
2022 Spring Semester Freshman & Transfer Admission Guidelines for International Students

[Seoul Campus]

C o n t e n t s

I . Recruitment Faculty (Department)/Major	1
II . Admission Schedule, Submission of Application Documents and Inquiries	3
III . Admission Requirements	4
IV . Special Attention for Applicants	5
V . On-line Application	6
VI . Application Fee	7
VII . Application Documents	8
VIII . Selection Method and Standard	11
IX . Scholarship and Tuition	15
X . Letter of Admission and Visa Issuance	17
XI . Others	21
[Form]	
<input type="checkbox"/> Application for Admission	22
<input type="checkbox"/> Financial Affidavit for Tuition Fees and Living Expenses	23
<input type="checkbox"/> Letter of Consent	24

I. Recruitment Faculty (Department)/Major

1. Freshman Admission

Category	Recruitment Unit		Notes
Humanities	Faculty of Humanities and Cultural Content	Historical Content Major	*Faculty of Music [Orchestral Instruments] Violin, viola, cello, contrabass, flute, oboe, clarinet, bassoon, horn, and trumpet
		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-student limit)	
	Department of English Education	(4-student limit)	
Department of Education	(3-student limit)		
Natural Sciences	Department of Mathematics Education (3-student limit)		
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	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	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
		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*			

※ 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)

2. Transfer Admission (3rd year)

Category	Recruitment Unit			Notes
Humanities	Faculty of Humanities and Cultural Content	Historical Content Major		*Faculty of Music [Orchestral Instruments] Violin, viola, cello, contrabass, flute, oboe, clarinet, bassoon, horn, and trumpet
		Intellectual Property Major		
		Library and Information Science 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	Computer Science Major		
Engineering		Electrical Engineering Major		
Natural Sciences		Game Design and Development Major		
Art & Music		Animation Major		
Humanities		Korea-Japan Cultural Content Major		
Engineering	Faculty of Electrical Engineering and Computer Science	Convergence Electronic Engineering Major		
	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	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		
		Fine Arts and Art Theory Major		
	Faculty of Music	Piano		
		Vocal Music		
		New Media Composition		
Orchestral Instruments*				

※ 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. Admission Schedule, Submission of Application Documents and Inquiries

1. Application Timeline

Category	Dates (Period)		Notes
	Primary Recruitment	Secondary Recruitment	
Application and Submission of Application documents	Oct. 05, 2021 (10:00) – Oct. 18, 2021 (16:00)	Nov. 23, 2021 (10:00) – Dec. 06, 2021 (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 as International Student" pop-up or banner. Submission by post: All documents must arrive at the Office of International Affairs on or before the due date. ※ Details will be announced on website of International Affairs (http://oia.smu.ac.kr)
Written Exam-/ Interview	Oct. 30, 2021 (Sat) – Oct. 31, 2021 (Sun)	Dec. 22, 2021 (Wed) – Dec. 23, 2021 (Thu)	<ul style="list-style-type: none"> Date of Exam and Interview will be confirmed according to the number of Applicants
Admission Decision Notification	Before Nov. 19, 2021 (Fri)	Before Jan. 19, 2022 (Wed)	<ul style="list-style-type: none"> Admission Decision is scheduled to be announced before 14:00 on the Office of International Affairs website http://oia.smu.ac.kr
Payment of Tuition	Jan. 05, 2022 (Wed) – Jan. 07, 2022 (Fri)	Jan. 21, 2022 (Fri) – Jan. 25, 2022 (Tue)	
Distribution of Standard Admission Letter	Jan. 27, 2022 (Thu) – Jan. 28, 2022 (Fri)		
New Semester Begins	Mar. 02, 2022 (Wed)		

※ Admission Schedule is subject to change according to University Policy and such notification will be made in advance at the Office of International Affairs website.

2. Submission of Application Documents

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

3. Admission Inquiries (Sangmyung University Office of International Affairs)

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

III. Admission Requirements

1. Freshman Admission

Category	Qualifications
Nationality	<ul style="list-style-type: none"> International students with both parents who are foreign nationals <ul style="list-style-type: none"> ① Recognized if both parents and students acquired foreign nationality before the student started a curriculum that is equivalent to the Korean high school curriculum ② International students with both parents do not hold Korean nationality (same as students with Taiwanese nationality)
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 <ul style="list-style-type: none"> ※ For prospective graduates, those who can graduate before the semester starts The above educational curriculum will be recognized if it can be verified as formal in accordance with relevant statutes of the Republic of Korea and country concerned. GED, home-schooling, cyber-learning, etc., are not recognized.
Language	<ul style="list-style-type: none"> International students who have obtained Level 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 (In the case of International Language and Culture Education Center of other universities, those who have completed the same level or higher) International students who have passed the written exam (Korean Proficiency Test) administered by Sangmyung University

2. Transfer Admission (3rd year)

Category	Qualifications
Nationality	<ul style="list-style-type: none"> International students with both parents who are foreign nationals <ul style="list-style-type: none"> ① Recognized if both parents and students acquired foreign nationality before the student started a curriculum that is equivalent to the Korean high school curriculum ② International students with both parents do not hold Korean nationality (same as students with Taiwanese nationality)
Education	<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 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	<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 (In the case of International Language and Culture Education Center of other universities, those who have completed the same level or higher) 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., may be determined in accordance with relevant statutes.

