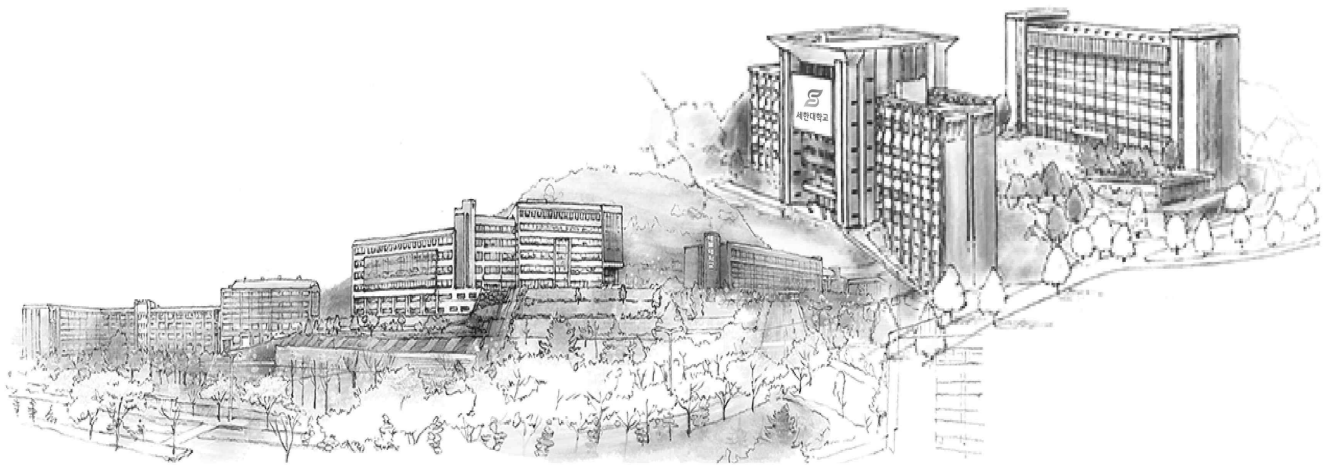


2025 SPRING SEMESTER

# Graduate School Special Admission Guidelines for International Students (Draft)



- ※ Please note that certain details, including procedures and schedules, in this admission guide are subject to change depending on the university's circumstances.
- ※ Be sure to check the final updated admission guidelines on our university's admissions website(<https://apply.sehan.ac.kr/apply/>) before submitting your application.



세한대학교  
Sehan University

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**1****Guidelines for Application Submission**

- The name on the application form must match the name on the applicant's passport.
- Documents must be completed in Korean, and any other languages must include a certified Korean translation.
- Applicants are responsible for any disadvantages caused by errors, omissions, or illegibility in the application or submitted documents.
- The application form must be completed in Korean using a blue or black pen or fountain pen. (no format modifications allowed)
- Applicants must accurately specify their desired program by referring to the recruitment unit.
- Once submitted, documents cannot be returned, and the selected department/program cannot be modified.
- The application form must include a passport-style photo (3.5cm x 4.5cm) affixed to it.

**2****Guidelines for Submitting Documents**

- Original documents are required. If submitting copies is unavoidable, the original documents must be presented for verification or submitted after admission (originals will be returned after verification).
- High school graduation (or expected graduation) and all academic transcripts must be translated into Korean and notarized (or verified by a consulate).
- Family registry certificates or similar documents issued by foreign authorities for the student and parents must include a Korean translation.
- In case of differing names on submitted documents, a document proving identity as the same individual, issued by the competent court in the applicant's country, must be attached.
- Applicants expecting to graduate must submit their final graduation certificate before the date of enrollment (if applicable).
- Additional documents related to eligibility or verification may be requested beyond those specified in this guideline.

※ Translation notarization or apostille: For foreign applicants, documents must be certified by a notary office in their country of origin.

