



인문과 평화의 대학 -

**성공회대학교**

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# Spring Semester 2024

## Undergraduate Admission Guideline for International Students

Foreign nationals whose both parents hold foreign citizenship

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## [1] Introduction of Division of Global Studies & Majors

### ■ Division of Global Studies

#### | Major of Global Digital Management

The Major of the Global Digital Management is designed for the international students who want to learn about global management subjects and to work in Korean and global business firms. The courses of the Global Digital Management consist of the disciplines of business administration including the Introduction of Global Management, Global Entrepreneurship, Global Organization Studies, Global Talent Management, Global Business Strategy, Global Marketing, Global Financial Management, Global Supply Chain Management, and Global Information Management Systems, Accounting, and Business Statistics.

#### ▶ Seminar in Campus Life

This is required course to all the first year students at Sungkonghoe University, however, the course exclusively for the international students is specially organized by adviser of the international students. In the very beginning of the course, the students are strongly encouraged to submit their own designs and objectives for this course. All are collected by the advisers and the final course plan is decided.

#### ▶ Introduction of Information Technology

This course introduces basic concepts, logic and tools in Information Technology. The very basic computer languages required in Information Technology are to be taught in this course. The level of this course is just for the beginners.

#### ▶ Korean Culture and Society

This course helps the International Students settle down their lives in Korea. The topics studied in the course are as follows : Korean history, Korean culture and Korean civil society.

Korean Language for International Students

1. Grammar in Korean Language
2. Reading in Korean Language
3. Speech in Korean Language

#### ▶ Social Advancement

Getting a degree in global digital management can open up a wide number of employment options in business-related fields, such as business managers, administrators, global business consultants, trainers, business coaches, and researchers.

## [2] Undergraduate Admission Guideline for International Students (Foreign nationals whose both parents hold foreign citizenship\_English Track)

### 1. Number of Student to be admitted

Field	Quota
Division of Global Studies	No quota

### 2. Admission Schedule

Admission Process	Schedule	Place	Notes
Application & Document Submission	September 11, 2023 (Mon) 10AM - September 22, 2023(Fri), 5PM	Research and Exchange Center, 2nd floor, Ilman Hall, Sungkonghoe University, 320 Yeondong-ro, Guro-gu, Seoul, South Korea(08359)	- <b>Submitting by mail:</b> [Domestic] Registrar (based on the date of receipt of mail) September 22, 2023(Fri) arrivals are accepted [Overseas] September 22, 2023(Fri) arrivals are accepted - <b>Submitting by visiting:</b> Weekdays from 09:00 to 17:00 during the document submission period ※ Lunch time 12:00~13:00, weekend/holiday submission not allowed
Interview	October 25, 2023(Wed) - October 27, 2023(Fri)	Will be provided individually via email	- An overseas resident may interview by online(ZOOM)
Notification of Admission Results	November 7, 2023(Tues)	Will be provided individually via email	
Tuition Payment	November 13, 2023(Mon) - November 24, 2023(Fri) 1PM	Account Transfer	- Deposit to the virtual account number
Issuance of Certificate of Admission	After confirmation of tuition payment	Will be provided individually via email	

※ The above schedule is subject to change. Any changes will be updated on the website.

※ All dates and times are based on Korea Standard Time(KST).

### 3. Eligibility

- Both the applicant and his or her parent(s) must be non-Koreans.
- Applicants must have graduated or be expected to graduate from high school at a regular educational institution South Korea or abroad.
- Applicants who has achieved level 5.5 or higher on the IELTS