IV. Special Attention for Applicants

1. Notes on Application

- A. Applicants may only apply for one academic unit.
- B. Applicants may not be registered with other universities while registered at Sangmyung University. Tuition refund is available according to the Regulations of Sangmyung University 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 English name (spelling) and date of birth must match with the information in passport.
- B. The applicant is responsible for any disadvantages resulting from incorrect or non-indication of contact information such as phone number, Email 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, school of origin, contact info, email, address, name of guardian, guardian contact info, 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 implements the Korean Language Graduation Certification System.
 - 1) Before graduation, students must submit a report of TOPIK Level 4 or higher (Level 3 or higher in Arts and Physical Education) to university.
 - 2) In preparation for the Graduation Certification System, we implement various programs to improve the Korean language proficiency of international students.
 - 3) Among successful candidates, those who have not obtained TOPIK Level 3 or higher (Level 2 or higher in Arts and Physical education) may take a separate course or program for improving Korean language proficiency designated by the university.)

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)

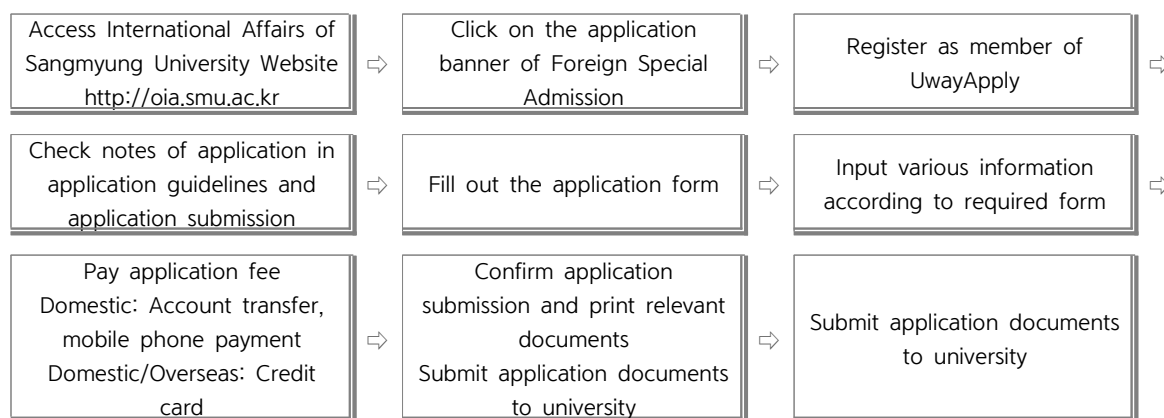
1. Application Period

- A. Primary Recruitment: Oct. 05, 2021 (Tue) 10:00 to Oct. 18, 2021 (Mon) 16:00
- B. Secondday Recruitment: Nov. 23, 2021 (Tue) 10:00 to Dec. 06, 2021 (Mon) 16:00
- ※ Online application is available 24 hours during the application period

2. Notes on Application Submission

- A. All information on the application form must be accurate, and the applicant is responsible for disadvantages resulting from incorrect information or omission of important facts. Also, it is not possible to modify or cancel the initial application after submission.
- B. Contact information on the application form must be applicant's contact information and applicants must be reachable during the admission period. Otherwise, it may result in disadvantage for applicants.
- C. An identification photo must be attached, and the file size must be 300Kb or smaller.
※ The photo (3.5cm×4.5cm) must be taken within 3 months of application.
- D. If you have any problems during 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. Fee: KRW 120,000

2. Payment Method

- A. Pay at the final procedure 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 Article 42, Clause 2 of Enforcement Ordinance of Higher Education Act 3)

