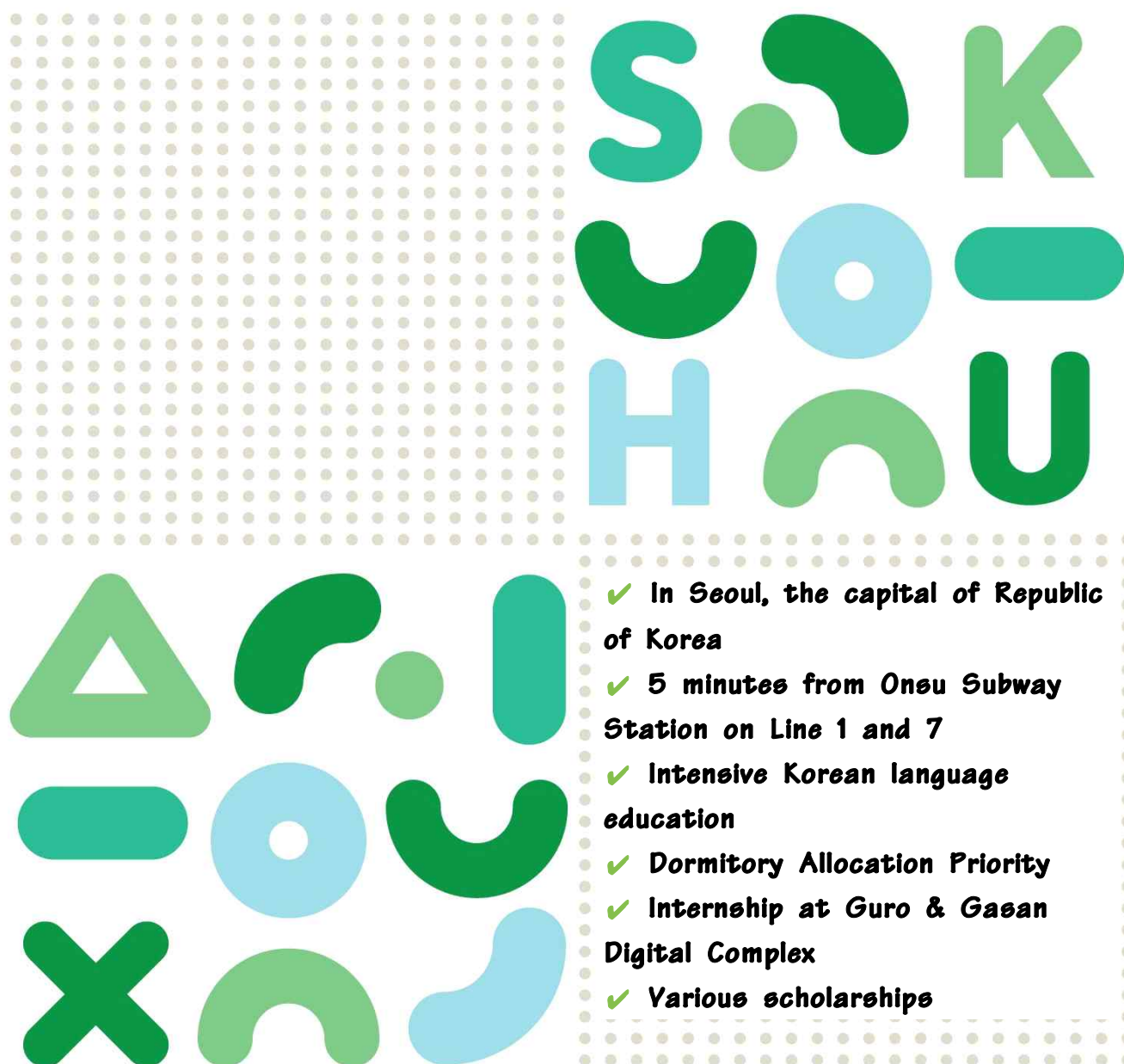


September Semester 2024

# Sungkonghoe University Graduate School

## Admission Guideline

### for International Students



- ✓ In Seoul, the capital of Republic of Korea
- ✓ 5 minutes from Onsu Subway Station on Line 1 and 7
- ✓ Intensive Korean language education
- ✓ Dormitory Allocation Priority
- ✓ Internship at Guro & Gasean Digital Complex
- ✓ Various scholarships

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## [1] Introduction of Majors and Number of Students to be admitted

### ■ (Only for International Students) Global Business MBA

Students can enhance their global perspective by interacting with people from diverse cultural backgrounds and improving your foreign language skills through our language enhancement programs and exchange programs with overseas partner universities. This major also develop innovative leaders who will drive the business of tomorrow through the latest global business trends and case studies.

