



**2019 Spring Semester
Admission Guide for
International Student**

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I . 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.

[General 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
International College of Beauty and Living Industry	Global Business Fashion Industry Consumer Science and Living Culture Industry
College of Education	Education Social Studies Education Ethics Education Chinese Classics Education Early Childhood Education
College of Convergence Culture and Arts	Culture & Arts Management

※ 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.

[Arts, Music and Physical Majors]

College	Department
Health & Wellness College	Sports and Leisure
International College of Beauty and Living 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	Acting for Visual Media Contemporary Music Dance Art

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.

[General Majors]

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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
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College of Nursing	Nursing Sciences
Health & Wellness College	Global Medical Science Food and Nutrition Social Welfare Exercise Rehabilitation Welfare
International College of Beauty and Living Industry	Global Business Fashion Industry Consumer Science and Living Culture Industry
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[Arts, Music and Physical Majors]

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Health & Wellness College	Sports and Leisure
International College of Beauty and Living 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	Acting for Visual Media Contemporary Music Dance Art
	Make-up Design ※ Only for the applicants who have taken three years or more in the same field of Make-up Design at a higher education(in Korea or abroad) ※ Successful applicants will be admitted as a senior(forth year)

II. Admission Schedule

Procedure	Schedule	Notes
Application and document Submission	Dec 31(Mon), 2018 ~ Jan 3(Thu) 2019 (11:00 ~ 18:00)	By postmail or in person ※ Electronic submission is not accepted.
Announcement for taking Interviews, Written exams and Practical exams	Jan 5(Sat), 2019	Website (ipsi.sungshin.ac.kr)
Interview	Jan 17(Thu), 2019	
Written Examination (General majors)		
Practical Examination (Arts, Music and Physical majors)		
Announcement of Admissions Decision	Jan 29(Tue), 2019 Tentative	Website (ipsi.sungshin.ac.kr)
Printout Admission Certificate and Tuition Bill	Jan 29(Tue) ~ Feb 1(Fri), 2019	
Tuition Payment Period	Jan 30(Wed) ~ Feb 1(Fri), 2019 (09:00 ~ 16:00)	Kookmin Bank(KB) (at any branch in Korea)
Course Registration Period	Feb 20(Wed) ~ Feb 22(Fri), 2019 Tentative	

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

III. Eligibility for Application

1. Freshmen

- Applicants must meet all requirements as follows.

	Eligibility
Freshmen (First Year)	<ul style="list-style-type: none"> 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 2019. 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 can be conditionally admitted; However, they must receive Level 4 TOPIK before graduation from Sungshin University.
- Applicants who are expected to achieve TOPIK test scores can apply in condition of submitting Level 3 or higher TOPIK test scores by February 1(Fri), 2019. 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.

	Academic Requirements
Transfer Student (Third Year)	<ul style="list-style-type: none"> 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 2019. ② Must have a diploma from a 2/3-year community/technical college by February 2019, 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 Make-up Design at a higher education (Korea or abroad) will be admitted as a senior(forth year).

- ※ 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.

IV. Application Instructions

1. Application and Submission

Deadline	Dec 31(Mon), 2018 ~ Jan 3(Thu), 2019 (11:00 ~ 18:00)
Submission	By postmail or in person
Address	(02844) 서울시 성북구 보문로 34다길2 성신여자대학교 입학관리팀 (행정관 101호) Sungshin University Admissions Team (Administration Bldg. 101) 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 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 Jan 29(Tue), 2019 can get a refund.
- 3) Refund Policy: According to the Higher Education policies, if there is a balance due to income or expenses, Sungshin University will return it in proportion to the admission fee and the method of refund is as follows.

- Visit Sungshin 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 Video Interview. The eligibility for the Video Interview will be determined by the Office of Admissions.
- The applicant must request for the Video Interview before application to find out the eligibility for the Video Interview and discuss the suitable method to do it.
- 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.
- ※ Examinations(Written, Practical, and Interview) can be conducted in overseas venues in case the considerable number of students from the global partner schools of Sungshin University applies for transfer admission. The eligibility for overseas tests can be determined through consultation between the partner school and Sungshin University. Further notice regarding the test venue will be posted online(ipsi.sungshin.ac.kr) on Jan 5(Sat), 2019.

3. Application Fee

- 1) **General Majors: 110,000 Won**
- 2) **Arts, Music and Physical Majors: 130,000 Won**

V. Required Documents

- Application Form (Prescribed form of Sungshin Univ.)
- Personal Statement and Study Plan (Prescribed form of Sungshin Univ.)
- ※ Mentioning names or company names of the applicant's parents or relatives on the personal statement is prohibited.
- 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 (**Freshmen**)
- 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)
- Family register/relationship certificate (Chinese applicants: Hukoubu(户口簿), A certificate of family relationship(亲属关系证明), Vietnamese applicants: So Ho Khau))
- 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 financial statement of over 20,000 US dollars by self or a financial guarantor
(the deposit period must be set at least until over March 1, 2019)
 - ② 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.