- 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 in selection process resulting from university negligence: Application fee in full
 - c) Failure to participate in selection process due to natural disaster: Application fee in full
 - d) Failure to participate in selection process due to hospitalization resulting from illness or accident, or from death submission of official proof required: Application fee in full
 - e) Failure in admission before the final procedure of stepwise selection process: Fee of selection process that applicant was unable to participate in
- B. In case of difference in income and expenditure of selection process, proportional refund will be made according to the amount paid by applicant.
- C. Refund of application fee will be made through payment method used in UwayApply application process. If a problem occurs during refund process, refunds may be deposited into the financial account indicated on the submitted application form.
- D. If applicant chooses to have the refund deposited into a financial account, electronic transfer fee may be deducted from the total amount.
- E. If the cost of using 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 internet, print and submit the form
2		Financial Affidavit for Tuition Fees and Living Expenses	
3		Letter of Consent	
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 <u>Original Certificate</u> of expectant graduation (high school) Transfer Applicants (select one from below) <ul style="list-style-type: none"> Copy of college graduation certificate <u>Original Certificate</u> of enrollment or <u>Original Certificate</u> of completion (or expected completion) of 2 years (or more) of academic courses <u>Original Certificate</u> of expected graduation (junior college) <p>※Applicants that have submitted the certificate 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 by the according institution</p>
5		Original Transcript	<ul style="list-style-type: none"> Freshman Applicants <ul style="list-style-type: none"> <u>Original transcript</u> of high school Transfer Applicants <ul style="list-style-type: none"> <u>Original transcript</u> from college/university, with <u>Original notarized translation</u> into Korean or English <p>※Credits of courses taken or hours of courses held every week must be indicated on the transcript</p>
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 for submission Education and degree issued by Education and Degree Certification Center operated by Ministry of Education of China (limited to those with education and degrees in China) <ol style="list-style-type: none"> Verified Graduation Certificate (中国中等教育学历报告) Verified Gaokao (高考) Official Transcript Certificate Verified Huikao (会考) Certificate of Acceptance or verified 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"> Certificate of Graduation issued by high school (students should receive confirmation by local education authority before confirmation by Korean Consulate in China) Confirmation of Graduation issued by local education authority (students should receive confirmation by Korean Consulate in China) <p>※For vocational high schools affiliated with the Ministry of Human Resources and Social Workforce Security + confirmation by Chinese</p>

No.	Category	Form	Notes	
			<p>consulate is required</p> <ul style="list-style-type: none">■ Transfer Applicants<ul style="list-style-type: none">▶ Select one of documents related to academic background certification (enrollment/completion/graduation) for submission① Online School Register Confirmation Certificate issued by Ministry of Education (教育部学籍在线验证报告)② University Enrollment Confirmation (大学在读证明认证) : Required documents mentioned above are available from China Education Verification Institute■ The method of applying for educational background and degree method of applying for educational background and degree certification documents of Chinese Ministry of Education above<ul style="list-style-type: none">① Education Certification: <National Higher Education Student Information Advisory Center (Academic Trust Network): www.chsi.com.cn>② Degree Certification: <Ministry of Education Degree and Research Student Education Development Center (degree network): www.cdgdc.edu.cn>③ Agency for Accrediting Academic Background in Korea: <Seoul Confucius Academy (Korea-China Culture Cooperation Research Institute, www.cis.or.kr)> Inquiry: +82-2-554-2688, cis88@cis.or.kr <p>※The confirmed documents must be <u>Original Documents</u> containing a certification number and QR code, 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>※Certificate of academic verification should be submitted in English. If not possible, please contact the International Student Support Team.</p> <p>※Vietnamese students can submit certificate of academic verification either from a Korean Consulate in Vietnam or from a Vietnamese Consulate in Korea. (select 1)</p>	
7	Nationality Confirmation	Copy of Passport	<ul style="list-style-type: none">■ Copy of the page showing personal information	
8		Copy of ID Certification	<ul style="list-style-type: none">■ Copy of ID Certification of 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	<u>Original Notarized</u> Chinese, English, or Korean
			<ul style="list-style-type: none">■ Vietnamese students: Copies of Hukoubu and notarized Family Relation Certificate■ Japanese students: Family Register■ Mongolian students: Birth Certificate and Family Relation Certificate■ Students from USA, etc: Birth Certificate	<u>Original Notarized</u> English or Korean
10		Notarized Certificate of Parental Divorce or Death Certificate	<ul style="list-style-type: none">■ In case of divorce or death of parents, submit Notarized Certificate of Divorce or Death issued by government of residence ※Divorce Certificate, Death Certificate, etc. must be submitted only by relevant person	
11		Copy of Alien Registration	<ul style="list-style-type: none">■ Copy of front and back ※Only for applicants residing in Korea	

No.	Category	Form	Notes
12		Proof of Denationalization	<ul style="list-style-type: none"> Only for applicants that have changed nationality *Submit a certificate of renunciation of nationality
13	Certificate of Balance	Original Certificate of Balance	<ul style="list-style-type: none"> Financial Certificate equivalent to USD 20,000 (If the certificate doesn't provide an expiration date, it should be issued within 30 days prior to application to Sangmyung University. If an expiration date is provided, the certificate should be issued 6 months prior to application to Sangmyung University.) Submit applicant's or applicant's parents' financial certificate *If applicant submits a financial certificate of parents, Family Relation Certificate (Chinese or English version) must be submitted
14	Other Documents	Achievement Screening Data	<ul style="list-style-type: none"> Only applies to applicants in field of Arts & Physical Education Detailed submission criteria: Refer to <Table> of practical test (performance review) on page 11 – page 12
15		Level 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 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 submitted certificate.

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

2. Notes on Submission of Application Documents

- A. Upon completion of online application, applicants must submit application form and required documents to the Office of International Affairs within the deadline (post or direct submission)
 - * Submission of 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. When submitting application documents, they must be compiled in the order of the checklist. Failure to submit application documents in the order of the checklist may result in disadvantages.
- D. Certificates of enrollment, grades, graduation (expected graduation), etc., issued in countries other than China must be submitted after obtaining the "Apostille confirmation" from the government agency designated by the country in which the institution is located.
 - * If your country is not a member of the Apostille Contracting Country, you must submit "Overseas Education Institution Confirmation" or "Consular Confirmation" from the Korean Consulate in the country where the institution is located.
- E. Those who have graduated from a five-year integrated high school and college program in China must submit the 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.
- F. During the admission period, applicants who have submitted the academic background

documents as certificate of expected graduation, certificate of expected completion, and certificate of enrollment for screening must submit the original graduation certificate of completion before enrollment. Students that fail to do so will be disqualified for admission.

