

상명
대학교
University



2021 Spring Semester Freshman & Transfer admission

Admission Guidelines for International Students

[Seoul Campus]

WHY SANGMYUNG

Why should you choose Sangmyung University?



Center of Seoul

SANGMYUNG University is located in Jongno-gu, the center of Seoul. Jongno-gu is the center of Korea's politics, economy, education, and culture, where both tradition and future coexist. As such, the development of SANGMYUNG is in line with the economic and social development of Korea.



Educational Philosophy

Sangmyung University was founded in 1937 based on the educational philosophy of Dr. Bae Sangmyung. In the past 80 years of long development and leap forward, we are striving to cultivate talent that can contribute to the country and society with truth, justice, and love as educational ideologies.



Student-Centered

Sangmyung University supports academic studies of each student through the academic system enabling self-directed curriculum design and by offering various scholarship programs. In addition, through the lifelong advisory system, provides continuous assistance in admissions, university life, until graduation.



Global Network

Sangmyung University offers the Sangmyung Study Abroad program based on an extensive educational network with over 300 overseas universities. Sangmyung students experience a variety of convergence courses that incorporate optimal, customized programs, such as those focusing on language skills or job training.



Lead the Future

In order to prepare for the change of the new era, establish the status of the university, and cultivate creative fusion talent, Sangmyung University is developing and operating convergence courses by breaking academic boundaries. We are operating a variety of convergence courses that combine humanities, ICT, and arts by greatly expanding the convergence major course.



A New Possibility

Based on the intellectual ability and creativity necessary for a rapidly changing world, Sangmyung University is working hard in the fields of education, research, and industry-academia cooperation to foster students, and has shown outstanding results. The achievements and excellence of Sangmyung's efforts have been proven through solid basic competencies and roles in the Korean education industry.

SANGMYUNG UNIVERSITY

With the world, closer to the world

1

Vision of the Office of International Affairs

- Among the 13 strategic tasks of Sangmyung University's vision of Sangmyung University, the Office of International Affairs is promoting global exchanges and enhancing brand value. As a detailed project, the Office of International Affairs is expanding the attraction of outstanding foreign students, improving exchange programs, language programs, and through nternalization.
- In response, the Office of International Affairs is committed to promoting and spreading global civic education with a vision of "guaranteed inclusive and fair quality education for all," and is doing its best to support the sustainable development of global civil awareness and respect for cultural diversity.

2

International Student Support

- We operate a management organization dedicated to international students (International Student Support Team, International Student Advising Center and Communication Team) to assist in the areas of life in Korea such as visa status maintenance, health and insurance, and accident handling.
- In particular, the International Student Advising Center offers various programs to solve problems and to help adaptation of all students studying in Korea by establishing a systematic counseling process.
- We support admission guidance for new and transfer students in English, Chinese, and Vietnamese, and offer academic guidance services to help students prepare for prompt graduation.
- Information useful to students – international student announcements, university news, campus events, and employment information is provided through various social networking sites such as (Kakao Talk, Facebook, Wechat, QQ, etc.), and the Office of International Affairs (oia.smu.ac.kr).

3

Learning and Immigration Support

- An orientation for new and transfer students will be held every semester to explain important matters such as academic schedules, method of enrollment, graduation conditions, etc.
- The 'Exclusive Class for Foreign Students' has been established in liberal arts and major subjects to reduce the burden of signing up for courses, subjects suitable for foreign students for understanding Korean language and Korean culture, and the specialized classes are available exclusively for international students.
- In addition, various comparative courses including learning support programs such as Writing Clinic, Foreign Language Contest, and Foreign Language Tutoring Programs, Free Korean Language Courses after school, and TOPIK Preparation Classes during vacation.
- We offer conveninet on-campus immigration services free of charge so students can change immigration status, apply for alien registration, extend sojourn, etc. without visiting the immigration office in person.

4

Curriculum and performance

- Based on the concept of education in the Republic of Korea, Sangmyung University has its own systematic curriculum to implement the university's talent awards according to the university's goals and development plans. It also requires students to select a Career Development Roadmap (SM-CDR) including liberal arts, majors, and comparative courses, and standards for activities, which provide customized education that can be linked to the graduation of international students.
- The results of the undergraduate education demand satisfaction survey show that students are satisfied with e-Campus, the industry and parents are satisfied with the future development potential of our university, and graduates are satisfied with the Global Program.
- The results of the survey of international students show that the level of satisfaction in the education and classes of Sangmyung university students remains high with positive responses in the 'Curriculum Composition and Contents', 'Quality of Teaching Instructors', 'Korean Education Program' and 'Counseling Service'.

5

Global Contribution of Sangmyung University

- We are actively interacting with 328 institutions (universities) in 42 countries around the world to achieve global civic education fostering cooperation and service in preparation for future society through respect of diversity.
- In particular, Sangmyung International Language and Culture Education Center has established King Sejong Institute in Thailand, India, and Kazakhstan to contribute to the dissemination of Korean language and global cultural exchanges. In 2020, another King Sejong Institute was established in Laos.

Experience the New World opened by Sangmyung AI



Sangmyung University was selected as a SW Convergence centered university in 2019 supervised by the Ministry of Science Technology & ICT also the Institute for Information & communication Technology Planning & evaluation and is leading creative AI & SW talent.



WARP1

Basic SW AI education for all students

- Thinking power oriented basic SW education
- Game type problem solving project
- Basic AI content development



WARP3

SW AI Major education

- 3 Way Course system (Industry, graduateschool, startup)
- Certification of Sangmyung student



WARP2

SW + AI Convergence Major

- Game Animation AI Convergence Major
- Financial Service AI Convergence Major
- Robot AI Convergence Major



WARP4

Advanced AI major track

- Faculty of SW Convergence
- Major in Computer Science
 - Major in Human Centered AI
 - Major in Game Design and Development
 - Major in Animation
 - Major in Korea-Japan Cultural Content
 - Major in Software

2021 Spring Semester Freshman
& Transfer admission

Admission Guidelines for International Students [Seoul Campus]

I. Application Category	01
II. Application/Selection Timeline	03
III. Admission Requirements	04
IV. Special Attention for Applicants	05
V. On-line Application	06
VI. Application Fee	07
VII. Application Documents	08
VIII. Selection Method and Standard	11
IX. Scholarship and Tuition	13
X. Letter of Admission and Visa Issuance	15
XI. Others	18