## 4. Required Documents

- Submission Period: September 11, 2023(Mon) ~ September 22, 2023(Fri) 5PM
- How to submit
  - 1) Submitting by mail - [Domestic] Registrar (based on the date of receipt of mail) September 22, 2023(Fri) arrivals are accepted  
- [Overseas] September 22, 2023(Fri) arrivals are accepted
  - 2) Submitting by visiting – To Admissions Information Office, Weekdays from 09:00 to 17:00 during the document submission period(Lunch time 12:00~13:00, weekend/holiday submission not allowed)
- Precautions
  - 1) Official graduation certificates and transcript issued by high schools abroad must be checked at overseas missions or submitted an apostille confirmation to the Sungkonghoe University Admissions Information Office. If original document is not written in Korean or English, submit it after getting its English notarized translation.
    - ※ Inquiries about the apostille/consul's confirmation letter: Ministry of Foreign Affairs' consular confirmation agency 02)2002-0251~2
  - 2) Documents that have not been submitted by the deadline will NOT be accepted, and if they are not submitted, they will be rejected.
  - 3) Sungkonghoe University is not responsible for documents that have not arrived within time due to mail delivery accidents, etc., and all documents submitted will not be returned

Documents Checklist		Notes
Identification Photo		<ul style="list-style-type: none"> <li>Color identification photo which was taken with in 6months (3.5*4.5)</li> <li>Attach on application form</li> </ul>
Application form		<ul style="list-style-type: none"> <li>Form on Sungkonghoe University website : <a href="http://enter.skhu.ac.kr">http://enter.skhu.ac.kr</a>(재외국민/외국인&gt;자료실)</li> </ul>
Certificate of Attendance of High/Secondary School		
Official graduation Certificate of High/Secondary School	For those who received their diploma in a country other than China	<ul style="list-style-type: none"> <li>Must be issued an apostille or have consular authentication</li> <li>- If original document is not written in Korean or English, submit it after getting its English notarized translation and apostille or conslar authentication.</li> <li>- Those who attended Korean high school do not need to submit its appostille or consular authentication, but must submit detailed school life record.</li> </ul>
	For those who received their diploma in China	<ul style="list-style-type: none"> <li>the certificate of graduation (expected) with consular authentication or the certificate of graduation certificate issued by the Ministry of Education of China</li> <li>- Issuing agency: <a href="http://www.chsi.com.cn">www.chsi.com.cn</a></li> </ul>
Official Transcript of High/Secondary School		<ul style="list-style-type: none"> <li>transcript of entire semester period with apostille or consular authentication</li> <li>- If original document is not written in Korean or English, submit it after getting its English notarized translation and apostille or consular authentication.</li> <li>- It can be replaced by a school record with grades written on it(must have English notarized translation)</li> </ul>
Certificate of enrollment from elementary, junior high, high school <b>*(if applicable) Submit only if you have studied in two or more different academic systems among those who graduated from the 12th grade or lower school system</b>		<ul style="list-style-type: none"> <li>a certificate of enrollment in elementary, junior high, and high schools with apostille or consular authentication</li> </ul>
Family Register/ Relationship Certificate		ex) * Chinese applicants: Translated and notarized Hukoubu (户口簿) issued and a certificate of family relationship (亲属关系证明) * Japan applicants : Copy of Certificate of Family Register
Photocopy of the applicant's alien registration card		<ul style="list-style-type: none"> <li>Submit a photocopy(if applicable)</li> </ul>
Photocopy of the Passport Information (photo) Page of the Applicant and Parents		<ul style="list-style-type: none"> <li>a photocopy</li> <li>ex) In the case of China, china Resident Identity Card (居民身份证)</li> </ul>
Proof of Language Proficiency		<ul style="list-style-type: none"> <li>A transcript of 5.5 or higher on IELTS</li> </ul>
Proof of Bank Balance		<ul style="list-style-type: none"> <li>Issued within 6 months of the date of submission</li> <li>Minimum of USD 20,000(Account holder must be an applicant or applicant's parent)</li> <li>If applicant has no parents, sibling's account can be the proof</li> </ul>

\* In addition to the above documents, related documents may be requested

## 5. Method of Evaluation

Field	Assessment stage	Document Evaluation	Interview	Total
Foreign nationals whose both parents hold foreign citizenship (English Track)	Collective sum	50%	50%	100%

## 6. Selection Criteria

- 1) Those who fail the interview test, those who do not submit documents, or those who do not meet the application qualification will be rejected.
- 2) The selection is based on the total score obtained by evaluation method. However, regardless of the number of recruits, if it is judged that it does not meet the level of academic background, it may not be selected.
- 3) Qualified applicants with the same scores will all be accepted.