VIII. Selection Method and Standard

1. Selection Method

A. In consideration of the applicant's academic ability and acceptance capacity by unit of admission, the results of the written test (Korean Proficiency Test), interview, and achievement screening (performance test), which are the elements of admission for new and transfer admissions are combined to select successful applicants and submit them by verifying the form and content of documents, pass/fail is judged and final successful applicant is selected.

B. Points allocated for each evaluation factor during screening process are shown below

Application	Recruitment Unit	Selection Element Allotment			Total Mark	Notes
		Written Exam	Interview	Achievement Screening		
Freshman and Transfer Applicants	Humanities/ Natural Sciences/ Engineering	40	60	–	100	Separately implemented Document Screening
	Arts and Physical Education	40	40	20	100	

- ※ In the case of same score, all are passed
- ※ Department/Major of Arts and Physical Education which does not conduct Achievement Screening (Performance Test), will conduct evaluation of Document Screening with Written Exam (40 points) and Interview (60 points)
- ※ Those who are exempted from Written Exam (Korean Language Proficiency Test) obtain the full score (40 points) designated for Written Exam

2. Selection Criteria

- A. Except for Department of Education, all Departments recruit students without limit in number ineligible students through evaluation (Written Exam, Interview, Achievement Screening) by Sangmyung University are not selected and disqualified in process.
- B. Applicants who do not submit documents of application within the admission screening period announced by Sangmyung University will fail and be disqualified upon confirmation of final review.

3. Details for Application

- A. Written Exam (Korean Proficiency Test)
 - a) Sangmyung University's Korean Language Proficiency Test evaluates the completion of TOPIK Level 3 or Level 4 of Language Academy affiliated with University in Korea.
 - b) Those who are exempt from Written Exam (Korean Proficiency Test) that meet the

following conditions will receive perfect score on the Written Exam section.

Category	Freshman Admission	Transfer Admission
Korean Proficiency Test (TOPIK)	Holders of Level 3 or higher (Holders of Level 2 or higher level in Arts and Physical Education)	Holders of Level 4 or higher (Holders of Level 3 or higher level in Arts and Physical Education)
Korean Language Academy of Sangmyung University	Holders of Level 4 or higher (Holders of Level 3 or higher level in Arts and Physical Education)	Holders of Level 5 or higher (Holders of Level 4 or higher level in Arts and Physical Education)
Korean Language Academy affiliated with a four-year University in Korea	Holders of Level 4 or higher (Holders of Level 3 or higher level in Arts and Physical Education)	Holders of Level 5 or higher (Holders of Level 4 or higher level in Arts and Physical Education)

B. Achievement Screening (Performance Test)

a) Achievement Screening for Applicants in Arts & Physical Education

Recruitment Unit		Screening Content (Performance Test Content)	Evaluation Criteria of Screening Content (Performance Test Content)	Inquiry
Faculty of SW Convergence	Major in Animation	Achievement Screening is not conducted		02-2287-5464
Faculty of Sports and Dance	Major in (Department of) Sport & Health Promotion	Standing Long Jump	1. Measure last landing point of body after performing long jump on the rubber plate of Standing Long Jump 2. Minimum score will be given if jumped out beyond the start mark 3. Disqualify if any substance that affects Screening, such as dust transmission on the bottom of sneakers or sandbags on the wrist	02-2287-5153
		Standing High Jump (Surgent Jump)	1. Put white powder on hand and jump at the position of measurement 2. Double jump, etc. are fouled 3. Both feet must be within the line (50 cm x 50 cm) when preparing and it will be fouled if foot goes out of the line. 4. After jumping, at least one foot must land in the line and foul if foot goes out of the line. 5. If the body touches leg of the chair or pole of measuring instrument when landing or after landing to keep balance, it will be fouled. 6. Wearing heightened sneakers such as high-heeled sneakers is prohibited	
		20m Shuttle Run	1. Stand at start line with the command of 'Ready' and take position of start 2. Start with standing start method 3. Return to the start sign 20m ahead, turn the start sign, then turn the sign 20m ahead again and cross the finish line (total 80m) 4. Skipping over the sign or knocking over the sign intentionally will be fouled and disqualified 5. Measurement is performed once and the record is measured in 1/100 seconds 6. Progress is performed in counterclockwise only	
	Major in Dance (Department of Dance)	Korean Dance Modern Dance Ballet	Free work 1. Work of less than five minutes 2. Music of choice, costume of choice	02-2287-5156

