

2025 Spring Semester  
**Admissions Guide  
for International  
Student**



**SUNGSHIN  
WOMEN'S  
UNIVERSITY**



**SUNGSHIN**  
WOMEN'S UNIVERSITY



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## Announcement of New Department

### 1. Establishment of New Department exclusively for International Students

- Starting in 2025 Spring, International School of Korean Culture and Technology will be established exclusively for international students.

| College                                   | Department  | Majors                | Language | Track                       | Language Requirements for Application   |
|---|---|-----------------------|----------|-----------------------------|---|
| College of Creative Convergence Education | International School of Korean Culture and Technology | Global Korean Studies | Korean   | Korean Education            | TOPIK level 3 or higher   |
|   |   |                       | English  | K-Culture and Entertainment | IELTS 5.5 or TOEFL iBT 71 or higher or one who holds the nationality of a country that uses English as its mother tongue or a legal official language |
|   |   | Beauty-Fashion Design | English  | –                           |   |

### 2. New Scholarships exclusively for International School of Korean Culture and Technology

- Admission Scholarships

| Type      |  | Qualification           |   | Payment Amount                             | Payment Schedule |                          |
|-----------|--|-------------------------|---|--|------------------|--------------------------|
|           |  | Korean Track            | English Track                                     |  |                  |                          |
| Fresh men | Admission Scholarships for foreigner 1 | TOPIK Level 4 or higher | Same as the language requirements for application | 100% of 1 <sup>st</sup> semester's tuition | 60%              | 1 <sup>st</sup> semester |
|           |  |                         |   |  | 40%              | 8 <sup>th</sup> semester |
|           | Admission Scholarships for foreigner 2 | TOPIK Level 3           | –   | 80% of 1 <sup>st</sup> semester's tuition  | 50%              | 1 <sup>st</sup> semester |
|           |  |                         |   |  | 30%              | 8 <sup>th</sup> semester |

- ※ For the Admission Scholarships for foreigner 1, students receive 60% of the 1<sup>st</sup> semester's tuition in the 1<sup>st</sup> semester and the 40% in the 8<sup>th</sup> semester as academic subsidy if they enrolls the 8<sup>th</sup> semester.
- ※ For the Admission Scholarships for foreigner 2, students receive 50% of the 1<sup>st</sup> semester's tuition in the 1<sup>st</sup> semester and the 30% in the 8<sup>th</sup> semester as academic subsidy if they enrolls the 8<sup>th</sup> semester.

■ Academic Scholarships

| Type                                  | Qualification  | Amount                                   |
|---------------------------------------|--|--|
| Academic Scholarships for foreigner 1 | Top 2% GPA within each major from the previous semester  | 100% of the following semester's tuition |
| Academic Scholarships for foreigner 2 | Top 5% GPA within each major from the previous semester  | 80% of the following semester's tuition  |
| Academic Scholarships for foreigner 3 | Top 10% GPA within each major from the previous semester | 60% of the following semester's tuition  |
| Academic Scholarships for foreigner 4 | Top 20% GPA within each major from the previous semester | 40% of the following semester's tuition  |
| Academic Scholarships for foreigner 5 | Top 50% GPA within each major from the previous semester | 20% of the following semester's tuition  |

### 3. Important Notes about International School of Korean Culture and Technology

- For 2025 and 2026 academic year, only freshmen admissions will be available. From 2027 academic year, transfer admission will be available.
- Students can apply for the International School of Korean Culture and Technology regardless of gender.

## I . Admission Schedule

| Procedure  | Schedule  | Notes   |
|--|---|---|
| Application  | Mon, Dec 2, 2024 (10 AM)<br>– Fri, Dec 13, 2024 (5 PM)    | Online application<br>– University admissions website<br>( <a href="https://ipsi.sungshin.ac.kr">https://ipsi.sungshin.ac.kr</a> )<br>– Jinhak Apply website<br>( <a href="https://www.jinhakapply.com/">https://www.jinhakapply.com/</a> )   |
| Document Submission                                      | Mon, Dec 2, 2024 (10 AM)<br>– Fri, Dec 20, 2024 (5 PM)    | By post mail or in person<br>– When applying via post mail,<br>the application must be delivered<br>by the deadline<br>– Submission available in person<br>: Weekday, 10 AM – 5 PM<br>(Lunch time 12 PM – 1 PM<br>excluded)<br>※ Failure to submit the document in<br>time will result in disqualification. |
| Announcement for the<br>Interview Test Date and<br>Venue | Wed, Jan. 8, 2025 (scheduled)                             | University admissions website<br>( <a href="https://ipsi.sungshin.ac.kr">https://ipsi.sungshin.ac.kr</a> )  |
| Interview  | Thu, Jan. 9, 2025<br>– Fri, Jan. 10, 2025                 | Interview will be conducted online<br>(For those who apply for the<br>International School of Korean<br>Culture and Technology will not need<br>to be interviewed)  |
| Announcement of<br>Admissions Decision                   | Wed, Jan. 15, 2025 (10 AM)                                | University admissions website<br>( <a href="https://ipsi.sungshin.ac.kr">https://ipsi.sungshin.ac.kr</a> )  |
| Printout Admission Certificate<br>and Tuition Bill       | Wed, Jan. 15, 2025<br>– Fri, Jan. 24, 2025                |   |
| Tuition Payment Period                                   | Wed, Jan. 15, 2025 (10 AM)<br>– Fri, Jan. 24, 2025 (4 PM) | Payment methods will be provided<br>later   |
| First day of school                                      | Mon, Mar. 3, 2025   |   |

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

## II. Fields of Study

### 1. Freshmen

- There is no set limit on the number of international students admitted. It is subject to the capacity of each department (faculty) and scholastic ability of each applicant.

