

Since
1906*

2019 Admission Guidelines of Graduate School of Professional Studies for International Students

NIGHT CLASS /

Female & Male
students may
apply



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

1. Admission Schedule

Procedure	2019 Fall Semester Admission Schedule	Note
Application Forms Available online	May 7(Tue) 10:00 ~ May 16(Thu) 17:00 , 2019	http://e.sookmyung.ac.kr → Admission → Graduate School of Professional Studies
Submit Required Documents	May 7(Tue) 17:00 ~ May 17(Fri) 17:00 , 2019	Submission : In person or by post Administration Building #706 Office of International Affairs Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
Notice on Interview	May 31(Fri) 14:00, 2019	http://e.sookmyung.ac.kr → Notice
Interview	June 1(Sat), 2019	
Result Announcement	June 19(Wed), 2019	http://e.sookmyung.ac.kr → Notice
Registration	July, 2019	
Classes begin	September 2 (Mon), 2019	

♣ Sookmyung Women's University English website: www.e.sookmyung.ac.kr

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	INTERVIEW / ORAL EXAM	PORTFOLIO
TESOL and International Studies	International Relations		10:00	
	TESOL		13:00	
Arts	Korean Traditional Arts	Traditional Dance	10:00	
		Traditional Culinary Culture	10:00	
		Traditional Music	10:00	
	Life Style Design	Floral Art and Design	10:00	●
	Arts Education	Eurhythmics	13:00	
Human Resource Development	Human Resource Policy		10:00	
	Career Development		10:00	
Public Policy	Cultural Administration		10:00	
	Social Welfare		10:00	

2. List of Graduate Schools

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	TAUGHT IN ENGLISH	T.O
TESOL and International Studies	International Relations	International PR·Public Diplomacy	○	4
	TESOL	Teaching English to Speakers of Other Languages	○	
Arts	Korean Traditional Arts	Traditional Dance		4
		Traditional Culinary Culture		
		Traditional Music		
	Life Style Design	Floral Art and Design		
	Arts Education	Eurhythmics		
Human Resource Development	Human Resource Policy	Human Resource Development		2
		Organizational Consulting		

	Career Development	Leadership Education		
		Career Counseling		
Public Policy	Cultural Administration	Cultural Policy		2
		Arts Administration		
		French Cultural Management		
	Social Welfare			
		Multicultural Policy		

3. Qualifications (Both female & male students may apply)

- (1) One who has obtained a bachelor's degree in Korea or abroad before August 2019.
- (2) Foreign student whose parents are both foreigners
- (3) Applicants who have Korean or English language test scores for one of the following tests should submit their scores. Applicants must meet the following minimum required scores: TOPIK level 3 or higher. Applicants for English track need to meet the following language scores: TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600 or higher. Alternatively, applicants with other internationally authorized English test scores may submit those scores. Accepted Students who have registered and do not have any Korean or English language scores must take a Language Proficiency Exam before the semester starts. If the results are lower than the requirement, a leave of absence should be taken until an acceptable score is obtained.

※ Exception:

- ① Korean or other national Government Scholarship students must follow the regulations provided by the appropriate government
- ② Applicants who meet one of the following condition below exempt from submitting language test score.
 - Applicants who received a BA or MA degree in Korea
 - Applicants who graduated with a major in Korean language
 - Applicants who have finished their Korean Language Courses level 4 or higher at LinguaExpress
 - Applicants from Countries with English as Official Language : Only accepted for English track applicants

※ If you completed your education entirely in English, and in a country where English is considered an official language, you may submit a written appeal with your application explaining why you qualify for an English Test score waiver. Appeals will be reviewed after all application items have been received.