	Arts					
Faculty of Art and Design	Major in (Department of) Fine Arts & Art Theory	Character Drawing and Watercolor Painting	Size of Work		Paper Size Quarto (width 394mm x length 545mm)	02-2287-5302
			Pieces of Work		2 pieces of Character Drawing, 2 pieces of Watercolor Painting (4 pieces total)	
			Material	Drawing	Dry material	
				Watercolor Painting	Watercolor Painting material	
	Major in (Department of) Life Art & Design	Character Drawing and Watercolor Painting	Size of Work		Paper Size Quarto (width 394mm x length 545mm)	02-2287-5167
			Pieces of Work		2 pieces of Pencil Detailed Depiction, 2 pieces of Color Detailed Depiction (4 pieces total)	
			Evaluation Criteria		Ability of Art Composition, Shape Expression, Texture Expression, Color Utilization, Realistic Description	
Recruitment Unit		Screening Content (Performance Test Content)	Evaluation Criteria of Screening Content (Performance Test Content)			Inquiry
Faculty of Music	Piano	Free Songs	Number of Songs	2 Free Songs		02-2287-5172
			Important Notes	Each song should be in different format. Sonata should be in rapid speed. Applicants should perform by memorizing musical note.		
	Vocal Music	Song in Original Languages	Number of Songs	One German and One Italian Aria in original languages (2 songs total)		
			Important Notes	1 song of 2 songs should be Oratorio, Opera, Concerto Aria. But, Oratorio, it may be sung in original language or in different languages. Applicants should sing by memory with accompanists playing the piano		
	New Media Composition	Portfolio of Self-Composed Songs (Score)	Number of Songs	2 Self-Composed Songs		02-2287-5481
	Orchestral Instruments	Free Songs	Number of Songs	1 Free Song		
Important Notes			1 Free Work (work of less than 10 minutes and applicants should sing by memory with accompanist playing the piano)			

b) Data Submission

Recruitment Unit			Submit Method of Achievement Screening
Major in (Department of) Sport & Health Promotion	Major in (Department of) Sport & Health Promotion		Recordings must be converted into a format that can be played on Windows Media Player and be submitted in CD or USB flash drive format
	Major in (Department of) Dance Arts	Korean Dance	
		Modern Dance	
		Ballet	
Major in (Department of) Art	Major in (Department of) Fine Arts & Art Theory		Paper Size Quarto (width 394mm x length 545mm) Submit original piece of Work
	Major in (Department of) Life Art & Design		
Faculty of Music	Piano		Recorded material must be converted into a format that can be played on Windows Media Player and be submitted in CD or USB flash drive format
	Vocal Music		
	Orchestral Instruments		
	New Media Composition		① Portfolio (Score) printout ② Recording of media file that can be played on Windows Media Player and be submitted in CD or USB flash drive format

c) Important Notes on Data Submission

- Applicant's identity should be indicated clearly when submitting Achievement Screening (Performance Test) Data.
- Achievement Screening (Performance Test) Data for Major in Sport & Health Promotion should be displayed on one screen with applicant at the same time when filming, and it is not accepted that only the measurement record part is filmed separately.
- Performance recordings of Major in Sport & Health Promotion, Dance Arts (Korean Dance, Modern Dance, Ballet) and performance materials of Faculty of Music (Piano, Vocal, New Media Composition, Orchestral Music) should be converted to a playable format in Windows Media Player and submitted in CD or USB flash drive form.
- Applicants for Major in Fine Arts & Art Theory and Life Art & Design must submit original work completed in Paper Size Quarto (width 394mm x length 545mm) that meet the standard.

C. Document Review

- After reviewing required documents, students that have submitted incomplete documents will be excluded from the list of applicants and will be disqualified.

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

- Applicants from Korean and International higher education institutions' that have signed an exchange agreement with Sangmyung University will be selected separately.

IX. Scholarship and Tuition

1. Sangmyung Global Admission Scholarship

Name of Scholarship	Target of Scholarship	Awarded Rate (Of Tuition)	Notes
Admission Excellence Scholarship	■ Within top 1% of Admission Grade	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 (A6)	■ TOPIK Level 6 holders	100%	
Language Excellence Scholarship (A5)	■ TOPIK Level 5 holders	80%	
Language Excellence Scholarship (A4)	■ TOPIK Level 4 holders	70%	
Language Excellence Scholarship (B)	■ TOPIK Level 3 holders	40%	
Language Excellence Scholarship (C)	■ Sangmyung International Language and Culture Education Center Level 6 holders	35%	
Language Excellence Scholarship (D)	■ Sangmyung International Language and Culture Education Center Level 4~5 holders	30%	
Recommend Scholarship	■ Applicants recommended by director of Sangmyung International Language and Culture Education Center	within 70%	
ODA Scholarship	■ From Developing Countries (ODA or Lower Middle Income Countries)	20%	

- ※ Recipients of scholarships for Language Excellence (A~D) are determined based on submitted documents in deadline of application.
- ※ Even if scholarship of Sangmyung Global Admission is over awarded, only one scholarship with high payment rate is applied and admission fee is not included in scholarships of international student and is considered separately from tuition fee.
- ※ If you do not join Health Insurance (International Student Insurance, etc.), you may be excluded from the scholarship.
- ※ Scholarships for applicants from Educational Institutions that have exchange agreement with Sangmyung University are paid separately based on the agreement.