\* Department (Faculty) of Arts and Physical Education

\*\*English Track Departments(Majors)

| College                                    | Department  |
|--|---|
| College of Creative Convergence Education  | International School of Korean Culture and Technology   |
|  | Global Korean Studies(Korean Education Track)   |
|  | Global Korean Studies(K-Culture and Entertainment Track)**<br>Beauty-Fashion Design**   |
| College of Humanities and Convergence Arts | Korean Language & Literature,<br>English Language & Literature,<br>German Language, Literature and Culture,<br>French Language, Literature and Culture,<br>Japanese Language, Literature and Culture,<br>Chinese Language, Literature and Culture,<br>History,<br>Culture & Art Management,<br><b>Acting for Visual Media*,</b><br><b>Contemporary Music*,</b><br><b>Dance Art*</b> |
| College of Social Sciences                 | Political Science and Diplomacy,<br>Psychology,<br>Geography,<br>Economics,<br>Media Communication,<br>School of Business Administration,<br>Social Welfare   |
| College of Law                             | School of Law   |
| College of Natural Sciences                | School of Mathematics, Statistics and Data Science (Mathematics/FinTech Major),<br>School of Mathematics, Statistics and Data Science (Statistics/Big Data Science Major),<br>School of Chemistry and Energy (Chemistry/Smart Energy Major),<br>School of Biohealth Convergence (Bio-Health Service/Food and Nutrition Major)   |
| College of Engineering                     | Services Design Engineering,<br>Convergence Security Engineering,<br>Computer Engineering,<br>Environmental New Materials Engineering,<br>Food Science and Biotechnology,<br>Biotechnology,<br>School of Biopharmaceutical and Medical Sciences (Bio New Drug/Global Medical Science Major),<br>School of AI Convergence (AI/Smart IoT Major)                                       |
| College of Nursing Sciences                | Nursing Science   |
| College of Living Industry                 | Fashion Industry,<br>Consumer Science and Living Culture Industry,<br><b>Beauty Industry*,</b><br><b>School of Sports and Science (Sports Leisure Major)*,</b><br><b>School of Sports and Science (Exercise Rehabilitation Major)*</b>  |
| College of Education                       | Education,<br>Social Studies Education,<br>Ethics Education,<br>Chinese Classics Education,<br>Early Childhood Education  |
| College of Arts                            | <b>Oriental Painting*, Western Painting*, Sculpture*, Crafts*, Design*</b>  |
| College of Music                           | <b>Vocal Music*, Instrumental Music*, Composition*</b>  |

※ Only women can apply for admission to the departments except for the International School of Korean Culture and Technology.

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

## 2. Transfer Students

- There is no set limit on the number of international students admitted. It is subject to the capacity of each department (faculty) and scholastic ability of each applicant.

\* Department (Faculty) of Arts and Physical Education

| College   | Department  |
|---|---|
| College of Humanities                               | Korean Language and Literature,<br>English Language and Literature,<br>German Language, Literature and Culture,<br>French Language, Literature and Culture,<br>Japanese Language, Literature and Culture,<br>Chinese Language, Literature and Culture,<br>History   |
| College of Social Sciences                          | Political Science and Diplomacy, Psychology, Geography,<br>Economics, Media Communication,<br>School of Business Administration(Business Administration Major),<br>School of Business Administration(Global Business Major), Social Welfare   |
| College of Law                                      | School of Law   |
| College of Natural Sciences                         | School of Mathematics, Statistics and Data Science(Mathematics Major),<br>School of Mathematics, Statistics and Data Science(Financial Technology Major),<br>School of Mathematics, Statistics and Data Science(Statistics Major),<br>School of Mathematics, Statistics and Data Science(Big Data Science Major),<br>School of Chemistry and Energy(Chemistry/Smart Energy Major)   |
| College of Knowledge-Based Services Engineering     | Services and Design Engineering, Convergence Security Engineering,<br>Computer Engineering, Environment & Energy Engineering,<br>Food Science and Biotechnology, Biotechnology,<br>School of AI Convergence(Artificial Intelligence Major),<br>School of AI Convergence(Intelligent IoT Major)  |
| College of Nursing Sciences                         | Nursing Science   |
| Health & Wellness College                           | School of Biopharmaceutical and Medical Sciences(Biopharmaceutical Science Major),<br>School of Biopharmaceutical and Medical Sciences(Global Medical Science Major),<br>School of Bio-Health Convergence(Bio-Health Service Major),<br>School of Bio-Health Convergence(Food and Nutrition Major),<br><b>School of Sports and Science(Sports and Leisure Major)*,</b><br><b>School of Sports and Science(Exercise Rehabilitation Major)*</b> |
| International College of Beauty and Living Industry | Fashion Industry, <b>Beauty Industry*</b> ,<br>Consumer Science and Living Culture Industry   |
| College of Arts                                     | <b>Oriental Painting*, Western Painting*, Sculpture*, Crafts*, Industrial Design*</b>   |
| College of Music                                    | <b>Vocal Music*, Instrumental Music*, Composition*</b>  |
| College of Convergence Culture & Arts               | Culture & Art Management, <b>Acting for Visual Media*, Contemporary Music*, Dance Art*</b>  |