Located near the international atmosphere of the Guro & Gasan Digital Complex, student will have opportunities to collaborate with various companies and gain practical experience. Through collaborations with cutting-edge technology-based startups and global corporations, you can directly experience and analyze future trends.

Sungkonghoe University Global Business MBA program is the optimal choice for networking, developing global leaders, and leading future societal advancements.

Start preparing for the future now at Sungkonghoe University Global Business MBA!

### ■ Business Administration (Ph.D) Co-operatives Management Program

The Doctor of Business Administration program at Sungkonghoe University helps students develop their business knowledge and thesis writing skills through excellent faculty and a structured curriculum. students can enhance their competitiveness through various opportunities to present at international academic conferences, and prepare for a successful academic and career through a rich support system and active exchange activities. Students can also benefit from a network of successful alumni who are active in leading companies, organizations, and educational institutions in Korea and abroad.

Sungkonghoe University Doctor of Business Administration program is the best choice for you if students are a future management professional looking for a successful career.

Degree Course	Category	Major		Length of Study	Course Hours	Quota
Master's Degree	Graduate School	Social Welfare		2 years (4 semesters)	Daytime	55
		Sociology				
		Theology				
		Co-operatives Management Program				
		Inter-Asia Cultural Studies				
	Theology	Theology	M.Div	3 years (6 semesters)	Daytime	
			Ecology & Spirituality Course	2 years (4 semesters)	Nighttime	
			Missiology[FX] Course		Daytime	
			Church Music Course			
	Civil Society & Welfare	Social Welfare	Social Welfare	2 years (4 semesters)	Nighttime	
			Social Work Counseling			
			Social Services			
			Social Enterprise			
	Education	Education in Humanities		2 years (4 semesters)	Nighttime	
		Democratic Citizenship Education				
	Civil Society and Peace Studies	Citizen Policy		2 years (4 semesters)	Nighttime	
		Practical Women's Studies				
		Civil Economy				
		Peace Politics Policy				
	Culture Studies	Culture Planning		2 years (4 semesters)	Nighttime	
		Media & Culture Research				
	Social and Solidarity Economy	Co-operative MBA		2 years (4 semesters)	Nighttime	
		Team Entrepreneurship MBA				
		Community & Urban Regeneration Studies				
		Global Business MBA			Daytime	
Ph.D. Degree	Graduate School	Social Welfare		2 years (4 semesters)	Daytime	6
		Sociology				
		Theology				
		Co-operatives Management Program				
		Inter-Asia Cultural Studies				



## [2] Graduate School Admission Guideline for International Students (Foreign nationals whose both parents hold foreign citizenship)

### 1. Admission Schedule

#### ■ Guide to submission of documents

##### | Mail submission

- ① Domestic shipments are recognized by the deadline for submission of documents for each order as of the date of receipt of mail
- ② For overseas shipments, only those that arrive by the deadline for submitting documents are accepted
- ③ Address to send: International & Local Affairs on 1F of Sungkonghoe University, 320 Yeondong-ro, Guro-gu, Seoul

##### | Direct submission

- ① Place: International & Local Affairs on 1F of Lee Chun-Whan Kwan(Computer Science Building), Sungkonghoe University
- ② Time: Weekdays from 09:00 to 17:00 during the document submission period  
(Lunch time 12:00~13:00 and weekends/holiday submissions are not allowed)

Period	Classification	Date	Notes	
First Period	Application & Document Submission	2024.4.22.(Mon) 10:00 ~ 2024.5.3.(Fri) 17:00	Submit by mail or Direct submission	- Refer to document submission guide
	Notification of Admission Results	2024.5.13.(Mon)	Will be provided individually via email	
	Tuition Payment	2024.5.20.(Mon) ~ 2024.5.31.(Fri) 13:00	Account Transfer	You will receive an email with payment instructions.
	Issuance of Certificate of Admission	2024.7.1.(Mon)	Individual notification	
Second Period	Application & Document Submission	2024.5.20.(Mon) 10:00 ~ 2024.5.31.(Fri) 17:00	Submit by mail or Direct submission	- Refer to document submission guide
	Notification of Admission Results	2024.6.10.(Mon)	Will be provided individually via email	
	Tuition Payment	2024.6.17.(Mon) ~ 2024.6.28.(Fri) 13:00	Account Transfer	You will receive an email with payment instructions.
	Issuance of Certificate of Admission	2024.7.1.(Mon)	Individual notification	

※ Any changes will be notified by email.