- A. Sangmyung Admission Excellence Scholarship: 100%, 70%, 50%, and 20% of tuition fee are paid once in first semester as scholarship, depending on admission score.
- B. Sangmyung Language Excellence (A/B) Scholarship : 100% ~ 40% of tuition is given to students with excellent language proficiency (TOPIK Level 6~3) as scholarship once in first semester
- C. Sangmyung Language Excellence (C/D) Scholarship: 35% or 30% of tuition is given to Students who have completed Level 6 or Level 4~5 of International Language and Culture Education Institute of Sangmyung University as scholarship once in first semester.

- D. Recommend Scholarship: Scholarship within 70% of the first semester of admission is provided to students who are recommended by the dean among the students of Sangmyung International Language and Culture Education.
- E. Sangmyung ODA Scholarship: For successful applicants from developing countries, 20% of tuition is provided as scholarship once in first semester.
- ※ Developing Countries should be under ODA Middle and Low Income Countries, but may be added from the judgement of Sangmyung University. Kyrgyzstan, Pakistan, Mongolia, Nepal, Laos, Philippines, Uzbekistan, Vietnam, etc. are included. You can refer to it at www.odakorea.go.kr.

2. Sangmyung Global Academic Scholarship

- A. Academic Excellence Scholarship: During the period of enrollment, a certain percentage of tuition is paid as a scholarship according to the grades of previous semester.

Target of Scholarship	Awarded Rate (Of Tuition)
· Within top 2% of GPA of previous semester	100%
· Over 2% ~ 5% of GPA of previous semester	70%
· Over 5% ~ 10% of GPA of previous semester	50%
· Over 10% ~ 40% of GPA of previous semester	30%

- B. Language Excellence Scholarship: Scholarships are provided for each category upon acquisition of qualification according to improvement of Korean language proficiency.

Target of Scholarship	Awarded Rate (Of Tuition)
· TOPIK level 3 or lower holder and those who do not have TOPIK level obtained TOPIK level 4 after entering university (first time)	1,000,000
· TOPIK level 4 holder obtained TOPIK level 5 after entering university (first time)	500,000
· TOPIK level 3 or lower holder obtained TOPIK level 5 after entering university (first time)	1,500,000

- ※ A certain number of applicants for each semester are selected and awarded according to priority.

3. Tuition

- A. Please refer to the information below for admission and tuition fees by department as of the academic year of 2022.

(Unit: KRW)

Category	Entrance Fee ①	Tuition ②	Total ③ (①+②)
Humanities & Social Sciences	185,600	3,727,000	3,912,600
Natural Sciences	185,600	4,461,000	4,646,600
Mathematics	185,600	4,173,000	4,358,600
Engineering	185,600	4,813,000	4,998,600
Physical Education	185,600	4,471,000	4,656,600
Arts	185,600	4,997,000	5,182,600
Music	185,600	5,517,000	5,702,600

- ※ 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.
- ※ The above admission and tuition fees are tentatively calculated as of 2022 and are subject to change at later.

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 Visa.
 - ※ Both domestic residents and overseas residents will receive via E-mail address provided at the time of application.

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

- A. Domestic residents
 - 1) Applicant who possesses D-4 (Korean Language Training) Visa shall visit the Immigration Office when receiving '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 D-4 (Korean Language Training) Visa to D-2 (Study Abroad) Visa
 - ※ Application method and detailed schedule will be announced individually for successful applicants later.
 - (b) Direct application of successful applicants: Sejongno Branch Office of Seoul Immigration Office (Competent Immigration Office)
 - (1) Address: Seoul Global Center 2~3F, 64-1 Seorin-dong, Jongno-gu, Seoul
 - (2) Tel : 02-731-1799
 - (3) Map



(C) Required forms for D-2 Visa application

- (1) Application form for permission to change the statutes of residence (form), 1 passport photo, fees
- (2) Sangmyung University Business Registration Certificate (Copy)
- (3) Standard Admission Permit (issued by president of Sangmyung University)
- (4) Documents proving family relationship (limited to cases where proof of parental balance, etc. is submitted)
- (5) Verification of Education
 - In principle, original documents proving the final academic background are reviewed, but a copy of certification report such as degree is also possible if there is a copy of the original copy signed by the person in charge of Sangmyung University.
 - Documents proving academic background issued by an individual applying directly are only recognized within the validity period, and are usually 30 days from the date of issuance and can be extended.
 - Documents proving your final academic background are one of the following (A), (B), (C) (Only (C) must be applied in China)
 - (A) Proof documents such as a degree (Verification of Education) confirmed by Apostille
 - (B) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate of Korea in the country which the school of origin belongs
 - (C) In the case of China, Certificate of degree, etc. issued by the Education/Degree Certification Center operated by the Ministry of Education (China)
 - ※ However, if you have obtained a degree (Verification of Education) from a domestic university, etc., you are allowed to submit a degree certificate without official confirmation (confirm the original certificate and the records of the immigration information system and save the copy)
 - ※ For Chinese vocational high school graduates who do not receive Certificate of Degree, etc., ① Graduation Certificate issued by the school [required confirmation by the provincial office of education (or the city education office) and the Korean consulate in China] or ② Graduation Certificate issued by the provincial office of education (or the city education office) [required confirmation by the Korean consulate in China] and the Verification of Education (in the case of vocational high schools belonging to the Ministry of Human Resources and Social Workforce Security in China, Confirmation by the Ministry of Human Resources and Social Work Security