[Form]

· Application for admission	20
· Letter of Consent	21
· Financial Affidavit for Tuition Fees and Living Expenses	22

I. Application Category

1. Freshman Admission

Category	Recruitment Unit		Notes
Humanities	Faculty of Humanities and Cultural Content	Historical Content Major	
		Intellectual Property Major	
		Library and Information Science Major	
	Faculty of Space and Environment Studies		
	Faculty of Public Affairs		
	Department of Family Welfare		
	Department of Korean Education (4-studentlimit)		
	Department of English Education (4-studentlimit)		
Natural Sciences	Department of Mathematics Education (3-studentlimit)		
Humanities	Faculty of Economics and Finance		
	Faculty of Business Administration		
	Department of Global Business Administration		
Engineering	Faculty of Artificial Intelligence and Data Engineering	Human centered AI Major	
		Financial Technology Major	
		Big Data Convergence Major	
		Smart Manufacturing Major	
Natural Sciences	Faculty of SW Convergence	Computer Science Major	
Engineering		Electrical Engineering Major	
		Intelligence IOT Convergence Major	
Natural Sciences		Game Design and Development Major	
Art & Music		Animation Major	
Humanities		Korea-Japan Cultural Content Major	
		Engineering	Biotechnology Major
Chemistry and Energy Engineering Major			
Chemical Engineering and Materials Science Major			
Natural Sciences	Faculty of Foodservice and Fashion	Foodservice Management and Nutrition Major	
		Fashion and Textiles Major	
Art & Music	Faculty of Sports and Dance	Sports and Health Care Major	
		Dance Arts Major	Korean Dance
			Modern Dance
	Faculty of Art and Design	Fine Arts and Art Theory Major	
		Living Art and Design Major	
	Faculty of Music	Piano	
		Vocal Music	
		New Media Composition	
		Orchestral Instruments*	

*Faculty of Music [Orchestral instruments] violin, viola, cello, contrabass, flute, oboe, clarinet, bassoon, horn, and trumpet

※ There is no limit in the number of students for admission other than for the College of Education (Department of Korean Education, Department of English Education, Department of Education, Department of Mathematics Education).student's entrance quota.

2. Transfer Admission(3rd year)

Category	Recruitment Unit		Notes	
Humanities	Faculty of Humanities and Cultural Contents	Historical Content Major		
		Intellectual Property Major		
		Library and Information Science Major		
		Korea-Japan Cultural Content Major		
	Faculty of Space and Environment Studies			
	Faculty of Public Affairs			
	Department of Family Welfare			
	Faculty of Economics and Finance			
Faculty of Business Administration				
Department of Global Business Administration				
Engineering	Faculty of Intelligent Engineering Informatics	Human centered Ai Major		
Natural Sciences	Faculty of Electrical Engineering and Computer Science	Electrical Engineering Major		
		Convergence Electronic Engineering Major		
		Computer Science Major		
Engineering	Faculty of Biological and Chemical Engineering	Biotechnology Major		
		Chemistry and Energy Engineering Major		
		Chemical Engineering and Materials Science Major		
Natural Sciences	Faculty of Foodservice and Fashion	Game Design and Development Major		
		Foodservice Management and Nutrition Major		
		Fashion and Textiles Major		
Art & Music	Faculty of Sports and Dance	Sports and Health Care Major		
		Major in Dance Arts		Korean Dance
				Modern Dance
				Ballet
	Faculty of Art and Design	Fine Arts and Art Theory Major		
		Living Art and Design Major		
	Faculty of Music	Piano		
Vocal Music				
New Media Composition				
Orchestral instruments*				

*Faculty of Music [Orchestral instruments] violin, viola, cello, contrabass, flute, oboe, clarinet, bassoon, horn, and trumpet

※ The College of Education (Department of Korean Language Education, Department of English Education, Department of Education, Department of Mathematics Education) does not accept transfer students.

II. Application Timeline, Submission, and Inquiry

1. Application Timeline

Category	Dates	Notes
Internet Application	Oct. 07, 2020 (10:00) ~ Oct 28, 2020(16:00)	<ul style="list-style-type: none"> Apply Online via UwayApply or through Sangmyung University Office of International Affairs website (http://oia.smu.ac.kr) and click on "Apply for Foreign Student Application" pop-up or banner.
Deadline of Document Submission	Oct. 07, 2020(10:00) ~ Oct. 28, 2020(16:00)	<ul style="list-style-type: none"> Submission by post or in-person all documents must arrive at the Office of International Affairs *The office will be closed on Saturdays or Sundays
Written Exam / Interview	[Applicants in Korea] Nov. 14, 2020(09:30) ~	<ul style="list-style-type: none"> Must enter exam room by 09:30
	[Applicants overseas] Exam date will be notified later	
Admission Decision Notification	Dec. 03, 2020 (14:00)	<ul style="list-style-type: none"> Announcement will be made at the Sangmyung University Office of International Affairs website (http://oia.smu.ac.kr)
Payment of Tuition	Jan. 04, 2021 ~ Jan. 05, 2021	
Payment of Tuition	Jan. 07, 2021 ~ Jan. 08	
New semester Begins	March. 02, 2021	

* The admission schedule is subject to change according to university policy and such notification will be made in advance the Office of International Affairs website.

2. Where to Apply in Person or by Post

Category	Address	Notes
Domestic	(우) 03016 서울특별시 종로구 홍지문2길 20 상명대학교 국제학생지원팀 외국인특별전형 담당자	Submissions by registered mail or in-person
International	Coordinator, International Admissions International Student Services Team, Sangmyung University, 20, Hongjimun 2-gil, Jongno-gu, SEOUL 03016, KOREA	Submissions by international post office

3. International Undergraduate Admission Inquiries

Phone	E-mail	Kakaotalk
+82-2-2287-5469	smu.isst@gmail.com	상명대학교 국제학생지원팀
+82-2-2287-6459	2690371977@qq.com	

III. Admission Requirements

1. Freshman Admission

Category	Requirements	Notes
Nationality	<ul style="list-style-type: none"> ■ International students with both parents who are foreign nationals ▶ Taiwanese students with either one of the parents with foreign nationality may apply (effective only until end of 2021 admission). 	
Education	<ul style="list-style-type: none"> ■ Graduates or students that are expected to graduate from a formal high school in Korea or abroad, and those recognized as legally having equivalent qualifications. ■ The above educational curriculum will be recognized if it can be verified as formal in accordance with relevant statues of the Republic of Korea and the country concerned. ■ GED, home-schooling, cyber-learning, etc. are not recognized. 	
Language	<ul style="list-style-type: none"> ■ International students who have obtained Grade 3 or higher in the Test of Proficiency in Korean (TOPIK). ■ International students who have completed Level 4 or higher at the Sangmyung University International Language and Culture Education Center. (Same requirement applies for International students who have completed programs from language and culture education centers of other universities) ■ International students who have passed the written exam (Korean Proficiency Test) administered by Sangmyung University. 	