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

## 2. Eligibility

<b>Nationality</b>	<u>A pure foreigner</u> (a foreigner who separents are both foreigners)
<b>Academic ability</b>	Graduated(or will graduate) from a domestic or international 4-year university
<b>Language Proficiency</b>	Applicants must meet one of the following three criteria 1) Test of Proficiency in Korean (TOPIK) level 3 or higher 2) Completed the TOPIK level 4 course or higher at the Korean Language Institute of this university and regular universities in Korea. 3) Those who are judged by the university to have equvalent Korean language proficiency.

## 3. Method of Evaluation: Document Evaluation 100%

- 1) Those who do not submit documents and those who do not meet the application qualifications will be rejected.
- 2) Applicants will be selected in the order of total points obtained by the selection method. However, regardless of the number of applicants, if it is determined that the applicant does not meet the academic level, he/she may not be selected.
- 3) Qualified applicants with the same scores will all be accepted.

## 4. Application Fee

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

<Foreign transfer account information>

1. Bank English Address: 218, Gyeongin-ro, Guro-gu, Seoul, Korea
2. SWIFT CODE: KOEXKRSE

※ Admission fees will not be returned.

## 5. Precautions

- 1) Those who falsely submit the application for admission and submitted documents, or submit forged or altered documents, proxy applicants and cheaters will be rejected, and if they are found to have admitted by fraudulent means, the admission will be canceled even after admission. In this case, refunds of tuition fees already paid will be processed in accordance with the Ordinance of the Ministry of Education, "Rules on University Tuition."
- 2) After paying the admission fee, the application cannot be canceled, and the admission fee is not refundable.
- 3) The applicant is responsible for all disadvantages caused by omission of the application, such as the name and contact phone number, incorrect entry, lack of other necessary documents, and report of contact information change.
- 4) If you are scheduled to graduate from 4-year University at the time of submitting application and if you do not graduate by August 2024 after passing, your acceptance will be canceled.
- 5) If you pass more than one university, you must register at only ONE university, and if you maintain double registration, all passes will be canceled.
- 6) If the document is submitted as a copy, submit the original document after the final registration.
- 7) Matters not specified in this guideline follow the school regulations and by-laws of Sungkonghoe University.

## 6. Required Documents

### <CAUTIONS>

- ① **Official graduation certificates and transcript issued by high schools abroad must be checked at overseas missions or submitted an apostille confirmation to the Sungkonghoe University Admissions Information Office. If original document is not written in Korean or English, submit it after getting its English notarized translation.**
- ② Documents that have not been submitted by the deadline will NOT be accepted, and if they are not submitted, they will be rejected.
- ③ Sungkonghoe University is not RESPONSIBLE for documents that have not arrived within time due to mail delivery accidents, etc., and all documents submitted will not be returned.

Documents Checklist		Notes
Application form		
Official Agreement for Enrollment and Academic Credits		<ul style="list-style-type: none"> <li>■ <b>Download the Forms on Sungkonghoe University website</b> (<a href="http://www.skhu.ac.kr">http://www.skhu.ac.kr</a> (입학 &gt; 외국인입학&gt; 신입학모집 &gt; Download))</li> </ul>
Self-Introduction		<ul style="list-style-type: none"> <li>■ Color identification photo which was taken with in 6months (3.5*4.5cm)</li> </ul>
Academic Plan		
Official graduation Certificate of 4-year University	For those who received their diploma in a country other than China	<ul style="list-style-type: none"> <li>■ One certificate of graduation (scheduled)</li> </ul>
	For those who received their diploma in China	<ul style="list-style-type: none"> <li>■ One graduation (scheduled) certificate or one graduation certificate issued by the Chinese Ministry of Education's academic background certification center</li> <li>- In the case of certificates issued by the Academic Degree Certification Center, there is no need to obtain confirmation of Apostille or diplomatic missions abroad</li> </ul>
Official Transcript of 4-year University		<ul style="list-style-type: none"> <li>■ Transcript of entire semester period with apostille or consular authentication</li> </ul>
Family Register/ Relationship Certificate issued by government(notorized)		ex) * China (nationality): Submission of a certificate of kinship (notarized) and a family register * Japan (Nationality): Registration of Family Register
(if applicable) Photocopy of the applicant's alien registration card		(Submit only if you have an alien registration card while living in Korea) <ul style="list-style-type: none"> <li>■ 1 copy of the side with the photo and alien registration number written on it</li> </ul>