## Important Notes for Applicants

- Applicants must ensure that all information in the application and supporting documents is filled out completely and correctly.
- If forged or manipulated documents are identified, the applicant's admission or enrollment will be nullified.
- Simultaneous registration at multiple universities will result in the cancellation of admission or enrollment.
- The university bears no responsibility for any loss resulting from submission errors, failure to comply with the guidelines, or lack of communication from the applicant.
- All admission results and evaluation content will remain strictly confidential.
- Any fraudulent admission or invalid academic credentials will result in cancellation of enrollment without a refund of tuition fees.
- Applicants are fully responsible for any consequences, including the cancellation of admission, caused by errors in the application, incomplete documents, or failure to complete immigration procedures.
- Failure to obtain a visa or enter the country will result in the cancellation of admission or enrollment.
- Dual applications for different departments within the university are prohibited.
- Applicants with dual nationality, including Korean citizenship, or no nationality are not recognized as foreign applicants.
- Issues not covered in this guide will be addressed according to university policies and decisions made by the International Student Admissions Committee.
- For further details, please contact the Office of International Affairs at [061-469-1602, 041-359-6073].

# Graduate School Special Admission Guidelines

## 1 Admission Schedule

Category	Admission Schedule	Notes
Announcement of Application and Guidelines	01.27.25.(Mon) ~ 02.11.25.(Tue)	Office of International Affairs
Application Submission	02.03.25.(Mon) ~ 02.11.25.(Tue)	Office of International Affairs (Email or In-person)
Announcement of Admission Results	~ 02.14.25.(Fri)	Individual Notice
Tuition Fee Submission	02.18.25.(Tue) ~ 02.21.25.(Fri)	Institutions Designated by Sehan University
Issuance of Certificate of Admission	02.18.25.(Tue) ~ 02.24.25.(Mon)	Office of International Affairs
International Student Arrival and Dormitory Check-in	02.26.25.(Wed) ~ 03.02.25.(Sun)	Sehan University Dormitory
Start of Spring Semester	03.03.25.(Mon)	

※ The admission schedule, application methods, and departments may be subject to change depending on internal circumstances (any changes will be announced on the International Exchange Office website).

## 2 Eligibility Criteria

Category	Criteria for Eligibility
Basic Requirements	<p>Foreign nationals whose both parents are foreign nationals, in accordance with Article 29, Paragraph 2, Subparagraph 6 of the Enforcement Decree of the Higher Education Act</p> <p>※ Applicants who have completed and graduated (or are expected to graduate) from an educational program equivalent to middle school, high school, and university education recognized by domestic authorities or the Ministry of Education of the relevant country.</p> <p>※ Dual nationality holders are excluded.</p> <p>※ Recognition is granted only if both the applicant and their parents acquired foreign nationality before the applicant began an educational program equivalent to a Korean high school curriculum.</p>

Master's Program / Integrated Master's and Doctoral Program	New Student	· Applicants who have obtained a bachelor's degree from a university recognized by the Ministry of Education in Korea or the corresponding country, or those who are expected to obtain their degree by February 2025.
	Transfer Student	· Applicants who have completed at least one semester and earned (or are expected to earn) 6 or more credits in a master's degree program in the same or a related field at a domestic or overseas graduate school.
Doctoral Program	New Student	· Applicants who have obtained a master's degree from a university recognized by the Ministry of Education in Korea or the corresponding country, or those who are expected to obtain their degree by February 2025
	Transfer Student	· Applicants who have completed at least one semester and earned (or are expected to earn) 6 or more credits in a doctoral degree program in the same or a related field at a domestic or overseas graduate school.

### 3 Programs and Admission Quotas

a. Enrollment Capacity: Applicants will be selected outside the standard quota based on their academic competencies, in accordance with each department's criteria.