2. Transfer Admission (3rd year)

Category	Qualifications	Notes
Nationality requirements	<ul style="list-style-type: none"> ■ International students with both parents who are foreign nationals ▶ Taiwanese students with either one of the parents with foreign nationality may apply (effective only until end of 2021 admission). 	
Education requirements	<ul style="list-style-type: none"> ■ Those who have completed the second year (4 semesters) or more at a formal university offering bachelor's degree programs in Korea or abroad, and have earned at least 1/2 of the minimum credits required to obtain a bachelor's degree. ■ Graduates or students that are expected to graduate from a formal college offering 2 or 3-year associate degree in Korea or abroad. ■ Applicants for physical education, arts or music are recognized only if the major at the previous institution is identical or similar to the applying category. ■ GED, home-schooling, cyber-learning, etc. are not recognized. 	
Language requirements	<ul style="list-style-type: none"> ■ International students who have obtained Level 4 or higher in the Test of Proficiency in Korean (TOPIK). ■ International students who have completed Level 5 or higher at the Sangmyung University International Language and Culture Education Center. (Same requirement applies for International students who have completed programs from language and culture education centers of other universities) ■ International students who have passed the written exam (Korean Proficiency Test) administered by Sangmyung University. 	

3. Others

- A. Korean nationals with dual citizenship status may not apply. (Including parents)
- B. Recognition and interpretation of academic system and academic background recognition, etc shall be determined in accordance with relevant regulations.
- C. New students may apply if foreign nationality is obtained before entering high school and transfer students may apply if foreign nationality is obtained 3 years before the date of application.

IV. Important points to consider

1. Notes on Application

- A. The applicant may only apply for one academic program.
- B. The applicants may not be registered with other universities while registered at Sangmyung University. Tuition refund is available according to Sangmyung regulations if applicant decides not to enter university after payment.
(Tuition will be refunded in full if student decides to withdraw before the first day of classes. Otherwise, partial refund will be available.)

2. Personal information and consent

- A. The applicant's name (spelling) and date of birth must match the information in the passport.
- B. The applicant is responsible for any disadvantages resulting from incorrect or non-indication of contact information such as phone number or address.
- C. Online application is accepted through UwayApply, and minimum personal information will be collected under consent. The collected personal information will be used only for purposes of admission screening and academic affairs. After, being admitted, personal information will be used for the purpose of education, administration, research, etc.
(Collected personal information includes applicant's name, passport number, alien registration number, screening category, applied field, examination number, nationality, alma mater, contact info, email, address, name of guardian, guardian contact, financial account number, etc.)

3. Cancellation of admission

- A. Irrespective of admission, incomplete document submission, forgery, deception, or other illegal actions will lead to cancellation of entrance or admission.
- B. Visa rejection by the Korean government will lead to cancellation of admission, and tuition excluding the application fee will be fully refunded.

4. Others

- A. Submitted application documents will not be returned under any circumstances.
- B. Sangmyung University is implementing the Korean language graduation certification system.
 - 1) Before graduation, students must submit a report of TOPIK level 4 or higher to the university.
 - 2) In preparation for the graduation certification system, we are implementing various programs to improve the Korean language proficiency of international students.
 - 3) Among the successful candidates, those who have not obtained TOPIK level 3 or higher may take a separate course for improving Korean language proficiency designated by the university or program.

V. On-line Application Procedure

International student Application is accepted online only, through the link available at Sangmyung university Office of International Affairs website. (<http://oia.smu.ac.kr>)
Application will not be accepted via post or in-person.

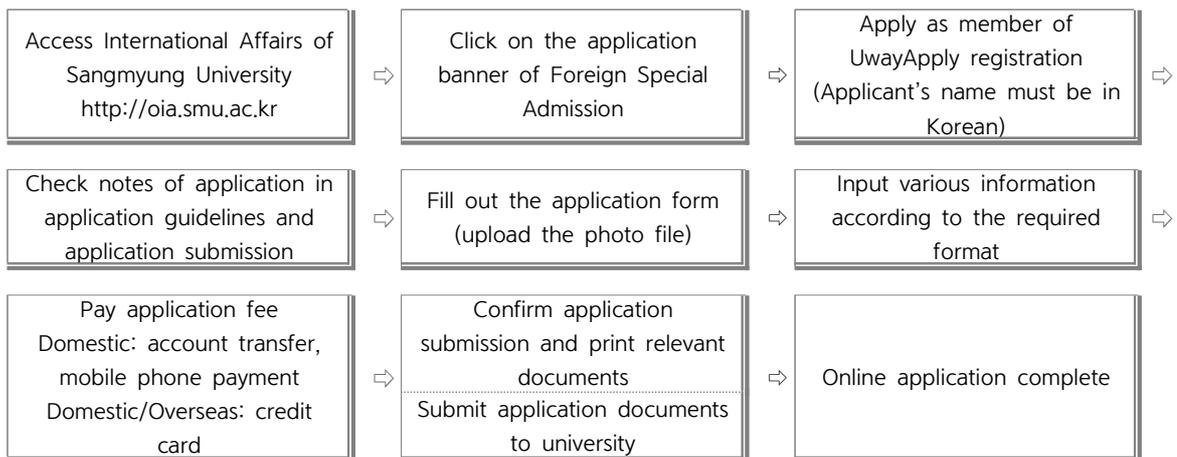
1. Application period

- A. 10:00 October 07, 2020 (Wed) to 16:00 October 28, 2020 (Wed) (Online application is available 24 hours during the period)

2. Notes on application submission

- A. All information on the application form must be accurately, and the applicant is responsible for disadvantages resulting from supply of incorrect information or omission of important facts. Also, it is not possible to modify or cancel the initial application after submission.
- B. An identification photo is required for attachment, and the file size must be 300Kb or smaller.
※ The photo (3.5cm×4.5cm) must be taken within the last 3 months.
- C. If you have any problems during the application or payment process, please contact the UwayApply Call Center (1588-8988) or Sangmyung university International Student Support Team (02-2287-5469).