Documents Checklist	Notes
Photocopy of the Passport Information (photo) Page of the Applicant	<ul style="list-style-type: none"> <li>■ A copy of the page with a photo and passport Number</li> <li>- Passports whose passport expiration date is before September 30, 2025 are not allowed</li> </ul>
Photocopy of the Passport Information (photo) Page or ID Card of Parents	<ul style="list-style-type: none"> <li>■ 1 copy each of parents ex) In the case of China, the resident registration card</li> <li>- Submit your sibling's ID if you don't have a parent</li> <li>- Foreign ID cards not listed in English must be translated notarized</li> </ul>
Proof of Language Proficiency	<ul style="list-style-type: none"> <li>■ Test of Proficiency in Korean (TOPIK) level 3 or higher or proof of Korean language proficiency.</li> </ul>
Proof of Bank Balance	<ul style="list-style-type: none"> <li>■ Issued within 6 months of the date of submission</li> <li>■ Minimum of ₩20,000,000(Korean won)(Account holder must be an applicant or applicant's parent)</li> <li>■ If applicant has no parents, sibling's account can be the proof</li> <li>■ (For Chinese nationality) certificate has at least 30 days of validity left.</li> </ul>

※ In addition to the above documents, related documents may be requested

## 7. Tuition Fee

Degree Course	Category	Major	Tuition Gee	Admission Fee
Master's Degree	Graduate School		KRW 4,858,000	KRW 831,500
	Theology	Church Music Course	KRW 4,563,000	
		Other Courses except Church Music Course	KRW 5,414,000	
	Civil Society & Welfare		KRW 4,521,000	
	Education			
	Civil Society and Peace Studies			
	Social and Solidarity Economy			
	Culture Studies		KRW 4,634,000	
Ph.D. Degree	Graduate School		KRW 5,540,000	

※ Admission fee and tuition fee may change.

※ Admission is paid only in the first semester of admission.



## 8. International Student Scholarships

※ All Scholarships are subject to change.

### ● Freshman Scholarship (First Semester)

Classification	Qualification	Amount of benefits
International Student scholarship	All International Students	50% of tuition fee
Admission Excellence Scholarship	Above TOPIK Level 5	60% of tuition fee
Recommended Scholarship	A person recommended by the Dean of International&Local Affairs	Specify the amount within the tuition range

※ Students cannot receive both the International Student Scholarship and Admission Excellence Scholarship at the same time.

### ● Current Student Scholarships (From Second Semester)

Classification	Qualification	Amount of benefits
International student scholarship	Have a GPA of 3.5 or higher in the previous semester	50% of tuition fee
Language Incentive Scholarship	Topic Level 4 or higher (if the student earned while in University years, one-time payment only for the next semester after earning)	50% of tuition fee
Recommended Scholarship	A person recommended by the Dean of International&Local Affairs	Specify the amount within the tuition range

※ Students cannot receive both the International Student Scholarship and Admission Excellence Scholarship at the same time.

## 9. Contact Information [International Team of International &Local Affairs]

- Tel) 02-2610-4340/4152
- Fax) 02-2610-4754
- Email) ryuji@skhu.ac.kr, jwlee@skhu.ac.kr
- Homepage) <http://www.skhu.ac.kr/global/index.do>
- Instagram) @SKHU\_global

### [3] Dormitory & Direction

#### Dormitory

##### | Happy Dormitory |

- 168 twin room and 2 rooms for the disabled(capacity 338)
- B1F ~ 10F
- Opening in 2019
- Latest facilities including Wide kitchen, Laundry Room, Seminar Room



##### | Michael Hall Dormitory |

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



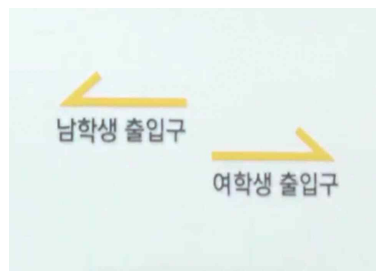
##### | Joining the dormitory and facilities |

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

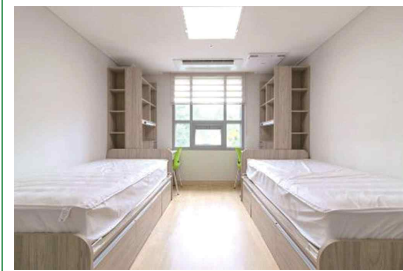
## Dormitory Photos and Amenities



Dormitory Room Structure



Separate entrance  
for male and female



Dormitory Room  
(2 persons 1 room)



Toilet in dormitory room (toilet and shower room separate)