※ Only women can apply for admission to each department.

(However, only those who have obtained an associate degree in 'Makeup Design Major' from an Partner 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, 2027 | Bachelor's Degree Course |



### III. Eligibility for Application

#### 1. Freshmen

■ Applicants must meet all requirements as follows.

| Freshmen<br>(First Year) | Eligibility   |  |
|--------------------------|---|--|
|                          | International School of Korean Culture and Technology   | Other Departments  |
|                          | ① (Before starting the curriculum corresponding to high school) Applicants and their both parents have non-Korean nationality<br>② Applicants must have graduated from a high school in South Korea or other country, or be a graduate-to-be in February 2025.<br>(Other educational backgrounds, including school qualification exams of South Korea and other countries, such as GED, homeschooling, and cyber school, are not recognized.) |  |
|                          | ③ <b>[Korean Track]</b> Applicants who have a TOPIK test score of Level 3 or higher<br><b>[English Track]</b> Applicants who have IELTS 5.5 or TOEFL iBT 71 or higher or hold the nationality of a country that uses English as its mother tongue or as a legal language  | ③ <b>Applicants who have a TOPIK test score of Level 3 or higher</b><br>- Applicants for Arts, Music and Physical Majors and Department of Fashion Industry can apply with TOPIK Level 2<br>※ Successful applicants must complete at least 300 hours in the Korean Language Program at Sungshin Institute of International Education for 1 year after admission. |

- TOEFL: My Best Scores and iBT Home Edition can be accepted.
- TOPIK: Both PBT and iBT scores can be accepted. (Trial TOPIK iBT cannot be accepted.)
- Test scores of TOPIK, IELTS, and TOEFL must be valid within two years of expiry based on the documents submission deadline.
- **[Korean Track]** Applicants who have a Level 3 or lower TOPIK test score can be admitted; However, they must receive Level 4 or higher TOPIK before graduation.

## 2. Transfer Students

■ Applicants must meet all requirements as follows.

|                                   | Academic Requirements   |
|-----------------------------------|---|
| Transfer Students<br>(Third Year) | <p>① (Before starting the curriculum corresponding to high school) Applicants and their both parents have non-Korean nationality</p> <p>② Those who completed two years (four semesters) of study at a 4-year university (Korea or abroad) (including those expected to complete two years by Feb. 2025), and have taken at least 1/2 of the minimum credit requirements. or those who obtained a diploma from a community/technical college (Korea or abroad, 2- or 3-year course), or expected to obtain a diploma before Feb. 2025, or obtained an equivalent degree.</p> <p>③ <b>Applicants who have a TOPIK test score of Level 3 or higher</b></p> <ul style="list-style-type: none"> <li>- Applicants for Arts, Music and Physical Majors and Department of Fashion Industry can apply with TOPIK Level 2</li> </ul> <p>※ Successful applicants must complete at least 300 hours in the Korean Language Program at Sungshin Institute of International Education for 1 year after admission.</p> |

- 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.
  - ※ Applicants from non-affiliated departments can apply to School of Sports and Science (Sports and Leisure Major) and Beauty Industry.
- Transfer students 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.
- Only 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.**

## IV. Application Instructions

### 1. Application and Document Submission

| Procedure         | Application   | Document Submission  |
|-------------------|---|--|
| Period            | Mon, Dec 2, 2024 (10 AM)<br>– Fri, Dec 13, 2024 (5 PM)  | Mon, Dec 2, 2024 (10 AM)<br>– Fri, Dec 20, 2024 (5 PM)   |
| Submission Method | Online application  | <b>By post mail or in person</b><br>– When applying via post mail, the application must be delivered by the deadline<br>– Submission available in person<br>: Weekday, 10 AM – 5 PM<br>(Lunch time 12 PM – 1 PM excluded)      |
| Address           | – University admissions website<br>( <a href="https://ipsi.sungshin.ac.kr">https://ipsi.sungshin.ac.kr</a> )<br>– Jinhak Apply Website<br>( <a href="https://www.jinhakapply.com/">https://www.jinhakapply.com/</a> ) | 2 Bomun-ro 34da-gil, Seongbuk-gu, Seoul, 02844, Republic of Korea<br>Sungshin Women's University Office of International Affairs and Services<br>(1st floor, Sungshin Bldg.)<br>※ Subway Line 4 Sungshin Women's Univ. Station |

- Applicant is allowed to apply to one department only.
- Failure to submit the documents by the deadline will result in disqualification. (The application must be delivered by the deadline.)
- 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. (<https://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.