※ Chinese applicants must submit the certificate of high school[高考] career(Transfer Students: the certificate of University or College career)issued by Confucius Institute in Seoul (Tel: 02-554-2688, www.cis.or.kr) or Higher Education Qualification Certificates in China(www.chsi.com.cn / www.chinadegree.cn).

- 1) Applicants must submit the original copies for all supporting documents. If they cannot submit during the application period, applicants are allowed to submit the photocopies of documents that are verified by the Office of Admissions. All original copies must be submitted after admission by February 18(Mon), 2019.
- 2) Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English
- 3) Letter of Agreement to release academic information must be signed by applicant after being printed out from the Internet.
- 4) 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.

- Graduates-to-be must submit certificate of graduation after being accepted by February 18(Mon), 2019.
- 5) 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.
- 6) If different names are used, proper documentation of name change or proof for identical person from the local court must be submitted.
- 7) The University reserves a right to demand additional documents to prove or verify the authenticity of application requirements.
- 8) All submitted documents and portfolio will not be returned to applicants.

VI. Admission Criteria & Selection Methods

1. Admission Criteria

Type	Document	Interview	Written Examination	Practical Examination	Total
General Majors	Pass / Fail	70 points (70%)	30 points (30%)	-	100 points (100%)
Arts, Music and Physical Majors	Pass / Fail	50 points (50%)	-	50 points (50%)	100 points (100%)

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 can 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. Interviews / Written Exams / Practical Exams

1. The applicant concerned

Type	The applicant concerned	Note
Interviews	All applicants	Only for the applicants who pass the document screening.
Written Examinations	Applicants for General majors	
Practical Examinations	Applicants for Arts, Music and Physical majors	

2. Date & Time: Jan 17(Thu), 2019

※ Announcement of test venues: Jan 5(Sat), 2019

- Announcement will be on the website(ipsi.sungshin.ac.kr).

3. Examination Subjects for Performances

Department		Subject
Sports and Leisure		Trunk Flexion Forward, Cross Run
Beauty Industry (Make-up Design)		Presentation of a portfolio that consists of 6 pages ※ On each A4 size paper, one photo of one work and the explanation of the work and procedure(including subjects, materials and years) should be attached. ※ Set of 6 pages of the portfolio must be brought on the day of the test .
College of Arts		
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.
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 ※ To be submitted on the day of piano performance 2) Piano Performance: One prepared piece of your choice
	Theory	Piano Performance: One prepared piece of your choice

