	Document	Interview	Written Exam	Audition	Total
General Majors	P/F	70 points (70%)	30 points (30%)	-	100 points (100%)
Arts, Music and Physical Majors	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.
- F. 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.

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
- 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) (Verification slip are accepted if you are expected to achieve test scores)
- · 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 20,000 US dollars by self or a financial guarantor. (the deposit due date must be set at least until over March 1, 2017)
 - 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 \times 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 Education Qualification Certificates in China(www.chsi.com.cn / www.chinadegree.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.
- 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. 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: Applicants for General majors
 - 3) Live Auditions: Applicants for Arts, Music and Physical majors

B. Date & Time

Applicants for Early admission	Applicants for Regular admission	
July 25 (Mon), 2016	January 25 (Wed), 2017	
<announcement (thu),="" 2016="" 21="" july="" of="" test="" venues:=""></announcement>	<announcement (mon),="" 2017="" 23="" january="" of="" test="" venues:=""></announcement>	

- C. Announcement of test venues: Announcement of test venues will be on our web-page (ipsi.sungshin.ac.kr)
- D. Examination Subjects for Performances
 - 1) Dept. of Sports and Leisure

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

2) College of Arts, Dept. of Beauty industry

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

3) College of Music

Dept.		Subject
Vocal Music		1) 1 Italian song or 1 Italian Arias 2) 1 German song - Choose one song in each language and sing in its original language without notes.
Piano One pr		One prepared piece of your choice (For a Sonata, play one fast movement)
Music	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	One original composition written by the applicant (to be submitted on the day of piano performance) Piano Performance: One fast movement from a sonata
Composition	Theory	Piano Performance: One prepared piece of your choice

4) College of Convergence Culture and Arts

Dont	Cubicat			
Dept	Subject			
Acting for Visual Media	To act one monologue which the applicant prepared			
	Performing an audition on either an instrument or voice.			
Performing an audition on either an instrument or voice. 1) Test Piece: Play each scale two octaves up and down. - C, D, A, E, F, Bb, Eb Major Scale Am, Bm, F#m, C#m, Dm, Gm Harmonic Minor Scale, Melodic Minor Scale * When playing minor scale down, there is no need to be natural minor scale. (Playing natural minor scale down) * First note will be given in case of vocal audition. * Percussion or drum players should play other instruments which has tunes such as piano or guitar. 2) A prepared piece of your choice: One piece which shows individuality and strength applicant (within 2 minutes) * The applicants who play instruments except piano and keyboard are allowed to bring their accompaniment file. * The applicants who play piano and keyboard are not allowed to use pre-recorded accompaniment. / applicants who play instruments are not allowed to sing a song. / Music sheet is not submitted. * All of the songs should be learned by heart. * Applicants are required to bring their own instruments and any additional equipment they need to perform the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sung with the applicant wants to use pre-recorded accompaniment.				

Dept	Subject				
	Major	Costume	Common Requirement	Note	
	Dance Sports	Clothing of choice	 Performance Time: within 2 min 30 sec Hair: tidy hair without ornaments Music: MP3 file No make-up or ornament allowed If applicants violate the rules, they'll receive a cut in marks. 		
	Ballet	Black Leotard Pink Tights Pink Toeshoes		Props allowed for Classic (Bring individually) Fan, Tambourine, Castanets, etc.	
Dance Art	Korean Dance	Black Leotard with long sleeves Pink Tights White training shoes for Korean Dance (Ko-shoes) Black training skirt for Korean Dance (Pull-chima)		No props allowed in Creative dance Props allowed in Traditional dance (Bring individually) Taepyungmu: Hansam Salpuri: Sugeon (certain cloth for dancing salpuri) Buddhist dance: Buddhist monk's robe (Go-kkal, Hong-tti are not allowed)	
	(Dull phime)				

9. Important Notes for All Applicants

- A. The sites for interviews and performances will be announced through university homepage (ipsi.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. Since Sungshin Univ. has two campuses in Donam-Sujeong Campus and Mia-Woonjeong Green Campus, make sure your test site and time for interview when you check the location of test venue.
- 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

Applicants for Early admission	Applicants for Regular admission	
July 4 (Mon) 10:00 ~ July. 6 (Wed) 17:00, 2016	January 2 (Mon) 10:00 \sim January 4(Wed) 17:00, 2017	

- 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, and applicant's name in the lower, right-hand column of the document being submitted.
 - (ex: Sungshin Kim(name), 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.
 - Applicants for Early admission: Only students who applied for refund before Aug. 25 (Thu), 2016 can get a refund.
 Applicants for Regular admission: Only students who applied for refund before Feb. 2 (Thu), 2017 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)
 Bomun-ro 34 da-gil, Seongbuk-gu, Seoul 02844

K. Video Interview

- 1) If the applicant is in a special condition(natural disaster, infectious disease) or staying overseas, we may offer Video Interview. Recipient will be reviewed by the Office of Admissions.
- 2) Video Interview must be requested before of the application, along with the discussions regarding the applicant's qualification as long as the suitable method using internet system.
- 3) 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.
- 4) Applicants for video interviews must submit relevant documents(proof of immigration status, medical certification, etc).
- 5) The acceptance for entrance will be canceled if the candidate applied for video interview using false information or a proxy interview have taken place.

11. Application Fee

A. General Majors: 110,000 Won

B. Arts, Music and Physical Majors: 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. How to pay tuition deposit and tuition (* Confirmation Deposit is required only for Early admission candidates)

	Tuition Deposit	Tuition	
Bill Printout Period	Aug. 25 (Thu) ~ Dec. 21 (Wed), 2016 Website (http://ipsi.sungshin.ac.kr)	Feb. 2 (Thu) ~ Feb. 6 (Mon), 2017 Website (http://ipsi.sungshin.ac.kr)	
Payment Period	Dec. 19 (Mon) \sim Dec. 21 (Wed), 2016	Feb. 3 (Thu) ~ Feb. 6 (Mon), 2017	
Amount of tuition	400,000 Won	 Successful applicants for Early admission: All remaining amount except for confirmation deposition Successful applicants for Regular admission: All amount 	
Payment locations	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.

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)

Time	Qualification	Payment		
Type	Type Qualification		Time	
Tuition Deduction for foreigner A	A score of 90 or above in the entrance test or Level 5 or above in TOPIK	or Level 5 50% of the tuition (Except admission fee) First		
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)	Semester	
The dean's list for foreigner 1	Over 4.0 of pre-semester's GPA	100% of tuition		
The dean's list for foreigner 2	Over 3.5 \sim under 4.0 of pre-semester's GPA dean's list for Over 3.0 \sim under 3.5 of pre-semester's GPA		Regular semesters except first semester	
The dean's list for foreigner 3				
Academic scholarship for foreigner	ing			
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		
Admission Support	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]	First Semester	

^{**} For details about scholarships, call the Scholarship team at 02)920-7012

15. Miscellaneous

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.

Sungshin for you 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.

Korean Culture Program

Held $2\sim3$ 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.