3. Online Application Procedure



VI. Application Fee

1. Cost: KRW 120,000

2. Payment method

- A. Pay at the final stage of online application
 - a) Account transfer, credit card payment, and mobile phone payment are available.
 - b) The university is responsible for the application agent fee.

3. Application fee refund (based on Enforcement Ordinance of Higher Education Act 3 of Article 42, Clause 2)

- A. Application fee will be refunded in the following cases.
 - a) Excess payment of application fee: Excess amount of application fee paid
 - b) Failure to participate on the selection process resulting from university negligence: Application fee in full
 - c) Failure to participate in the selection process due to natural disaster: Application fee in full
 - d) Failure to participate in the selection process due to hospitalization resulting from illness or accident, or from death (must be able to submit official proof): Application fee in full
 - e) Failure in admission before the final phase of stepwise selection process: Cost of selection process that applicant was unable to participate in
- B. If balance is created in the income and expenditure of the selection process, proportional refund will be made according to the amount paid by applicant.
- C. Refund of the application fee will be made through the payment means used in the UwayApply application process. If a problem occurs during the refund process, applicant may visit the International Student Services Team or have the refund deposited into the financial account on the submitted application form.
- D. If applicant chooses to have the refund deposited into the financial account, electronic transfer fee may be deducted.
- E. If the cost of using the computer network of a financial institution is greater than the amount to be refunded, no refund may be made.

VII. Application Documents

1. Application Form

No.	Category	Form	Notes
1	Sangmyung University Format	Application form	<ul style="list-style-type: none"> ■ After applying via the internet, print and submit the form
2		Letter of consent	
3		Financial affidavit for tuition fees and living expenses	
4	Academic Documents	Certificate of academic background	<ul style="list-style-type: none"> ■ Freshman applicants (select one from below) <ul style="list-style-type: none"> ▶ Copy of high school graduation certificate ▶ Original certificate of the expectant graduation(high school) ■ Transfer applicants (Select one from below) <ul style="list-style-type: none"> ▶ Copy of college graduation certificate ▶ Original certificate of enrollment or original certificate of the completion (or expected completion) of 2 years (or more) of academic courses ▶ Original certificate of expected graduation (junior college) <p>※Applicants that have submitted the certificates of expected graduation, expected completion of 2 years (or more) of academic courses, or of enrollment must submit the originals within 1 week of official issuance of the according institution</p>
5		Transcript	<ul style="list-style-type: none"> ■ Freshman applicants <ul style="list-style-type: none"> ▶ Original transcript of high school ■ Transfer applicants <ul style="list-style-type: none"> ▶ Original transcript from college/university, with notarized Korean or English translation (The credits of the courses taken or the hours of the courses held every week must be indicated on the transcript)
6		Certification of academic verification	<p><Chinese nationals></p> <ul style="list-style-type: none"> ■ Freshman applicants <ul style="list-style-type: none"> ▶ Students that have graduated from general high schools: Select one of the following certification reports. Ex) education and degree issued by the Education and Degree Certification Center operated by the Ministry of Education of China (limited to those with education and degrees in China) for submission <ol style="list-style-type: none"> ① Verified Graduation Certificate(中国中等教育学历报告) ② Verified Gaokao (高考) Official Transcript Certificate ③ Verified Huikao (会考) Certificate of Acceptance or Varified Huikao (会考) Official Transcript Certificate ▶ Students that have graduated from vocational high schools: Submit one of the documents below after confirmation by a Korean consulate in China <ol style="list-style-type: none"> ① Certificate of Graduation issued by the high school (students should receive confirmation by a local education authority before conformation by a Korean consulate in China) ② Confirmation of Graduation issued by a local education authority ■ Transfer Applicants <p>Select one of the documents related to academic background certification (enrollment/completion/graduation) for submission</p>

No.	Category	Form	Notes	
			<p>①Online School Register Confirmation Certificate issued by the Ministry of Education(教育部学籍在线验证报告)</p> <p>②University Enrollment Confirmation (大学在读证明认证) Required documents mentioned above are available from China Education Verification Institute</p> <p>③Education Certification: <National Higher Education Student Information Advisory Center (Academic Trust Network): www.chsi.com.cn></p> <p>④Degree Certification: <Ministry of Education degree and research student education development center (degree network): www.cdgd.edu.cn></p> <p>⑤Agency for Accrediting Academic Background in Korea: <Seoul Confucius Academy (Korea-China Culture Cooperation Research Institute, www.cis.or.kr)> Inquiry: : 02-554-2688, cis88@cis.or.kr</p> <p>※The confirmed documents should be original documents containing the certification number and the QR code and documents without valid certification will not be accepted.</p>	
			<p><Non Chinese nationals></p> <ul style="list-style-type: none"> ■ Freshman applicants: Certificate of high school graduation confirmed by the consulate or through Apostille ■ Transfer applicants: Certificate of College Graduation (Certificate of student status or certificate of course completion) confirmed by the consulate or through Apostille <p>※Certification of academic verification should be submitted in English. If not possible, please contact International Student Services Team.</p> <p>※Vietnamese students can submit certification of academic verification either from Korean Consulate in Vietnam or from Vietnamese Consulate in Korea. (select 1)</p>	
7	Nationality Confirmation	Copy of passport	<ul style="list-style-type: none"> ■ Copy of the page showing the personal information 	
8		Copy of ID	<ul style="list-style-type: none"> ■ Copy of ID of the applicant and guardians 	
9		Original Certificate of Family Relations	<ul style="list-style-type: none"> ■ Chinese Students : Copies of Hukoubu and notarized family relation Certificate 	Chinese, English, or Korean, notarized original
			<ul style="list-style-type: none"> ■ Vietnamese Students : Birth Certificate and Family Register ■ Japanese Students : Family Register ■ Mongolian Students : Birth Certificate and Family Relation Certificate ■ Students from USA, etc : Birth Certificate 	English or Korean, notarized original
10		Proof of parents' citizenships	<ul style="list-style-type: none"> ■ In case of divorce or death of parents, submit notarized Certificate of divorce or death issued by the government of residence ※Submit Divorce certificate, death certificate, etc of the relevant person 	
11		Copy of alien registration	<ul style="list-style-type: none"> ■ Copy of front and back ※Only for applicants residing in Korea. 	
12		Proof of denationalization	<ul style="list-style-type: none"> ■ Only for applicants that have changed nationality ※Submit a report of renunciation of nationality 	
13		Certificate of	Certificate of	<ul style="list-style-type: none"> ■ Financial Certificate equivalent to USD 20,000 (If the certificate