## 7. Application Fee

- **KRW 80,000** // Account number: **KEB Hana 240-890005-67704 Sungkonghoe University**

※ **Admission fees must be paid when the applicant applies for admission, and admission fees and submitted documents will not be returned.**

## 8. Precautions

- 1) Those who falsely submit the application for admission and submitted documents, or submit forged or altered documents, proxy applicants and cheaters will be rejected, and if they are found to have admitted by fraudulent means, the admission will be canceled even after admission. In this case, refunds of tuition fees already paid will be processed in accordance with the Ordinance of the Ministry of Education, "Rules on University Tuition."
- 2) After paying the admission fee, the application cannot be canceled and the admission fee is not refundable.
- 3) The applicant is responsible for all disadvantages caused by omission of the application, such as the name and contact phone number, incorrect entry, lack of other necessary documents, and report of contact information change.
- 4) Those who falsely enter the application for admission and submitted documents, or submit forged or altered documents, proxy applicants and cheaters will be rejected, and if they are found to have passed by fraudulent means, the admission will be canceled even after admission.
- 5) If you are scheduled to graduate from high school at the time of submitting application and if you do not graduate by February 2024 after passing, your acceptance will be canceled.
- 6) All submissions must be in Korean or English. Documents not written in Korean or English must be submitted with a notarized English translation.
- 7) If you pass more than one university, you must register at only ONE university, and if you maintain double registration, all passes will be canceled.
- 8) If the document is submitted as a copy, submit the original document after the final registration.
- 9) The final successful applicant submits the final academic certificate (graduation certificate, enrollment certificate, and transcript of foreign schools) with apostille from the government agency of the country or a consular authentication at the Korean consulate in the country.
- 10) All submitted documents will not be returned.
- 11) Matters not specified in this guideline follow the school regulations and by-laws of Sungkonghoe University.

## 9. Scholarships for International Undergraduate Students

Classification		First Semester	From the second semester		
IELTS	5.5	40% of tuition fee	GPA	4.3 or higher	Full tuition fee
				4.0 or higher	70% of tuition fee
				3.8 or higher	50% of tuition fee
	6 or higher	Full tuition fee (some selections)		3.5 or higher	20% of tuition fee
				3.0 or higher	10% of tuition fee

- ※ First semester scholarships will be awarded for those who have their academic willingness and ability by interview.
- ※ From the second semester, students should achieve at least 17 credits in previous the semester. Also, scholarships with high amounts will be paid in multiple cases.
- ※ The maximum period for scholarships is 4 years (8 semesters).
- ※ For other matters, apply the provisions of Sungkonghoe University Scholarship Regulations.

## 10. Tuition Fee(based on the 2023 academic year) : (One Semester) KRW 3,691,000

## 11. Contact Information

Research and Exchange Center: Tel) 02-2610-4152/4340 Fax) 02-2610-4135 e-mail) jwlee@skhu.ac.kr

Admission Website: [www.enter.skhu.ac.kr](http://www.enter.skhu.ac.kr)

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## Dormitory & Campus Map

### ▷ Dormitory

#### ■ Happy Dormitory

- 168 twin room(capacity 338)
- B1F ~ 10F
- Opening in 2019
- latest facilities including Wide kitchen, Laundry Room, Seminar Room



#### ■ Michael Hall Dormitory

- 53 twin room(capacity 106)
- 5F ~ 8F
- Opening in 2010
- Wide sharing space, kitchen, resting lounge



- Find more information on our website(<https://skhu.happydorm.or.kr/>)

### ▷ Direction

320 Yeondong-ro, Guro-gu, Seoul

[Subway line 1·7 Onsu(Sungkongheo Univ.) Station], [Seohoe line Daegok-Sosa to be extended]