4. Required Documents

Category	Note			
Mandatory	Application : Print and submit the application after completing the online registration			
	Study & Future Career Plan(Form provided)			
	Graduation(or expected to graduate) certificate and Degree certificate			
	Official University Transcript of All grades <ul style="list-style-type: none"> - Specific GPA on a basic 100 point grade scale or specify the original grade scale - In case the transcript does not have information on the applicant's percentile score, an applicant must submit an additional official certificate issued by the school, confirming that the applicant's academic achievement 			
	Academic Record Check Agreement(Form provided)			
	Certificates of Citizenship of the Applicant and Parents			
	Official documents indicating family relationship between the Applicant and Parents			
Optional	Korean proficiency (Korean Track)	TOPIK Level 3 or higher, Certificate of LinguaExpress Level 4		
	English proficiency (English Track)	TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, TEPS 600(or higher)		
	TESOL and International Studies	TESOL	1) Resume (in English) 2) Study Plan(in English, Each page should be A4 size and approx. 500 words long) 3) English Language TEST score	
			Applicants who have completed the SMU-TESOL, YL-TESOL, STG	SMU-TESOL or YL-TESOL transcripts
			Applicants who are going to complete the SMU-TESOL, YL-TESOL, STG	Enrollment recommendation letter (You may download at www.tesolma.com)
Copy of Alien Registration Card	Only for applicants who are residing in Korea			

- All application documents must be either in Korean or in English.
- Documents in any other languages must be accompanied by a complete Korean or English translation, authenticated by the issuing institution or notarized by a notary public.
- Application documents must be presented in their original forms. **In case of submitting photocopied documents, applicants MUST have the copies notarized or apostilled and then submit the notarized or apostilled copies.**
- In case of submitting the original documents that cannot be reissued, applicants are advised to submit notarized or apostilled copies of the original documents.
- We might ask you to bring additional documents than the ones listed.
- **Documents and certificates from schools abroad should be submitted with an Apostille affixed.** Nationals of countries that have not signed the Apostille treaty must get verification from the local Korean consulate.
- Students who have obtained their bachelor's and master's degree in China must submit the '**Chinese Higher Education Academic History Fact Report**' issued by the Ministry of Education Academic Approval Center (<http://www.chsi.com.cn>).
- **The required documents must be sent by post or in person and are accepted until May 17(Fri.) 17:00, 2019**
- Any incompleteness or mistake on the application, unsent application, late application etc. is the applicant's responsibility.
- Applications that contain incomplete or forged documents will be disqualified and the applications in its entirety will be discarded.
- Once the application is received, we are unable to return the application and/or refund the application fee.
- If illegal or falsified method was used and you were accepted, we will cancel your admission.
- Any applicant, who submits a provisional graduation certificate at the time of applying, must submit one's official graduation certificate of University upon arrival in Korea, no later than September 1, 2019.

5. Application Fee

(1) Application Fee

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	KRW
TESOL and International Studies	All	All	80,000
Arts	Korean Traditional Arts	Traditional Culinary Culture	
	Arts Education	Arts Education for Children	
Human Resource Development	All	All	
Public Policy	All	All	
	Life Style Design	Floral Art and Design	90,000
	Korean Traditional Arts	Traditional Dance, Traditional Music	
	Arts Education	Eurhythmics, Piano Pedagogy	

- Applicants who in Korea : Shinhan Bank 140-007-271166
- Applicants who out of Korea : Please transfer the bank account as below
 Name of Bank : Shinhan Bank (Sookmyung Women's University Branch)
 Account No : 140-007-271166
 Swift Code : SHBKRRSE
 Name of Beneficiary : Sookmyung Women's University
 Bank Address: 115 Chungpa-dong 3 Ka, Yongsan-ku, Seoul, Korea
 ※ Overseas Balancing charges should be covered by students
 ※ Please transfer under name of applicants and submit the receipt with application documents

(2) Refund Policy

In most cases, the application fee is nonrefundable. However, exceptions may be made based on the following circumstances : Force Majeure and other extenuating circumstances may be considered with appropriate supporting documentation.

6. Examination and Distribution of Marks

Classification	Interview	Total
Freshmen/Transfer	100% (100 Points)	100% (100 Points)

※ If you cannot participate in the interview test due to your staying in overseas, the interview will be processed by phone or Skype.

7. CLASS

(1) Classes are twice a week (6credits per semester) and are held after 18:00

11~12 period	13~14 period	11~13 period
18:20 ~ 20:00	20:10 ~ 21:50	18:20 ~ 20:50

8. International Students Scholarship

(1) Entrance Scholarship (First Semester)

Classification	Scholarship Coverage
A	Entrance Fee, 100% of Tuition
B	Entrance Fee, 70% of Tuition
C	Entrance Fee, 50% of Tuition
D	Entrance Fee

• Evaluation criteria : GPA(grade point average), Interview Score, TOPIK score

- ① No need to apply for the 1st semester scholarship.
- ② The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) with the final result announcement.
- ③ Amount of entrance fee and tuition will be given according to the standard of applying semester and major.
- ④ The number of Scholarship students will be determined by the Scholarship Committee.
- ⑤ Accommodation fee and airfare, etc. could be additionally supported through the evaluation.