No.	Category	Form	Notes
	Balance	balance	<p>doesn't provide an expiration date, should be issued within the 30 days prior to application to Sangmyung University. If an expiration date is provided, the certificate should be issued within 6 months prior to application to Sangmyung University.)</p> <ul style="list-style-type: none"> ■ Submit applicant's or applicant's parents' Financial Certificate ※If applicants submit a Financial Certificate of parents, the original family relation certificate (Chinese or English version)
14	Achievement Screening Data	Achievement screening data	<ul style="list-style-type: none"> ■ Only applies to applicants in the area of Arts & Physical Education ■ Detailed submission criteria: Refer to <Table> for the practical test (performance review) on page 11
15		Grade report of TOPIK	<ul style="list-style-type: none"> ■ Applicants who have obtained Level 3 or above in TOPIK (Art & Physical Education Applicants: Level 2 or higher)
16		Certificate of completion and transcript of Korean Language Academy course	<ul style="list-style-type: none"> ■ Korean Language Academy completion certificate (Certificate of enrollment) and transcript corresponding to the final semester completed as of the date of document submission ※Decision for written test (Korean Proficiency Test) exemption will be made based on the level of completion of the submitted certificate.

※ 1 set of application form must be submitted for each applicant.

2. Notes on Submission of Application documents

- A. Upon completion of the online application, applicants must submit the application form and required documents to the Office of International Affairs of within the deadline for submitting the documents (mail or direct submission).
- ※ Documents in person will be accepted from 10:00 to 16:00 Monday to Friday. The office will be closed on weekends and holidays.
- B. All documents must be original in principle unless otherwise indicated.
- C. Certificates of enrollment, grades, graduation (expected graduation) etc. issued in countries other than China must be submitted after obtaining the "Apostille confirmation" from a government agency designated by the country in which the institution is located.
- ※ If your country is not a member of the Apostille Convention, you must submit a "Overseas Education Institution Confirmation" or "Consular Confirmation" from the Korean Consulate in the country where the institution is located.
- D. Those who have graduated from a five-year integrated high school and college programs in China must submit an academic background certificate for the college course issued by an academic background certifying institution for transfer application. When submitting a transcript, the high school and college curriculum must be shown separately, and the credits and hours required for graduation must be clearly indicated.
- E. Upon admission, Applicants who have submitted the academic background documents as certificate of expected graduation, certificate of expected completion, and certificate of enrollment to be used in the screening process must submit the original graduation certificated certificate of completion before enrollment. Failure to do so will be disqualified for admission.

VIII. Selection Method and Standard

1. Selection Method

- A. Considering the applicant's academic ability and capacity for each admission unit, the results of the written test (Korean proficiency test), interview and practical test (performance test), which are screening factors for freshman and transfer students, are summed to select the candidates and submit after verifying the format and content of the document, pass/fail is judged and the final successful candidate is selected.
- B. Points allocated for each evaluation factor at the time of screening as below

Application	Category	Selection Element Allotment			Total Mark	Notes
		Written Exam	Interview	Achievement Screening		
New and transfer applicants	Humanities/Natural Sciences	40	60	-	100	Separately implement Document screening
	Arts and Physical Education	40	40	20	100	

※ In the case of same scores, all are passed, major in Animation(Arts and Physical Education) does not have Achievement Screening Test.

2. Selection Criteria

- A. Except for the College of Education, all Faculties (Departments) are recruited without any limit on the number of students, but those who are judged to be unable to study at this university through the admission process (Written Test, Interview, Practical Test) are not selected and are disqualified in process.
- B. Applicants who do not submit the Application documents within the Admission Screening period announced by the university will fail and be disqualified when the final document review is confirmed.

3. Details for Application

- A. Written Test (Korean Proficiency Test)
- a) Our university's Korean Language Proficiency Test evaluates the Level of completion of TOPIK Level 3 or Level 4 of a language academy affiliated with university in Korea.
 - b) Those who are exempt from the written test (Korean Proficiency Test) that meet the following conditions will receive a perfect score for the test.
 - (a) A person who has obtained Level 3 or higher in the TOPIK test conducted by the National Institute of International Education.
(For arts and sports applicants, TOPIK Level 2 or higher)
 - (b) Those who have completed Level 4 or higher at the International Language and Culture Education Institute of our university.
(For arts and sports applicants, Level 3 or higher)
 - (c) Those who have completed Level 4 or higher at Language school affiliated with a 4-year university in Korea
(For arts and sports applicants, Level 3 or higher)

- ※ Example of reflecting points allocated for each evaluation factor for those who were exempt from Written Test (Korean Proficiency Test)
- ※ Major in Animation(Arts and Physical Education) does not have Achievement Screening Test.