b. Departments for Freshman Admission

Program	campus	Academic dept.	Field of Study / Major	Quotas
Master's Program	Yeongam	Humanities and Social Sciences	Korean Language, Business, Education, Social Welfare, Early Childhood Education	OO
		Natural Sciences	Nursing, Physical Therapy	
		Fine Arts and Sports	Sports Leisure, Physical Education, Tourism industry and marine leisure	
	Dangjin	Humanities and Social Sciences	Police Administration, Airline Service, Social Welfare and Counseling	
		Engineering	Aircraft Maintenance Science, Computer Engineering, Artificial Intelligence Contents Design, Artificial Intelligence Big Data	
		Fine Arts and Sports	Industrial Design, Music, AI Animation Design	
Doctoral & Integrated Master's and Doctoral Program	Yeongam	Humanities and Social Sciences	Business, Education, Social Welfare	OO
		Natural Sciences	Nursing, Physical Therapy	
	Dangjin	Humanities and Social Sciences	Police Administration, Aviation Management	
		Engineering	Artificial Intelligence and Industry	

※ Please note that the above recruitment units are subject to modification, and any changes will be promptly posted on the admissions website.

## 4

**Evaluation Process**

## a. Selection Criteria

Category	Review Components	Notes
Application Screening	Qualification Requirements	Classified as "Eligible" or "Ineligible"

## b. Evaluation Method

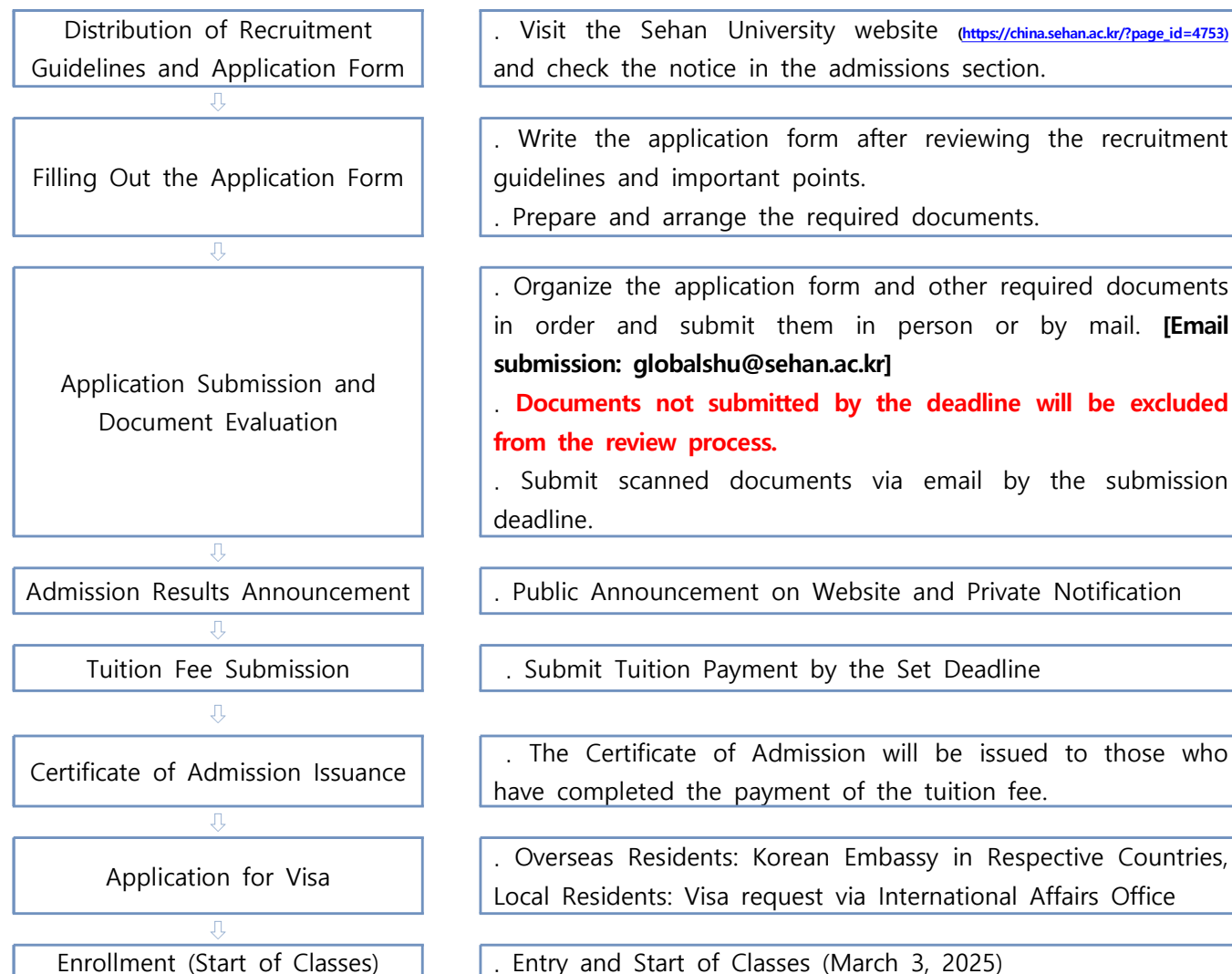
Category	Evaluation Method	Notes
Freshman and Transfer Admissions	Document-Based Eligibility Assessment (100%)	Final admission decisions are determined based on the applicant's personal statement, evaluating their academic plans, personal philosophy and aspirations, and future growth potential.