※ Submission deadline for application fee refund request and supporting documents – By Fri, Jan. 31, 2025

#### 3) Pro-rata refund of tuition

- According to Article 34.4.5. of the Higher Education Act, after the completion of admission screening, the university will return the amount of money left over after all expenditures related to admission screening have been subtracted from income related to applicants for the admission screening in proportion to the fees paid by the applicants in the method of payment selected by the applicants at the time of making the application.

- Visit the university in person or
- Refund will be transferred to the bank account that the recipient entered during the application.

- 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) Notes on submitting photo

- Submit personal portrait photos(color, 3cm x 4cm) taken within the past three months.
- Applicants must not submit a photo of another person. Applicants must not submit a photo that has been heavily edited. Applicants must not submit a photo where your identity cannot be easily verified such as by wearing a hat, face mask, or sunglasses.

5) 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.
- Collected personal information: Name, Foreign Permanent Resident Number, name of affiliated school, photo, address, telephone number, mobile number, e-mail, and bank account details to receive refunds

※ Guidance related to errors and submission failure

- Applicants will be responsible for all consequences caused by errors, mistakes, omissions, misspellings, insufficient materials, and late submission.
- Please note that the university will **send out** various information necessary for applicants **via e-mail** during the screening period. **Make sure to enter the correct e-mail address. Applicants will be responsible for any problems occurring by submission of an incorrect e-mail address.**

### 3. Application Fee

- 1) General majors: KRW 135,000
- 2) Department (Faculty) of Arts and Physical Education: KRW 155,000

## V. Required Documents

| No | List of Required Documents   | Freshmen | Transfer | Submission Format | Apostille |
|----|--|----------|----------|-------------------|-----------|
| 1  | <ul style="list-style-type: none"> <li>■ <b>Application Form</b></li> <li>- Print out after completing the online application</li> </ul>   | O        | O        | Original          | X         |
| 2  | <ul style="list-style-type: none"> <li>■ <b>A copy of passport (applicant)</b></li> <li>- Passport: Photocopy of the front page with personal information</li> </ul>   | O        | O        | Copy              | X         |
| 3  | <ul style="list-style-type: none"> <li>■ <b>Certificate of Alien Registration(applicant)</b></li> <li>- Submit if you are registered as a foreign permanent resident and currently living in South Korea (only for those who have one)</li> </ul>  | O        | O        | Copy              | X         |
| 4  | <ul style="list-style-type: none"> <li>■ <b>Certificate of Test of Language Proficiency (TOPIK, IELTS, TOEFL iBT)</b></li> <li>- Test scores of TOPIK, IELTS, and TOEFL must be valid within two years of expiry based on the documents submission deadline.</li> </ul>  | O        | O        | Original          | X         |
| 5  | <ul style="list-style-type: none"> <li>■ <b>High school Certificates of (prospective) Graduation</b></li> <li>- High schools in Korea: One original Certificate of Graduation</li> <li>- High schools in China: Refer to 'Information on the certificate of academic history for applicants who graduated from schools in China' on p.15.</li> <li>- Overseas high schools other than China: Consular Confirmation or Apostille needed</li> <li>※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.</li> </ul>  | O        | X        | Original          | O         |
| 6  | <ul style="list-style-type: none"> <li>■ <b>High school transcript of academic records</b></li> <li>- High schools in Korea: Original school records containing grades from all grades</li> <li>- Overseas high schools: Consular Confirmation or Apostille needed</li> <li>※ Transcript must include grading system and the perfect score of each subject</li> <li>※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.</li> </ul>  | O        | X        | Original          | O         |
| 7  | <ul style="list-style-type: none"> <li>■ <b>Previous College Certificate of Completion or (expected) Graduation</b></li> <li>- Colleges in Korea: One original Certificate of Completion or Graduation</li> <li>- Colleges in China: Refer to 'Information on the certificate of academic history for applicants who graduated from schools in China' on p.15.</li> <li>- Overseas colleges other than China: Consular Confirmation or Apostille needed</li> <li>※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.</li> </ul>   | X        | O        | Original          | O         |
| 8  | <ul style="list-style-type: none"> <li>■ <b>Previous College Transcript of Grades</b></li> <li>- Colleges in Korea: One original transcript of records</li> <li>- Overseas colleges: Consular Confirmation or Apostille needed</li> <li>※ Transcript must include grading system and the perfect score of each subject</li> <li>※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.</li> </ul>  | X        | O        | Original          | O         |
| 9  | <ul style="list-style-type: none"> <li>■ <b>Certificate of Nationality and Certificate of Family Relationship (for applicant and parents)</b></li> <li>- China: Hukoubu(户口本) and Certificate of family relationship(亲属关系证明)(if the applicants and their parents are separately registered, all copies of family register must be submitted.)</li> <li>- Vietnam: Residential Information Certificate or Family Relation Certificate(Copy of family register(So Ho Khau)) and birth certificate (Giay khai sinh)</li> <li>- Mongolia: Certificate of Kinship</li> <li>- Uzbekistan, Kyrgyzstan, Kazakhstan, Ukraine, Thailand: Birth Certificate</li> <li>- Myanmar: Family Relation Certificate</li> <li>- Philippines: Family Census</li> <li>- Indonesia: KARTU KELUARGA</li> <li>※ Submit documents related to parental divorce, remarriage, death, etc. if needed. e.g. Certificate of Divorce, Certificate of Unmarried Status, Certificate of Single-Parent, Certificate of Death</li> <li>※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.</li> </ul> | O        | O        | Original          | X         |