B. Achievement Screening

a) Achievement Screening for the applicants in the field of Arts & Physical Education

Category		Screening Content	Submit Method
Major in Animation		<ul style="list-style-type: none"> ■ Performance Evaluation is not conducted 	Not applicable
Major in(Department of) Sport & Health Promotion		<ul style="list-style-type: none"> ■ Standing long jump – An exam supervisor measures length with tape measure and records the result. ■ Situps – A time keeper records the completed number of situps for 1 minute. ■ Standing high jump – An exam supervisor measures height of jump with tape measure and records the result. ■ 20m shuttle run – A time keeper measures the time it takes to shuttle twice between the starting point and the objective and records the result. <p>※The measured data shall be marked clearly in order to identify each applicant.</p>	Recorded data for the Screening
Major in(Department of) Fine Arts & Art Theory		<ul style="list-style-type: none"> ■ Figure drawing (2 pieces) and watercolor painting (2 pieces) <p>※Size : Papersize Quarto(width 394mm x length 545mm)</p>	Original work of Art
Major in(Department of) Life Art & Design		<ul style="list-style-type: none"> ■ Pencil detailed depiction (2 pieces) and color detailed depiction (2 pieces) <p>※Size : Papersize Quarto(width 394mm x length 545mm)</p>	Original work of Art
Major in(Department of) Dance Arts		<ul style="list-style-type: none"> ■ Free work (Applicants can choose music and costumes by themselves and perform within 5 minutes) 	Dance recorded data
Faculty of Music	Piano	<ul style="list-style-type: none"> ■ 2 free piano songs (Each song should be in different format, and in case of sonata it should be in rapid movement. Applicants perform by memorizing musical note) 	Performance recorded data
	Vocal Music	<ul style="list-style-type: none"> ■ One German and one Italian aria in original languages (1 song may be oratorio, opera, concerto aria. But, in case of oratorio sing in original language and in different languages. Applicants sing with accompanists playing the piano by memorizing musical note) 	Performance recorded data
	New Media Composition	<ul style="list-style-type: none"> ■ 2 self-composed songs 	1. Portfolio (score) 2. Recording or Media File
	Orchestral Instruments	<ul style="list-style-type: none"> ■ One free work (up to 10 minutes and accompanists play the piano by memorizing musical note)) 	Performance recorded data

b) How to submit Data

- (a) Major in(Department of) Fine Arts & Art Theory and Major in(Department of) Life Art & Design must submit the original work in four papers (394mm wide x 545mm long) that meet the standard.
- (b) Recorded material for practical performance of the Faculty of Music (piano, vocal music, new media composition, orchestra) and dance must be converted into a

format that can be played on Windows Media Player and submitted via CD or USB.

c) Document screening

- (a) We review whether the required documents for Document Screening are satisfied, and those who do not have the documents will be excluded from the pass and disqualified.

4. Selection of applicants from organizations that signed an exchange agreement

- a) Applicants from “Domestic and Foreign Higher Education Institutions” that have signed an exchange agreement with the university are selected separately.

IX. Scholarship and Tuition

1. Scholarship

Name of Scholarship		Target of Scholarship	Awarded Rate (Of Tuition)	Notes
Sangmyung International Student Admission	Admission Excellence Scholarship	■ Within the top 1% of Admission Grades	100%	
		■ Over 1% ~ 2% of Admission Grade	70%	
		■ Over 2% ~ 3% of Admission Grade	50%	
		■ Over 3% ~ 40% of Admission Grade	20%	
	Language Excellence Scholarship(A)	■ TOPIK Level 4 or higher holders	50%	
	Language Excellence Scholarship(B)	■ TOPIK Level 3 holders	40%	
	Language Excellence Scholarship(C)	■ Sangmyung International Language and Culture Education Center Level 6 or higher holders	35%	
	Language Excellence Scholarship(D)	■ Sangmyung International Language and Culture Education Center Level 4~5 holders	30%	
ODA Scholarship	■ From Developing Countries (ODA or Lower Middle Income Countries)	20%		

- ※ The recipients of the Scholarships for Language Excellence (A~D) are determined based on the submitted documents based on the Application deadline.
- ※ Even if the Sangmyung Global Admissions Scholarship is over awarded only one Scholarship with a high payment rate is applied and the Admission fee is not included in International Student Scholarships and is considered separately from the tuition fee.
- ※ If you do not join the health insurance (International Student Insurance, etc.), you may be excluded from the Scholarship.
- ※ Scholarships for Applicants from Educational Institutions that have an exchange agreement with our university are paid separately based on the agreement.

- A. 'Sangmyung Global Admissions Excellence Scholarship': 100%, 70%, 50%, and 20% of the tuition fee are paid once in the first semester as a Scholarship, depending on the admission score.
- B. 'Sangmyung Global Admissions Language Excellence (A/B) Scholarship': 50% or 40% of tuition is given to students with Excellent Language Proficiency as a Scholarship once in the first semester
- C. 'Sangmyung Global Admissions Language Excellence (C/D) Scholarship': Students who have completed Level 4-5 or Level 6 or higher of the International Language and Culture Education Institute of this university receive 20% or 30% of the tuition fee as a Scholarship once in the first semester.
- D. 'Sangmyung Global Admissions ODA Scholarship': For successful applicants from Developing Countries, 20% of the tuition is provided as a Scholarship once in the first semester.
- ※ Developing Countries should be under ODA Middle and Low Income Countries, but may be added at the judgement of our university. Kyrgyzstan, Pakistan, Mongolia, Nepal, Laos, Philippines, Uzbekistan, Vietnam, etc. are included. You can refer to it at www.odakorea.go.kr.
- E. 'Sangmyung Global Academic Excellence Scholarship': During the enrollment period, a certain percentage of tuition is paid as a Scholarship according to the grades of previous semester.
- F. 'Sangmyung Global Language excellence Scholarship': We plan to provide Scholarships for each Level when obtaining qualifications for improving Korean Language Proficiency.

2. Tuition

- A. The tuition fee for the 2021 school year will be confirmed at a later date, and for the 2020 school year, please refer to the details below.

<Tuition Fee of the Fall Semester, 2020 for foreigners>

(Unit: KRW)

Category	Entrance Fee ①	Tuition ②	Student Union Fee ③	International Student Insurance fee ④	Total ⑤ (①+②+③+④)
Humanities & Social Sciences	481,000	3,619,000	12,000	130,000	4,242,000
Natural Sciences	481,000	4,331,000	12,000	130,000	4,954,000
Mathematics	481,000	4,051,000	12,000	130,000	4,674,000
Engineering	481,000	4,673,000	12,000	130,000	5,296,000
Physical Education	481,000	4,341,000	12,000	130,000	4,964,000
Arts	481,000	4,851,000	12,000	130,000	5,474,000
Music	481,000	5,356,000	12,000	130,000	5,979,000

- ※ Department of(Major in) Sport & Health Promotion is classified as Physical Education, Major in Animation/Department of(Major in) Dance Arts/Department of(Major in) Fine Arts & Art Theory/Department of(Major in) Life Art & Design are classified as Arts, and Faculty of Music is classified as Music.