- For the special admission track for international applicants, there is no limit on the number of recruits. Candidates who pass the document screening are evaluated based on their personal statement, assessing their academic plans, personal philosophy and aspirations, and future growth potential. A suitable number of applicants are selected accordingly.

## 5

## Application Procedures

a. Application Method : Submit in person (via mail) or via email.



b. Application Submission Desk

<b>Address</b>	Academic Information Center, 3rd Floor, University Administration Building, Sehan University, 1113 Noksaek-ro, Samho-eup, Yeongam-gun, Jeollanam-do, South Korea
<b>Phone Numbers</b>	061)469-1602, 041)359-6073
<b>Submission Deadline</b>	By February 11, 2025 (Tuesday)
<b>Submission Method</b>	Submit in person (by mail) or via email [ <a href="mailto:globalshu@sehan.ac.kr">globalshu@sehan.ac.kr</a> ]



## 6

## Application Documents

## a. Essential Documents

No.	Required Documents		Master & Integrated		Doctoral		Notes
			New Admission	Transfer Admission	New Admission	Transfer Admission	
1	Application Form (In Korean)		○	○	○	○	School Form
2	Admission Application (In Korean)		○	○	○	○	School Form
3	Personal Statement (In Korean)		○	○	○	○	School Form
4	Family Registration Certificate □ <b>China:</b> Hukou Book (Full Page of Household Registration), if there are multiple household registration documents, additional documents proving family relations are required. (Submission of birth certificate or notarized family relationship certificate issued by the local police station is required.) □ <b>Other countries:</b> One original copy of the English Family Relationship Certificate (Birth Certificate of the applicant) and a household registration or family relationship certificate that can confirm the relationship between the applicant and their parents.		○	○	○	○	Original Documents
5	Financial Proof Documents (Bank Balance Certificate - in English) □ Minimum of 16 million KRW annually (The certificate must be issued within 30 days from the visa application date and have a validity of at least 6 months remaining).		○	○	○	○	Original Documents
6	University Diploma	□ <b>China:</b> Must submit Verification Report of China Secondary Education Qualification Certificate from 中国高等教育学生信息网(学信网) □ <b>Other countries :</b> Must submit a or b	○	○	○ Master's diploma and transcript	○ Master's diploma and transcript	Original Documents
7	University Transcript	a. Graduation (or Expected Graduation) Certificate and Academic Transcripts for All Years with Apostille Verification b. Graduation (or Expected Graduation) Certificate and Academic Transcripts for All Years with Verification by the Korean Consulate in the Country of the Applicant's School	○	○			Original Documents
8	Entry and Exit Record Certificate □ Issued by the Director of the Immigration Office of the Ministry of Justice (If applicable)		-	○	-	○	Original Documents
9	Copy of Personal and Parental ID Cards		○	○	○	○	Copied Documents
10	Copy of Passport		○	○	○	○	Copied Documents