Department	Subject																
Acting for Visual Media	<p>1) Required Monologue (50%, within 1 minutes) To act the designated script on the day of the live audition. (Practicing time will be given for approximately 20-30 minutes)</p> <p>2) Prepared Monologue of your choice (50%, within 1 minutes) To act one monologue which the applicant prepared</p> <p>* Both required and free of choice acting altogether must be within 2 minutes * Not allowed to wear any accessory, makeup. * Wear casual shoes such as sneakers, dancing shoes. * Must wear sweatsuits(white top and black pants required)</p>																
Contemporary Music	<p>It is possible to play either by vocal or using instrument.</p> <p>1) Test Piece: Play each scale two octaves up and down.</p> <table border="0"> <tr> <td>- C, D, A, E, F, Bb, Eb</td> <td>Major Scale</td> </tr> <tr> <td>Am, Bm, F#m, C#m, Dm, Gm</td> <td>Harmonic Minor Scale</td> </tr> <tr> <td></td> <td>Melodic Minor Scale</td> </tr> </table> <p>* When playing minor scale down, there is no need to play natural minor scale. (Playing natural minor scale down is fine.) * In case of vocal audition, first note will be given. * Percussion or drum players must use other instruments when playing test piece which has tunes such as piano or guitar.</p> <p>2) A prepared piece of your choice: One piece which shows individuality and strength of the applicant (within 2 minutes)</p> <p>* Applicants who play instruments except piano and keyboard are allowed to bring their accompanists or use pre-recorded accompaniment file. * Applicants who play piano and keyboard are not allowed to use pre-recorded accompaniment. / The 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 except drums, piano, and keyboard.</p> <p>※ If the applicant wants to use pre-recorded accompaniment, the MP3 file must be sent to enter@sungshin.ac.kr with the applicant's name, dept.(major), and test identification number by Jan 5(Sat) 17:00, 2019. All audition recording files must be in an USB and be brought on the day of the live audition. (Do not submit the USB in advance.)</p>	- C, D, A, E, F, Bb, Eb	Major Scale	Am, Bm, F#m, C#m, Dm, Gm	Harmonic Minor Scale		Melodic Minor Scale										
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Dance Art	<table border="1"> <thead> <tr> <th>Major</th> <th>Costume</th> <th>Common Requirement</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Ballet</td> <td>- Black Leotard - Pink Tights - Pink Toeshoes</td> <td>- Performance Time: within 2 min 30 sec</td> <td>- Props allowed for Classic (Bring individually) - Fan, Tambourine, Castanets, etc.</td> </tr> <tr> <td>Korean Dance</td> <td>- Black Leotard with long sleeves - Pink Tights - White training shoes for Korean Dance (Ko-shoes) - Black training skirt for Korean Dance (Pull-chima)</td> <td>- Hair: tidy hair without ornaments - Music: MP3 file - No make-up or ornament allowed - Any violation of the rules will result in receiving a cut in marks.</td> <td>- No props allowed in Creative dance - Props allowed in Traditional dance (Bring individually) · Taepyeongmu: Hansam · Salpuri: Sugeon (certain cloth for dancing salpuri) · Buddhist dance: Buddhist monk's robe (Go-kkal, Hong-tti are not allowed)</td> </tr> <tr> <td>Dance Sports</td> <td>Clothing of choice</td> <td></td> <td></td> </tr> </tbody> </table> <p>* Dance Sports - More than 3 dances between Latin and Modern categories (within 2 min 30 sec) - Solo performance without a partner * Applicants must bring their own costumes</p> <p>* The MP3 file must be sent to enter@sungshin.ac.kr with the applicant's name, dept.(major), and test identification number by Jan 5(Sat) 17:00, 2019. All files must be in an USB and be brought on the day of the live audition (Do not submit the USB in advance.)</p>	Major	Costume	Common Requirement	Note	Ballet	- Black Leotard - Pink Tights - Pink Toeshoes	- Performance Time: within 2 min 30 sec	- Props allowed for Classic (Bring individually) - Fan, Tambourine, Castanets, etc.	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)	- Hair: tidy hair without ornaments - Music: MP3 file - No make-up or ornament allowed - Any violation of the rules will result in receiving a cut in marks.	- No props allowed in Creative dance - Props allowed in Traditional dance (Bring individually) · Taepyeongmu: Hansam · Salpuri: Sugeon (certain cloth for dancing salpuri) · Buddhist dance: Buddhist monk's robe (Go-kkal, Hong-tti are not allowed)	Dance Sports	Clothing of choice		
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VIII. Additional Notes

1. Important Notes for All Applicants

- 1) The sites for interviews and performances 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) 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.
- 4) Applicant cannot use cellular phone or other devices that may interfere with the exam.
- 5) Since Sungshin Univ. has two campuses as Donam-Sujeong Campus and Mia-Woonjeong Green Campus, please be sure to check your test site and time for interview when the location of test venue is announced.
- 6) Admission decision will be announced exclusively through the website(ipsi.sungshin.ac.kr) and applicants will not be notified personally.
- 7) Application form must include emergency local contact information, and applicant bears all responsibilities for not providing proper contact information.
- 8) Other items, which are not stated in this guide, will be dealt with under the decisions made by the Sungshin Univ. Admissions Management Committee.
- 9) Applicant should refer to the Guide for Applicants for further information. For more information, please contact University Admissions Team.
Tel: 02-920-2000 Fax: 02-920-2013 Website: ipsi.sungshin.ac.kr

2. Important Notes for Admitted Applicants

- 1) 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.
- 2) Payment Period: Jan 30(Wed) ~ Feb 1(Fri), 2019 (09:00 ~ 16:00)
- 3) Payment Locations: Kookmin Bank(KB) (at any branch in Korea)
- 4) Admission decision will be revoked if 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 University and submit the form to the Admission Office.

3. Medical Checkups

- 1) Student must take physical examination after admission. Detailed schedule will be announced through 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.

IX. Scholarships / Support

Type	Qualification	Payment	
		Amount	Time
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)	
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 with over 2.5 of previous semester's GPA may be recommended by the related department based on 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	
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 (completed 1 semester) 600,000 KRW (completed 2 or more semesters)	First Semester

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

■ 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 foreign students.

■ Sungshin for you Tutoring

Students can receive mentoring and help with studies and life in Korea, as well as to teach foreign language for Korean students - foreign students may receive scholarship based on their participation.

■ Korean Cultural Experience Programs

Held 2~3 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. Prime Hall
8. Hyunjung Patriotic Building 9. Sungshin Building 10. Sports Complex 11. Central Library 12. Student Center 13. Dormitory 14. Media & Information Building

Woonjung Green Campus



사랑은 아끼고 사랑하기
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