Laundry/drying room (separate male and female)



Seminar Room



Dormitory shared kitchen (restaurant, refrigerator on all floors)

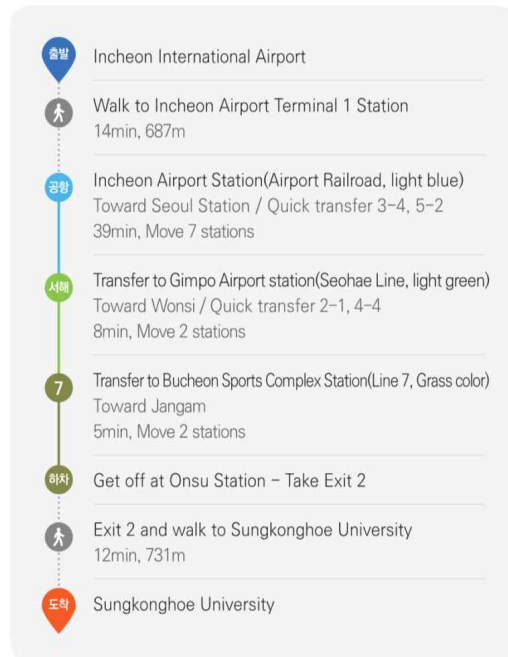
※ For more information such as joining the dormitory and in-house facilities, refer to the website(<https://skhu.happydorm.or.kr/>)

## Directions

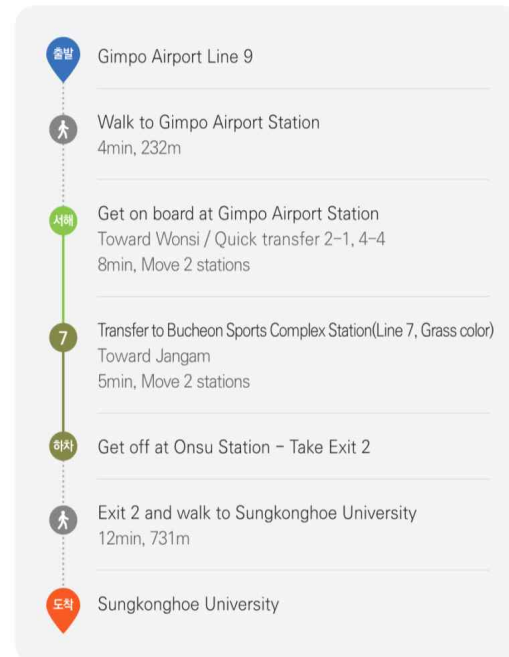


### Airport

#### • Incheon Airport – Onsu Station

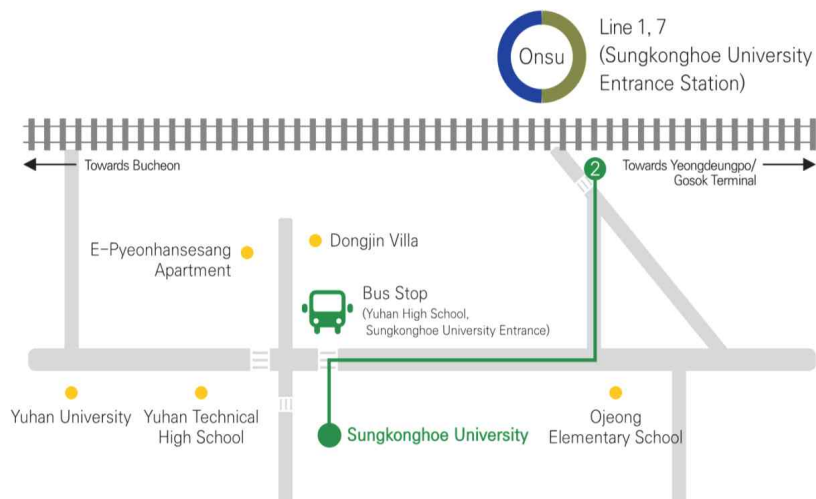


#### • Gimpo Airport – Onsu Station



### Subway

- Our campus is conveniently located near the Onsu (Sungkonghoe University) Station, which is accessible via Seoul Subway Lines 1 and 7. It takes approximately 10 minutes on foot to reach our campus from the station.



**Address** Seoul, Guro-gu, Yeondong-ro 320, 08359

**International&Local Affairs** Tel : 02-2610-4152/4340 E-mail : jwlee@skhu.ac.kr / ryuji@skhu.ac.kr

**Fax** 02-2610-4754