X. Issuance of Standard Admission Permit and VISA

1. Issuing Standard Admission Permit

- A. Those successful candidates who registered within the registration period must apply for "Standard Admission Permit" to apply for the Visa.
 - 1) Issuance period of Standard Admission Permit: Jan 07, 2021 ~ Jan 08, 2021
 - 2) Issuance method
 - a) Domestic Residents must visit to the University's International Student Support Team (Detailed schedule will be announced later)
 - b) Overseas Residents will receive via EMS or E-mail

2. D-2 (Studying Abroad) Visa Application & Issuance

- A. Applicant staying in Korea
 - 1) Applicant who possesses D-4 (General Study and Training) Visa shall visit the Immigration Office when receiving the "Standard Admission Permit" to apply "Stay Qualification Alteration Permit" and change the Visa to D-2 Visa.
 - 2) Application
 - (a) Using "Immigration Service Agency Service" to change Korean Language Training (D-4) Visa into residence for Study Abroad (D-2) Visa.
 - ※ Application method and detailed schedule will be announced individually for successful applicants later
 - (b) Direct application of successful applicants: Sejongno Branch Office of the Seoul Immigration and International Affairs Office (Competent Immigration Office)
 - (1) Address: Seoul Global Center 2~3F, 64-1 Seorin-dong, Jongno-gu, Seoul
 - (2) Phone : 02-731-1799
 - (3) Map



(C) Required Forms for D-2 Visa application

- (1) Application form for permission to change the status of residence (form)
 - (a) Stocked at the Immigration Office
- (2) Prepared by being issued by the University's International Student Support Team
 - (a) Standard Admission Permit
 - (b) Confirmation of tuition payment
 - (c) Sangmyung University Business Registration Certificate (Copy)

(3) Individual preparation

- (a) Passport and Alien Registration Card (if requested)
- (b) Verification of Education
- (c) Original Bank Balance Certificate of USD \$20,000 or more in the name of a student at a domestic bank (Please check the minimum amount of bank balance depending on the competent Immigration Office)
 - * Only documents issued within 30 days in the name of a domestic bank are accepted (Documents issued by overseas banks cannot be submitted)
- (d) 1 color photo (3.5cm×4.5cm)–White background taken within the last 3 months
- (e) Certificate of completion of Korean Language Training Institution and transcript of the last semester as of the application date
 - * Attendance rate must be indicated
- (f) Fees (Residence status change permission fee of KRW 100,000, Alien Registration Card issuance fee of KRW 30,000)
- (g) Documents proving the place of stay
 - * You may be asked to submit additional documents during the screening process at the immigration office.
 - * You must change your status of residence before the start date, otherwise a fine will be imposed.
- (h) Tuberculosis Diagnosis Certificate: 19 countries (China, Sri Lanka, Russia (Federal), Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos)
Those who have been diagnosed Tuberculosis from the designated hospital that includes 'Chest X-ray test results' (only Certificates issued within 3 months are accepted)

B. Overseas residents

- 1) Successful applicants who live abroad must apply for a study abroad (D-2) Visa individually at Embassy or Consulate in the country.
- 2) Required documents for Application
 - (a) Application form
 - * Placed at Embassy or Consulate
 - (b) Documents sent by mail (or e-mail) to the International Student Support Team
 - (1) Standard Admission Permit
 - (2) Confirmation of tuition payment
 - (3) Sangmyung University Business Registration Certificate (copy)
 - (c) Individual preparation
 - (1) Passport
 - (2) Documents proving academic background
 - (3) Documents proving financial ability
 - * If the parent's Balance Certificate is submitted, additional documents proving relative relationship must be submitted.
 - * For smooth Visa issuance for overseas residents, it is recommended to issue additional documents (academic background proof, deposit balance certificate, etc.)

required for Visa issuance application in advance excluding admission documents.

※ Depending on the embassy and consulates, additional documents may be required during the screening process.

- (4) Tuberculosis diagnosis certificate: 19 countries (China, Sri Lanka, Russia (Federal), Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos)

Those who have been diagnosed Tuberculosis from the designated hospital that includes 'Chest X-ray test results' (only Certificates issued within 3 months are accepted)

3. Foreigner Alien Registration of Successful Applicants

A. Registration through agent service offered by Sangmyung University.

※ Application method and detailed schedule will be individually notified to admitted students.

B. Registration by student: Student applies for alien Registration at Sejongno Branch of Seoul Immigration Office within 90 days of entry into Korea (including students that will be changing visa status)

1) Required documents

(a) Application Form (Report Form)

(1) Available at Sejongno Branch Seoul Immigration Office

(b) Documents to prepare

(1) Passport

(2) One 3.5cm * 4.5cm color photo (taken within last 6 months)

(3) Letter of Acceptance and Registration Certificate

(4) Certificate of Place of Residence (residence certificate, real estate rental contract, dormitory entry confirmation document etc.)

(5) KRW 30,000 fee

(6) Tuberculosis Diagnosis Certificate

(a) Students from the following 19 countries must submit the tuberculosis diagnosis must submit the tuberculosis diagnosis certificate including the chest X-ray issued within 3 months by designated hospitals (China, Sri Lanka, Russia (Federal), Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos)

(b) However, submission is exempted if student has already submitted the tuberculosis diagnosis certificate to the Korean Embassy the Immigration Office at the country of residence for visa application or status change.

(7) Account number for refund (indicate upon applying for Alien Registration (indicate upon applying for Alien Registration))

C. If the admitted students who already has registered as an alien falls under the following condition, report to Sejongno Branch, Seoul Immigration Office within 14 days

1) Admitted student needs too apply for reissuance due to loss of Alien Registration

Card, report change of residence or registration details (reissuance of passport or any change in details of the Alien Registration Card)

2) Required documents

(a) Application Form (Report Form)

(1) Select the reason for reissuance of registration card, notification of change of residence, report change of registration information, etc.