## b. Additional Documents

No.	Required Documents	Master & Integrated		Doctoral		Notes
		New Admission	Transfer Admission	New Admission	Transfer Admission	
11	Korean Proficiency Test (TOPIK) Score of Level 4 or higher (Level 3 for arts and physical education students)	If applicable	If applicable	If applicable	If applicable	Original Documents
12	Photo File (Full Color, 3.5cm x 4.5cm)	○	○	○	○	File
13	Submit a Copy of Alien Registration Card (Only for foreign residents in Korea)	If applicable	If applicable	If applicable	If applicable	Original Documents
14	<div> <div>□ In case of parental divorce: Original Family Relationship Certificate and Divorce Certificate</div> <div>□ If there are two Hukou records: Original Family Relationship Certificate</div> <div>□ In case of parental death: Original Death Certificate</div> </div>	○	○	○	○	Original Documents
15	Employment Verification and Salary Slips of Both Parents	○	○	○	○	Original Documents

## 7

### Scholarship Programs for International Students

Category	Eligibility	Scholarship Requirements	Scholarship Details
TOPIK Scholarship	New Student	TOPIK Level 4	Tuition Fee Payment of 500,000 KRW
		TOPIK Level 5	Tuition Fee Payment of 1,00,000 KRW
		TOPIK Level 6	50% Tuition Fee Payment
	Transfer Admission	TOPIK Level 5	Tuition Fee Payment of 500,000 KRW
		TOPIK Level 6	Tuition Fee Payment of 600,000 KRW

※ The scholarship is provided only once while enrolled.

## 8

### Important Notes

- ▶ Submitted documents will not be returned.
- ▶ Students who provide false information in the submitted documents will be disqualified.
- ▶ Applicants who fail to meet the qualifications or submit the necessary documents will be disqualified from the selection process.
- ▶ International students enrolled at this university are obligated to join the national health insurance program.

- ▶ It is required that tuition fees be paid on a per-semester basis.
- ▶ International students who withdraw for personal reasons are required to return their alien registration card to the immigration office within one week and leave the country.

## 9 University Address and Contact Information

- ▶ Sehan University, Yeongam Campus, 1113, Green-ro, Samho-eup, Yeongam-gun, Jeollanam-do 58447
- ▶ TEL +82-61-469-1602, +82-41-359-6073

## 10 On-Campus Housing Guide

- ▶ Tuition payment instructions will be provided after admission, and failure to pay by the designated deadline will lead to the automatic cancellation of admission.
- ▶ Beginning of the Spring Semester 2025: March 3, 2025 (Monday)  
 ※ Freshmen are required to enter Korea before the semester begins.
- ▶ It is a principle that foreign students reside in the university dormitory.
- ▶ Dormitory accommodation is provided for 4 months in the first semester and 4 months in the second semester as a general rule.
- ▶ Students intending to stay in the dormitory during the holidays are required to pay an extra charge.

### ▶ Yeongam Campus

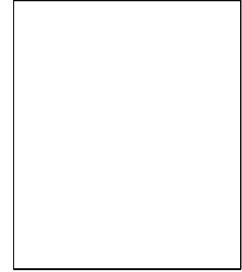
Dormitory	Occupancy	Dormitory Fee (KRW)
Mudeung Residence Hall	2 occupants per room	1,462,800
International Residence Hall	2 occupants per room	
Yudal Residence Hall	2 occupants per room	

### ▶ Dangjin Campus

Dormitory	Occupancy	Dormitory Fee (KRW)
Dangjin Dormitory (1)	2 occupants per room	1,482,000
Dangjin Dormitory (2)	2 occupants per room	1,582,000

※ The dormitory fee includes management fees, meal costs (2 meals per day, excluding weekends and holidays), and student association fees (based on the 2024 academic year, second semester).