- + Confirmation by Chinese Consulate are required)
- (6) Documents proving financial ability– Amount equivalent to tuition and living expenses for a year
- (7) Fees
- B. Overseas residents
 - 1) Successful applicants who live overseas must apply for D-2 (Study Abroad) Visa individually at Embassy or Consulate in the country.
 - 2) In principle, the place of application must be at the applicant's country of residence or the embassy having jurisdiction over the location of the origin school.
 - 3) Application
 - (a) Required documents for application
 - (1) Visa issuance application form, passport copy, 1 photo (taken within 6 months 3cm×4cm)
 - (2) Sangmyung University Business Registration Certificate (Copy)
 - (3) Standard Admission Permit (issued by president of Sangmyung University)
 - (4) Documents proving family relationship (limited to cases where proof of parental balance, etc. is submitted)
 - In principle, the original and translated versions should be attached. Documents confirming the parent's English name must be attached (write the English name in Korean translation, attach a copy of passport, etc.).
 - (5) Verification of Education
 - In principle, original documents proving the final academic background are reviewed, but a copy of certification report such as degree is also possible if there is a copy of the original copy signed by the person in charge of Sangmyung University. Documents proving academic background issued by an individual applying directly are only recognized within the validity period, and are usually 30 days from the date of issuance and can be extended.
 - Documents proving your final academic background are one of the following (A), (B), (C) (Only (C) must be applied in China)
 - (A) Proof documents such as a degree (Verification of Education) confirmed by Apostille
 - (B) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate of Korea in the country which the school of origin belongs
 - (C) In the case of China, Certificate of degree, etc. issued by the Education/Degree Certification Center operated by the Ministry of Education (China)
 - ※ However, if you have obtained a degree (Verification of Education) from a domestic university, etc., you are allowed to submit a degree certificate without official confirmation (confirm the original certificate and the records of the immigration information system and save the copy)
 - ※ For Chinese vocational high school graduates who do not receive Certificate of Degree, etc., ① Graduation Certificate issued by the school [required confirmation by the provincial office of education (or the city education office) and the Korean consulate in China] or ② Graduation Certificate issued by the provincial office of education (or the city education office) [required confirmation by the Korean consulate in China] and the Verification of Education (in the case of vocational high

- schools belonging to the Ministry of Human Resources and Social Workforce Security in China, Confirmation by the Ministry of Human Resources and Social Work Security + Confirmation by Chinese Consulate are required)
- (6) Documents proving financial ability– Amount equivalent to tuition and living expenses for a year
- In the case of Vietnam, a separate certificate of balance of study abroad expenses issued by bank
- (7) Additional documents for application
- Visa issuance fee
 - Tuberculosis Certificate of designated hospital: Application from Jul. 1, 2016, citizens of countries with high tuberculosis risk must submit a 'Certificate of Tuberculosis diagnosis from designated hospital including chest X-ray examination results' in accordance with the 'Guidelines for Visa Issuance and Sojourn Management for Foreign Tuberculosis Patients'; write the English name in Korean translation, attach a copy of passport, etc.

3. Alien Registration of Successful Applicants

- A. Registration through agent service offered by Sangmyung University.
- ※ Application method and detailed schedule will be notified individually to successful applicants.
- B. Registration by individual: Apply for Alien Registration at Sejongno Branch of Seoul Immigration Office within 90 days of entry into Korea (Applicants who are permitted to change their status of residence may apply immediately.)
- 1) Required documents for Alien Registration
- (a) Application form, passport, 1 photo (taken within 6 months 3cm×4cm), certificate of enrollment, fees
 - (b) Tuberculosis check-up certificate (limited to visa issuers before July 1, 2016 that fail to submit a tuberculosis check-up certificate to embassy)
 - (c) Documents proving the place of residence
- 2) Report of change of registration information
- (a) Required documents: application form, passport, alien registration card, certificate of enrollment from new school and certificate of expulsion from previous school (relevant person)
 - (b) Deadline to report: within 15 days from the date of change
 - (c) Reporting place: Competent office (office/branch office), online application

4. Prevention of Illegal Stay according to Academic Management

- A. For international students that meet the following conditions below, Sangmyung University will report to 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.

XI. Others

1. Insurance Notice

- A. International students who are eligible to stay with D-2 Visa are required to sign up for National Health Insurance since March 2021.
- B. Insurance subscription is automatically registered when you change your VISA to D-2 or register as a foreigner, and a certain premium must be paid to National Health Insurance Corporation every month.