(2) Available at Sejongno Branch, Seoul Immigration Office

(b) Documents to prepare

(1) Passport

(2) Alien Registration Card (unless applying for the card)

(3) Account number for refund (indicate upon applying for Alien Registration)

4. Prevention of Illegal Stay According to Academic Management

A. For the international students that fall under the following conditions, Sangmyung University will report to the Sejongno Branch of Seoul Immigration Office in accordance with its guidelines within 2 weeks, in order to prevent illegal stay.

1) When the student has not paid tuition within the deadline or has taken leave of absence

2) When it is judged that the student is unable to maintain study abroad due to poor attendance and grades (academic probation or others)

3) When it is judged that the purpose of study abroad has terminated resulting from withdrawal, expulsion, graduation, or student being unaccounted for.

XI. Others

1. Insurance Notice

A. "Mandatory Enrollment System for foreigners and Overseas National Health Insurance" was implemented on July 2019, and foreigners residing in Korea for more than six months are obligated to join the National Health Insurance and pay the premium.

※ Compulsory subscription to National Health Insurance is scheduled to take effect from March 2021.

2. Advance Notification Regarding COVID-19

A. In order to prevent the spread of COVID-19, the selection process will be conducted according to the "Guidelines for Examination Preventive Measures against COVID-19" of the Central Defense Countermeasure Headquarters, and details will be announced in advance accordingly.

B. In order to prevent the spread and infection of COVID-19, the selection schedule and method are subject to change, and the details will be announced at the International Affairs Office website.

3. Dormitory

A. Dormitory fee: The rates for Residence halls may change depending on university policy. (The following is based on the 2020 school year)

Category	Monthly rate	Notes
1-bedroom	KRW 264,500	※ Electricity, water, gas fees are not included ※ Deposit KRW 300,000
2-bedroom	KRW 165,500	
3-bedroom	KRW 132,250	
4-bedroom	KRW 119,250	
5-bedroom	KRW 110,250	
6-bedroom	KRW 99,250	

- B. Applicants that have completed at least 1 semester(3 months) of language program offered by the International Language and Culture Education Center of Sangmyung University will be exempted from dormitory fee (based on 4-bedroom) on the first semesters.
- C. For information on dormitory or airport pickup, please contact the International Student Support Team (International Student Support Team Tel: 82-2-2287-5469, Email: smu.isst@gmail.com/2690371977@qq.com).
- D. Dormitory space is not guaranteed and may not be available depending on the number of final number of registered students.



Letter of Consent

(학적조회동의서)

※Must be prepared by applicant(반드시 지원자가 직접 작성)
 ※영문으로 작성(Please fill out in English)

To whom it may concern :

This letter confirms that I have attended _____(name of school). I have applied for Sangmyung University for Spring 2021, and agree to your disclosure of my academic records to Sangmyung University in the admissions process.

(이 서류는 본인이 _____ 학교에서 수학하였음을 확인할 목적으로 작성되었습니다. 본인은 2021학년도 전기 상명대학교 외국인 특별전형에 지원하였으며, 전형 과정에서 상명대학교가 귀 학교에 학적관련 서류를 공식적으로 요청할 수 있다는 사실에 동의합니다.)

I would like to request your full assistance to Sangmyung University when they contact you regarding verification of enrollment and transcripts.

(따라서 본인의 성적과 재학사실에 관한 상명대학교의 요청에 대하여 귀 학교의 적극적인 협조를 요청합니다.)

[Student's Records]

Enrolled Name : * _____

학적부상의 성명

Date of Birth : * ____ / ____ / ____ (mm/dd/yyyy)

생년월일

Date of Admission(or Transfer) : * ____ / ____ / ____ (mm/dd/yyyy)

입학(또는 편입) 일자

Date of Graduation(or Withdrawal) : * ____ / ____ / ____ (mm/dd/yyyy)

졸업(또는 학적변동) 일자

[School Information]

School Name : _____

학교명

Address : _____

학교주소

Zip Code : _____

우편번호

Telephone Number : _____

전화번호

Fax Number : _____

팩스번호

Sincerely yours,

* _____
Signature

* ____ / ____ / ____ (mm/dd/yyyy)
Date



Financial Affidavit for Tuition Fees and Living Expenses

(유학경비부담서약서)

※영문으로 작성(Please fill out in English.)

I. Applicant Information (지원자 인적사항)

1. Name : (한글) _____ (영문) _____
성명 KOREAN ENGLISH

2. Gender: Male(남) / Female(여)
성별

3. Date of Birth : ____ / ____ / ____ (mm/dd/yyyy)
생년월일

4. Nationality: _____
국적

5. Address : _____
주소

II. Information on other Sponsors (유학경비를 부담할 개인)

Indicate the person (may include yourself) that will be responsible for your tuition fee and living expenses. (학비와 생활경비를 부담하게 될 개인(본인 포함)에 대한 정보를 기입하십시오.)

1. Name : _____
개인

2. Relationship : _____
지원자와의 관계

3. Date of Birth : ____ / ____ / ____ (mm/dd/yyyy)
생년월일

4. Occupation : _____
직업

5. Address : _____
주소

6. E-mail Address : _____
이메일주소

7. Telephone Number : _____
전화번호 국가번호 지역번호 전화번호

8. Mobile Phone Number : _____
휴대폰번호 국가번호 식별번호 휴대폰번호

I guarantee that I will be responsible for the tuition fee and living expenses of the applicant for the duration of the program.

(본인은 상기 지원자의 유학기간 중 일체의 경비부담을 보증합니다.)

* _____ * _____ * ____ / ____ / ____ (mm/dd/yyyy)
Name Signature Date

SMU

상명

상상 이상의 세상

상명이 연결하는 혁신교육

상명대학교는 차별화된 교육 혁신으로 다가오는 창의와 융합의 시대를 맞이합니다. 서로 다른 분야를 하나로 연결한 창의융복합 교육을 통해, 상명은 새 시대를 해석하는 인재를 길러냅니다. 우리는 더 넓은 세상을 연결하는 상명인입니다.

상명대학교 2021학년도 전기 외국인특별전형

- 원서접수(인터넷)
2020.10.07(수)10:00~2020.10.28(수)16:00
※ 본 대학 대외협력처 홈페이지(oia.smu.ac.kr) 팝업 혹은 배너 클릭 후 유웨이어플라이(Uwayapply)에서 접수
- 필기/면접고사 : 2020.11.14(토)
- 합격자 발표 : 2020.12.04(금)