# Application for Admission



Please TYPE or PRINT clearly in Korean or English

<p><b>I. Personal Information</b></p> <p>1. Name : _____</p> <p>2. Country of birth : _____</p> <p>3. Citizenship : _____</p> <p>4. Gender : Male( ) Female( ) Other( )</p> <p>5. Date of Birth : _____ / _____ / _____ Month Day Year</p> <p>6. Mailing Address : _____ _____</p> <p>Tel : +86- _____ Fax: _____</p> <p>E-mail Address : _____</p>	<p>7. Passport No. : _____</p> <p>8. Guardians :</p> <p>- <b>Korea</b> Name : _____ Tel : +82-061-469-1602 Relationship : <u>국제교류원 담당직원</u></p> <p>- <b>home Country</b> Name : _____ Tel : _____ Relationship : _____</p>																								
<p><b>II. Educational Background</b> (From higher education)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Dates</th> <th style="width: 25%;">Institutions</th> <th style="width: 25%;">Major</th> <th style="width: 25%;">Degree or Diploma</th> </tr> </thead> <tbody> <tr> <td>~</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>~</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>~</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Dates	Institutions	Major	Degree or Diploma	~	_____	_____	_____	~	_____	_____	_____	~	_____	_____	_____								
Dates	Institutions	Major	Degree or Diploma																						
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<p><b>III. Study Plan</b></p> <p>1. Indicate the year and semester you wish to enter</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Freshman</td> <td style="width: 25%;">Sophomore</td> <td style="width: 25%;">Junior</td> <td style="width: 25%;">Senior</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Spring</td> <td> </td> <td>Fall</td> <td> </td> </tr> </table> <p>2. Degree programs</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Bachelor's</td> <td style="width: 25%;">Non-Degree Program</td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> <tr> <td>Mater's</td> <td>Other</td> <td> </td> <td> </td> </tr> <tr> <td>Doctorate</td> <td> </td> <td> </td> <td> </td> </tr> </table> <p>3. Major Sought : _____</p>	Freshman	Sophomore	Junior	Senior					Spring		Fall		Bachelor's	Non-Degree Program			Mater's	Other			Doctorate				<p><b>IV. Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses.</b></p> <p>Name/Organization : _____</p> <p>Relationship : _____</p> <p>Occupation : _____</p> <p>Address : _____ _____</p> <p>Phone No. : _____</p> <p> * I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : _____ / _____ / _____ Month Day Year</p>
Freshman	Sophomore	Junior	Senior																						
Spring		Fall																							
Bachelor's	Non-Degree Program																								
Mater's	Other																								
Doctorate																									
<p><b>V. Payments</b></p> <p>I have enclosed :</p> <p>- Application fee : US \$ _____</p> <p>- Dormitory Deposit : US \$ _____</p> <p>- Other : US \$ _____</p> <p>Total : US \$ _____</p>																									

※ **Required documents for application** 1. Application form 2. Official transcripts : sealed 3. Photocopy of diploma 4. Two letters of recommendation 5. Personal statement 6. One photo : 4×5cm 7. TOEFL Score 8. Application fee 9. Bank statement or other financial certifications

## Enrollment Application

A P P L I C A N T	Name	Korean	Chinese	English	Gender	
	Nationality			Date of Birth		
	Address					
	Contact Number					
	Desired Department	Sehan University	Department	Major		
	Admission Date		Academic History		Country / City	
G U A R D I A N	Name	DOB	Nationality	Current Address		Occupation & Contact number
<p style="text-align: center;">I hereby submit all the required documents and wish to apply for admission to Sehan University.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: right;"> <p>Applicant :</p> <p>Guardian :</p> </div> <div style="text-align: left;"> <p>signature</p> <p>signature</p> </div> </div>						

Personal Statement

▶ Name: (Korean)\_\_\_\_\_ (Chinese)\_\_\_\_\_ (English)\_\_\_\_\_

Use the information below to complete your profile.

【 Personal Statement 】

Briefly describe your academic plan, personal philosophy, and aspirations.

1. Briefly describe your academic plan, personal philosophy, and aspirations.

2. Life Philosophy and ideals / aspirations

The statement must reflect the applicant’s personal experiences and values and be written by the applicant.

Date :  
Name :  
Signature :

To The President of Sehan University

# 세한대학교대학원

# SEHAN UNIVERSITY

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Sehan University, 1113 Noksaek-ro, Samho-eup, Yeongam-gun, Jeollanam-do, South Korea

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