(2) Scholarship while in School (Regular Semester: Within 5 Semesters for Masters Course)

① Automatically awarded based on previous semester's GPA

GPA(4.3 Conversion)	Value
Over 3.7	Tuition 100%
Over 3.5~Under 3.7	Tuition 70%
Over 3.0~ Under 3.5	Tuition 50%
Over 2.7~ Under 3.0	Tuition 30%
Over 2.3~ Under 2.7	Tuition 10%

- ② According to the International Students Admission regulations, the scholarship could be changed
- ③ One must be taking more than 6 credits excluding P/F courses
- ④ Only given to regular semester (5 semesters for Graduate School of Professional Studies)
- ⑤ The GPA of Supplementary Course during MA will not be included at total GPA.

9. CONTACT

GRADUATE SCHOOLS	DEPARTMENT	MAJOR	CONTACT	WEBSITE
TESOL and International Studies	International Service	International Public Relations	02)6325-3121/3122	http://gsis.sookmyung.ac.kr
		Public Diplomacy		
	Convergence of Climate and Environmental Studies	Climate and Environmental Studies	02)2077-7658	http://climate.sookmyung.ac.kr
	TESOL	Teaching English to Speakers of Other Languages	02)2077-7760	http://tesolma.com
Arts	Korean Traditional Arts	Traditional Dance	02)710-9889	http://koreadance.sookmyung.ac.kr
		Traditional Culinary Culture	02)710-9853	http://www.koreancuisine.co.kr
		Traditional Music	02)710-9889	http://kmusic.sookmyung.ac.kr
	Life Style Design	Floral Art and Design	02)710-9087	http://style.sookmyung.ac.kr
	Arts Education	Eurhythmics	02)710-9618	http://sme.sookmyung.com
		Piano Pedagogy	02)2077-7300	http://piano.sookmyung.ac.kr
Arts Education for Children		02)710-9086	http://scms.sookmyung.ac.kr/wiz/user/childarte/	

Human Resource Development	Human Resource Policy	Human Resource Development	02)710-9998	http://hrd.sookmyung.ac.kr
		Organizational Consulting		
	Career Development	Leadership Education	02)710-9537	http://hrd.sookmyung.ac.kr
		Career Counseling	02)710-7387	
Public Policy	Cultural Administration	Cultural Policy	02)710-9929	http://policy.sookmyung.ac.kr
		Arts Administration		http://gsis.sookmyung.ac.kr
		French Cultural Management		
Public Policy	Social Welfare	Social Welfare	02)710-9929	http://policy.sookmyung.ac.kr
		Multicultural Policy		

✦ Contact information for International Students Admission

- Contact Person : (Ms) Christina Bokyung Kim
- Address : Administration Building #706, Office of International Affairs
Sookmyung Women's University
100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
- Homepage : <http://e.sookmyung.ac.kr>
- E-mail : admission@sookmyung.ac.kr
- Tel : +82-2-710-9284/9817

✦ Apostille and Embassy Legalization Information

1. International school graduation certificate and transcript certificate

Student who have graduated from overseas universities should submit the Apostille certificates, and Student graduating from countries without the Apostille Agreement (including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated universities.

2. Apostille certification

- Apostille confirmation Authority
 - Ministry of Foreign Affairs Apostille desk: 02-2100-7600
 - Ministry of Justice Apostille desk: 02-720-8027
- Apostille Member countries (2018.05.07)

Area	Member Countries
Asia, Oceania	Australia, Macao, Hong Kong, Japan, Republic of Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Tonga, Niue, Tajikistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Kypros, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Monaco, Montenegro, Netherland, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Turkey, Kyrgyzstan, Republic of Macedonia, Ukraine, Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, Kazakhstan, Uzbekistan, Kosovo
North America	United States
Latin America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Columbia, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, St. Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chille, Guatemala, Bolivia
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cabo Verde, Seychelles
Middle East	Oman, Israel, Bahrain, Morocco, Tunisia