| 10         | <ul style="list-style-type: none"><li>■ <b>Copies of Passports for both parent</b></li><li>- Identification Cards issued by government agency are acceptable in case the parents do not have passports</li></ul> ※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.  | O       | O       | Copy     | X   |         |   |            |   |   |   |          |   |
|------------|--|---------|---------|----------|---|---------|---|------------|---|---|---|----------|---|
| 11         | <ul style="list-style-type: none"><li>■ <b>Certificate of Bank Balance</b></li><li>- KRW 20,000,000 / USD 16,000 or more, issued within 30 days before the start of the online application.</li><li>- Bank balance must be maintained until the date of admission</li><li>- Certificate of Bank Balance must be under the applicant's or parent(s)' name(s).</li></ul> <table><thead><tr><th>Country</th><th>Details</th></tr></thead><tbody><tr><td>China</td><td>Submit the Copy of Certificate of Bank Balance for the 1st time by the Document Submission Date.<br/>Submit the Original Certificate of Bank Balance for the 2nd time in February, 2025.</td></tr><tr><td>Vietnam</td><td>Certificate of balance issued by local Korean bank or designated Vietnamese banks(Vietinbank, Vietcombank, Agribank)<br/>*must maintain the balance for more than 3 months</td></tr><tr><td>Uzbekistan</td><td>Certificate of balance issued by local Korean bank<br/>*must maintain the balance for more than 3 months</td></tr></tbody></table> <ul style="list-style-type: none"><li>- For those who are staying in South Korea after being registered as a foreigner, only a Certificate of Bank Balance issued from a bank in Korea is acceptable (submission of overseas remittance certificate may be required additionally)</li></ul> ※ If additional information is needed, the evidential documents on financial ability of the applicant's parent may be required. <ul style="list-style-type: none"><li>· Employee: Certificate of employment, social insurance certificate, etc.</li><li>· Self-employed: Business registration certificate, transaction statement for the past 6 months, etc.</li><li>· Others: Pension receipt certificate, etc.</li></ul> | Country | Details | China    | Submit the Copy of Certificate of Bank Balance for the 1st time by the Document Submission Date.<br>Submit the Original Certificate of Bank Balance for the 2nd time in February, 2025. | Vietnam | Certificate of balance issued by local Korean bank or designated Vietnamese banks(Vietinbank, Vietcombank, Agribank)<br>*must maintain the balance for more than 3 months | Uzbekistan | Certificate of balance issued by local Korean bank<br>*must maintain the balance for more than 3 months | O | O | Original | X |
| Country    | Details  |         |         |          |   |         |   |            |   |   |   |          |   |
| China      | Submit the Copy of Certificate of Bank Balance for the 1st time by the Document Submission Date.<br>Submit the Original Certificate of Bank Balance for the 2nd time in February, 2025.  |         |         |          |   |         |   |            |   |   |   |          |   |
| Vietnam    | Certificate of balance issued by local Korean bank or designated Vietnamese banks(Vietinbank, Vietcombank, Agribank)<br>*must maintain the balance for more than 3 months  |         |         |          |   |         |   |            |   |   |   |          |   |
| Uzbekistan | Certificate of balance issued by local Korean bank<br>*must maintain the balance for more than 3 months  |         |         |          |   |         |   |            |   |   |   |          |   |
| 12         | <ul style="list-style-type: none"><li>■ <b>Request Form for Eligibility Confirmation</b></li><li>- Prescribed form of Sungshin Women's University</li></ul>  | O       | O       | Original | X   |         |   |            |   |   |   |          |   |
| 13         | <ul style="list-style-type: none"><li>■ <b>Letter of Agreement to Release of Information</b></li><li>- Prescribed form of Sungshin Women's University</li></ul>  | O       | O       | Original | X   |         |   |            |   |   |   |          |   |
| 14         | <ul style="list-style-type: none"><li>■ <b>A letter of Self-introduction and Study Plan</b></li><li>- Write in English or Korean</li><li>- Fill out online and print out after completing the online application</li></ul>   | O       | O       | Original | X   |         |   |            |   |   |   |          |   |
| 15         | <ul style="list-style-type: none"><li>■ <b>A letter of Sponsorship for the Cost of Study Overseas</b>(financial surety)</li><li>- Prescribed form of Sungshin Women's University</li></ul> ※ Each guarantor is allowed to serve only one student. An applicant cannot be serve as one's own guarantor.   | O       | O       | Original | X   |         |   |            |   |   |   |          |   |
| 16         | <ul style="list-style-type: none"><li>■ <b>Certificate of Completion and Trascript of Records from Sungshin International Education Institute</b>(if applicable)</li></ul>   | O       | O       | Original | X   |         |   |            |   |   |   |          |   |
| 17         | <ul style="list-style-type: none"><li>■ <b>Other additional documents</b>(only those who are willing to submit)</li><li>- Certificate of attendance, grade, completion, etc. of a Korean Language Institute of a university in Korea</li><li>- Certificate of entrance exam grade or academic credentials of the university in the applicant's country (SAT, A-LEVEL, IB, GAOKAO, etc.)</li><li>- Certificate of grade of other official language tests (TOEIC, HSK, JLPT, DELF, DELE, TestDaF, etc.)</li><li>- Award winning career, other certificates, etc.</li></ul> ※ Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.  | O       | O       | Original | X   |         |   |            |   |   |   |          |   |