2. Advance Notification regarding to COVID-19

- A. In order to prevent the spread of COVID-19, selected process will be conducted according to the “Examination Guidelines for quarantine management against COVID-19” of the Central Quarantine Countermeasure Headquarters and details will be announced in advance accordingly before exam starts.
- B. In order to prevent the spread and infection of COVID-19, selected schedule and method are subject to change, and the details will be announced at website of International Affairs Office.

3. Dormitory

- A. Dormitory fee: The rates for residence halls may change depending on policy of Sangmyung University.

Category	Dormitory fee(1 semester)	Deposit	Notes
1-bedroom	KRW 1,058,000	KRW 300,000	※As of 2021 school year ※The deposit is for four months and you'll get refund after deducting utility bills
2-bedroom	KRW 662,000		
3-bedroom	KRW 529,000		
4-bedroom	KRW 477,000		
5-bedroom	KRW 441,000		
6-bedroom	KRW 397,000		

- B. Applicants that have completed at least 1 semester (3 months) of language program offered by International Language and Culture Education Center of Sangmyung University will be exempted from dormitory fee (based on 4-bedroom) on first semester.
- C. For information of dormitory, please contact International Student Support Team (International Student Support Team Tel: 82-2-2287-5469, Email: smu.isst@gmail.com /2690371977@qq.com)
- D. You may not be allowed to live in Dormitory depending on registration number of new and transferred students.



2022학년도 전기 외국인특별전형 입학원서 (서울캠퍼스)

고사응시지역		한 국 <input type="checkbox"/> 해 외 <input type="checkbox"/>				사 진 (3.5cm× 4.5cm)	
지원구분		신입학 <input type="checkbox"/> 편입학(3학년) <input type="checkbox"/>					
모집단위							
수험번호							
국적							
성명	한글						
	영문						
생년월일		년 월 일		성별	남 <input type="checkbox"/> 여 <input type="checkbox"/>		
최종학교명							
주소	한국						
	해외						
연락처	한국	연락처1	- -		연락처2	- -	
	해외	연락처1	(+) - -		연락처2	(+) - -	
	온라인	E-mail	@		메신저 ID		

상명대학교는 「개인정보보호법」에 따라 아래와 같이 지원자의 동의하에 최소한의 개인정보를 수집합니다. 수집된 개인정보는 입학 및 학적 관련 업무 이외의 용도로 사용되지 않으며 입학 이후로부터의 개인정보는 교육, 행정, 연구 등의 목적으로 활용됩니다.

동의함 ☐ 동의하지 않음 ☐

- 아 래 -

- 개인정보의 수집 및 이용 목적 : 외국인 유학생의 입학전형 지원자격 검토 및 학적 등의 업무를 위한 개인정보 수집 및 이용
- 개인정보를 제공받는 자 : 상명대학교 외국인특별전형 입시 주관부서 및 학적업무 관련 부서
- 수집하는 개인정보의 항목
 - 개인정보 : 성명, 국적, 성별, 생년월일, 가족관계, 연락처(전화번호 · 이메일 · 메신저), 주소
 - 고유식별정보 : 여권번호, 외국인등록번호
- 개인정보의 보유 및 이용기간 : 10년(대학 기록물 보존기간책정 기준)
- 개인정보 수집 동의 등의 거부 권리 및 거부 시 불이익
 「개인정보보호법」에 따라 외국인 유학생은 개인정보 수집 및 이용에 대해 거부할 권리가 있으며, 거부할 경우 선발 및 사증 신청을 위한 표준입학허가서 발급이 불가할 수 있습니다.

년 월 일

지원자 :

상명대학교 총장 귀하

유학경비부담서약서

I. 지원자 인적사항

1. 성명	
2. 생년월일	
3. 여권번호	
4. 국적	

II. 유학경비 부담 보증인

학비와 생활경비를 부담하게 될 개인(본인 포함)에 대한 정보를 기입하십시오

1. 성명	
2. 지원자와의 관계	
3. 직업	
4. 주소	
5. 연락처	

본인 및 보증인은 상기 지원자의 유학기간 중 일체의 경비부담을 서약합니다.

년 월 일

지원자 :

Letter of Consent

(학적조회동의서)

This is to confirm that I attended (*Name of School _____).

I have applied to Sangmyung University in Seoul, Korea for the 2022 academic year and agree that this university could officially request my academic records from previously attended schools.

(본 서류는 본인이 _____에서 수학하였음을 확인할 목적으로 작성되었습니다. 본인은 2022학년도 상명대학교 외국인 특별전형에 지원하였으며, 전형 과정에서 상명대학교가 귀 학교에 학적관련 서류를 공식적으로 요청할 수 있다는 사실에 동의합니다.)

Enrolled Name 학적부상의 성명	
Date of birth 생년월일	____ / ____ / ____ (yyyy/mm/dd)
School Name 학교명	
Date of admission(or transfer) 입학(또는 편입) 일자	____ / ____ / ____ (yyyy/mm/dd)
Date of graduation(or withdrawal) 졸업(또는 학적변동) 일자	____ / ____ / ____ (yyyy/mm/dd)

Applicant :
지원자