☐ Information on the certificate of academic history for applicants who graduated from schools in China

1. Freshmen:

- A. General high schools: Submit a Verification Report issued by the Educational Background and Degree Certification Center run by the Ministry of Education in China
- B. Graduates of a secondary school (only an institute which is recognized for its high school diploma) for which the certificate is not issued by China Higher Education Student Information (CHSI) must submit documents as follows :

| Type   |   | Category  | Notes    |
|--|---|---|----------|
| Secondary Vocational Schools                                 | Regular Specialized Secondary Schools<br>(普通中专) | ① Online issued document<br>i) <u>Certificate of graduation issued by the local educational government*</u> : must be confirmed by the Consulate General of the Republic of Korea in China or Apostille<br>* The document is accepted only when it is able to verify its authenticity online.   | Choose 1 |
|  | Vocational High Schools<br>(职业高中)               |   |          |
|  | Adult Specialized Secondary Schools<br>(成人中专)   | ② Offline issued document: 'Certificate of school information<br>(Prescribed form of Sungshin Women's University)' must be attached as well<br>i) Certificate of graduation issued by the local educational government: must be confirmed by the Consulate General of the Republic of Korea in China or Apostille<br>ii) Certificate of graduation issued by the school: must be confirmed by the provincial education office as well as the Consulate General of the Republic of Korea in China or Apostille |          |
|  | Skilled Workers Schools<br>(技工学校)               | <u>Document checked on the official website of the Ministry of Human Resources and Social Security of the People's Republic of China (www.mohrss.gov.cn)*</u><br>+ Must be confirmed by the Consulate General of the Republic of Korea in China or Apostille<br>* The document is accepted only when it is able to verify its authenticity online.  |          |
| Other schools with officially recognized high school diploma |   | Certificate of graduation issued by the school with the confirmation by the Consulate General of the Republic of Korea in China or Apostille<br>※ Must submit the copy of the 'certificate of establishment approval,' which is either the certificate of legal institutions (事业单位法人证书) or the certificate of approved private schools (民办学校办学许可证) (only educational institution is recognized as school; NO notarization required)   |          |

2. Transfer students: Submit Verification Report issued by the Educational Background and Degree Certification Center such as a certificate of diploma or higher

※ Issuance: Educational Background and Degree Certification Center under the Ministry of Education of China (<http://chsi.com.cn>), and Seoul Confucius Academy (<https://renew.kongzi.co.kr/>)

□ **Notes on submitting documents**

- 1) Applicants are required to submit original documents. If an applicant submits copies of original documents, the successful applicant is required to submit original documents by Fri, Feb. 21, 2025.  
 ※ Date of issuance of original documents: recommended to be within 3 months from the starting date of the application period
- 2) Any documents written in foreign languages other than Korean or English must be translated and notarized in Korean or English.  
 ※ For the documents translated and notarized in foreign languages other than English, applicants are responsible for all consequences relevant to translation errors in notarized documents.
- 3) All documents issued by foreign academic institutions must be verified by the Korean Consulate in the applicant's country. If the country is a party to the Apostille Convention, letter of apostille should be issued by the relevant institution and apostilled documents should 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 the submitted documents are issued under a different name from the applicant's, the applicant must also submit supporting documents to prove that the two people are the same person (issued by the court of the relevant country or the head of diplomatic office).
- 6) The University reserves a right to demand additional documents to prove or verify the authenticity of application requirements. (certificate of balance issued by local Korean bank, etc.)
- 7) All submitted documents 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 | Note   |
|---|-------------|-----------|--|
| International School of Korean Culture and Technology | 100%        | –         | ※ However, some applicants may be required to take interview or practical test for document verification purposes. |
| Other departments                                     | Pass / Fail | 100%      | ※ However, some departments may require practical evaluation during 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) Applicants not deemed to be suitable for university education with a significantly lower score compared to other applicants may not be admitted.
- 4) Admission decision could be revoked after reviewing of applicant's scholastic ability or financial state.
- 5) 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.
- 6) Those who are not qualified, absent at the tests, cheat or fail to submit required documents will be rejected.

## VII. Additional Notes

### 1. Important Notes for All Applicants

- 1) The interview will be conducted online and the test schedule cannot be changed for individuals.
- 2) Applicant must show personal ID (valid passport, alien registration card, ID card of country of origin, etc.) during the interview.
- 3) Admission decision will be announced exclusively through the website(<https://ipsi.sungshin.ac.kr>) and applicants will not be notified personally.
- 4) Application form must include emergency local contact information, and an applicant bears all responsibilities for not providing proper contact information. **(Enter a correct e-mail address)**
- 5) 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.
- 6) Applicant should refer to the Guide for Applicants for further information. For more information, please contact the Office of International Affairs and Services.

Tel: (+82) 2-920-7994 Website: <https://ipsi.sungshin.ac.kr> Email: [intadmission@sungshin.ac.kr](mailto:intadmission@sungshin.ac.kr)

### 2. Registration method and Precautions for Admitted applicants

- 1) Tuition Fee Payment Information

| Division               | Tuition Fee Payment Information                        |
|------------------------|--|
| Printing tuition bill  | Wed, Jan. 15, 2025 – Fri, Jan. 24, 2025                |
|                        | University admissions website                          |
| Tuition payment period | Wed, Jan. 15, 2025 (10 AM) – Fri, Jan. 24, 2024 (4 PM) |
| Fees paid              | Tuition fee  |
| Payment methods        | Payment methods will be provided later                 |

- 2) Applicants who did not pay their tuition fee will not be registered and admission will be canceled.
- 3) The Certificate of Admission is issued for the successful applicants who complete the submission of the original copies of their documents and the payment of the tuition. Please note that applicants are responsible for any disadvantages that occur from the delay of submission of documents or failure to submit documents.
- 4) 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.
- 5) Those whose acceptance to Sungshin Women's University or other university is canceled due to dishonest means cannot apply for Sungshin Women's University for three years from the date the cancellation was made.

### 3. Medical Checkups

- 1) Students must take physical examination after admission. Detailed schedule will be announced through the university website ([www.sungshin.ac.kr](http://www.sungshin.ac.kr)).
- 2) Applicants must select the department (faculty) carefully in order to prevent any inconveniences caused by interference with any ailments or physical disorders they 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 become local subscribers to the national health insurance from March 2021.

## VIII. Scholarships / Support

### 1. Admission Scholarships for Foreign Students

#### a. International School of Korean Culture and Technology

| Type                |  | Qualification           |   | Payment Amount      | Payment Schedule         |                           |
|---------------------|--|-------------------------|---|---------------------|--------------------------|---------------------------|
|                     |  | Korean Track            | English Track                                     |                     |                          |                           |
| Freshmen            | Admission Scholarships for foreigner 1 | TOPIK Level 4 or higher | Same as the language requirements for application | 100% of the tuition | 60%                      | 1 <sup>st</sup> semester  |
|                     |  |                         |   |                     | 40%                      | *8 <sup>th</sup> semester |
|                     | Admission Scholarships for foreigner 2 | TOPIK Level 3           | -   | 80% of the tuition  | 50%                      | 1 <sup>st</sup> semester  |
|                     |  |                         |   |                     | 30%                      | *8 <sup>th</sup> semester |
| Transfer (3rd Year) | Admission Scholarships for foreigner 3 | TOPIK Level 4 or higher | Same as the language requirements for application | 60% of the tuition  | 1 <sup>st</sup> semester |                           |
|                     | Admission Scholarships for foreigner 5 | TOPIK Level 3           | -   | 40% of the tuition  |                          |                           |
| Transfer (4th Year) | Admission Scholarships for foreigner 5 | TOPIK Level 4 or higher | Same as the language requirements for application | 40% of the tuition  |                          |                           |
|                     | Admission Scholarships for foreigner 6 | TOPIK Level 3           | -   | 30% of the tuition  |                          |                           |

※ \*The admission scholarships paid during the 8<sup>th</sup> semester will be given as academic subsidy for those who enrolls the regular 8<sup>th</sup> semester.

#### b. Other departments

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

## 2. Academic Scholarships for Foreign Students

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

### a. International School of Korean Culture and Technology

| Type                                  | Qualification  | Amount                                   |
|---------------------------------------|--|--|
| Academic Scholarships for foreigner 1 | Top 2% GPA within each major from the previous semester  | 100% of the following semester's tuition |
| Academic Scholarships for foreigner 2 | Top 5% GPA within each major from the previous semester  | 80% of the following semester's tuition  |
| Academic Scholarships for foreigner 3 | Top 10% GPA within each major from the previous semester | 60% of the following semester's tuition  |
| Academic Scholarships for foreigner 4 | Top 20% GPA within each major from the previous semester | 40% of the following semester's tuition  |
| Academic Scholarships for foreigner 5 | Top 50% GPA within each major from the previous semester | 20% of the following semester's tuition  |

※ Eligibility after Admission: Students who acquired at least 12 credits at the immediately preceding semester

### b. Other departments

| Type                                  | Qualification                                   |   | Payment         |
|---------------------------------------|---|---|-----------------|
|                                       | Level 3 or below in TOPIK                       | Level 4 or higher in TOPIK                      |                 |
| Academic Scholarships for foreigner 1 | –   | Over 4.3 of previous semester's GPA             | 100% of tuition |
| Academic Scholarships for foreigner 2 | Over 4.3 of previous semester's GPA             | Over 4.0 ~ under 4.3 of previous semester's GPA | 80% of tuition  |
| Academic Scholarships for foreigner 3 | Over 4.0 ~ under 4.3 of previous semester's GPA | Over 3.5 ~ under 4.0 of previous semester's GPA | 60% of tuition  |
| Academic Scholarships for foreigner 4 | Over 3.5 ~ under 4.0 of previous semester's GPA | Over 3.0 ~ under 3.5 of previous semester's GPA | 40% of tuition  |
| Academic Scholarships for foreigner 5 | Over 3.0 ~ under 3.5 of previous semester's GPA | Over 2.5 ~ under 3.0 of previous semester's GPA | 20% of tuition  |

※ Eligibility after Admission: Students who acquired at least 12 credits at the immediately preceding semester

## 3. Other Scholarships for foreign students

(Admission scholarships will be granted during regular semesters.)

| 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><tr><th>Type</th><th>Description</th></tr><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></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. |
|  | 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.  |                             |             |             |                                      |  |                                    |  |
|  |   |                             |             |             |                                      |  |                                    |  |

※ For details about scholarships, call the Scholarship team at (+82) 2-920-7012

#### 4. Other support services

- **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.

## IX. Tuition

| Departments(Schools)  |                       | Tuition per semester |
|---|-----------------------|----------------------|
| International School of Korean Culture and Technology   | Global Korean Studies | KRW 4,197,700        |
|   | Beauty-Fashion Design | KRW 5,892,800        |
| 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, Law, Knowledge-Based Industry and Law, Political Science and Diplomacy, Psychology, Geography, Economics, Business Administration, Education, Social Studies Education, Ethics Education, Chinese Classics Education, Early Childhood Education, Global Business |                       | KRW 3,833,000        |
| Biological Sciences and Chemistry, Chemistry, Clothing, Food and Nutrition, Nursing Science, Computer Engineering, Information System Engineering, Service and Design Engineering, Food Science and Biotechnology, Biotechnology, Environment & Energy Engineering, Fashion Industry, Sports Science  |                       | KRW 4,637,000        |
| Media Communication, Mathematics, Statistics, Social Welfare, Culture & Art Management, Convergence Security Engineering, Consumer Science and Living Culture Industry  |                       | KRW 4,234,000        |
| Design, Industrial Design, Crafts, Sculpture, Western Painting, Oriental Painting, Beauty Industry  |                       | KRW 5,374,000        |
| Acting for Visual Media, Dance Art, Contemporary Music, Composition, Instrumental Music, Vocal Music  |                       | KRW 5,481,000        |
| Global Medical Science, Biopharmaceutical and Medical Sciences, Mathematics, Statistics and Data Science, AI Convergence, Chemistry and Energy, Bio-Health Convergence  |                       | KRW 4,940,000        |

※ Tuition information is based on the 2024 academic year and **may increase in the 2025 academic year**, so you may be required to pay a preliminary deposit in addition to the tuition fee to cover possible tuition fee difference.

※ The actual invoiced amount will vary depending by each individual due to scholarships.

## X. List of the Countries where English is an Official Language

| Region   | Country   |
|----------|---|
| Africa   | Botswana, Cameroon, Ethiopia, Eritrea, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe |
| Asia     | Brunei, Hong Kong, India, Malaysia, Pakistan, Philippines, Singapore  |
| Oceania  | Australia, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu  |
| Europe   | Ireland, Malta, United Kingdom  |
| Americas | Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States                                  |



## XI. Dormitory

### 1. Dormitory for International Students

| List            | Room Type     | Semester Fee  | Period  | Note  |
|-----------------|---------------|---------------|---|---|
| External Agency | Single        | KRW 2,940,000 | <b>Spring 2025</b><br>Feb. 25, 2025<br>–Jun. 30, 2025 | 6 Different Buildings<br>(Studio Type)<br>Exclusively for<br>International Students |
|                 | Double/Triple | KRW 1,750,000 |   |   |
|                 | Quad          | KRW 1,537,500 |   |   |
| The House       | Double        | KRW 2,097,380 |   | Newly Built<br>First come–first served  |
| Sungmiryo       | Double        | KRW 1,857,380 |   |   |
|                 | Triple        | KRW 1,487,500 |   | Shared bathroom,<br>showers, and kitchen  |
|                 | Quad          | KRW 1,115,630 |   |   |

※ Semester fee or period may change in accordance with the circumstances with the university.

### 2. Sample Pictures of Dormitory Facilities





**성신여자대학교**  
SUNGSHIN WOMEN'S UNIVERSITY

Admissions Team: 2 Bomun-ro 34 da-gil, Seongbuk-gu, Seoul 02844

Tel: 82-2-920-2000 | <https://ipsi.sungshin.ac.kr>

