

**ADMISSIONS GUIDE
FOR INTERNATIONAL STUDENTS
(Fall 2018)**

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■ Templates for various document submissions	<ul style="list-style-type: none"> • Letter of Consent on Academic Record Verification • A Personal Statement and University Academic Plan • Content of other documents • Letter of Recommendation

[1] Admissions Schedule

Classification	Date	Place	Notes
Submission of documents (online application)	[1st round] 2018. 3. 15(Thu) 10:00 ~ 4. 16(Mon) 17:00 (Applications are accepted 24 hours a day during this period)	Sogang University Admissions Homepage http://admission.sogang.ac.kr	<ul style="list-style-type: none"> • Reception at any time • Application fees: KRW150,000 • Application filing fee is paid by the school • Inquiries about online applications: uwayapply (1588-8988) • No online applications (input or payment) allowed after the application deadline
	[2nd round] 2018. 4. 23(Mon) 10:00 ~ 5. 23(Wed) 17:00 (Applications are accepted 24 hours a day during this period)		
Submission of documents	[1st round] 2018. 4. 17(Tue) until 17:00 ※ Required to submit TOPIK or Korean Language acquisition certificate	<ul style="list-style-type: none"> • By registered post (including international express), direct visit (in person, courier delivery, Quick Service) • Only documents submitted by the deadline are accepted • Attn: Office of Admissions for foreign students (R) (5F Arrupe Hall) Sogang University, Baekbumro 35 (Sinsu-dong), Mapo-gu, Seoul, South Korea (Postal code 04107) 	<ul style="list-style-type: none"> • Print out the documents on the internet application site and attach the cover page to the outside of the envelop. • Incomplete documents are excluded from admission. • Submitted documents will not be returned.
	[2nd round] 2018. 5. 24(Thu) until 17:00 ※ Required to submit TOPIK or Korean Language acquisition certificate until 5. 25(Fri) 17:00		
Announcement of successful applicants	[1st Round] 2018. 5. 16(Wed) 17:00	Sogang University Admissions Homepage http://admission.sogang.ac.kr	For applicants who submit their documents and Korean Language certificate by 2018. 4. 17(Tue) 17:00
	[2nd Round] 2018. 6. 26(Tue) 17:00		For applicants who submit their documents by 2018. 5. 24(Thu) 17:00 Korean Language by 2018. 5. 25(Fri) 17:00
Payment of tuition	2018. 7	Bank(s) designated by Sogang University (Woori Bank)	
Orientation for International students	2018. 8		<ul style="list-style-type: none"> • Need to check the announcement on Sogang University Admissions Homepage

※ The above schedule is subject to change according to school circumstances.

[2] Recruitment units and volume of recruitment

Academic unit	School	Recruitment unit	Major	Volume of recruitment
Humanities and Social Sciences	School of Humanities and International Culture	Division of Humanities	Korean Language & Literature	Unlimited
			History	
			Philosophy	
			Religious Studies	
		English – American Culture	English Literature & Linguistics	
			American Culture	
		European Studies	European Studies	
		Chinese Studies	Chinese Studies	
	School of Social Sciences	Social Sciences	Sociology	
			Political Science	
			Psychology	
	School of Economics	Economics	Economics	
	School of Business Administration	Business Administration	Business Administration	
	School of Communication	Communication	Journalism and Communication	
Humanities & Sciences	School of Integrated Knowledge	Global Korean Studies	Global Korean Studies	
Sciences	School of Natural Sciences	Mathematics	Mathematics	
		Physics	Physics	
		Chemistry	Chemistry	
		Life Science	Life Science	
	School of Engineering	Electronics	Electronics	
		Computer Science & Engineering	Computer Science & Engineering	
		Chemical & Biomolecular Engineering	Chemical & Biomolecular Engineering	
		Mechanical Engineering	Mechanical Engineering	
	Total			

※ The number of students accepted is determined by the academic proficiency of the applicant pool.

※ Global Korean Studies is considered part of the Humanities and Social Sciences.

[3] Eligibility

Foreign applicants whose parents are both citizens of countries other than Korea and who meet the following educational standards and criteria for proficiency in Korean

1. Academic Standards

A. New Admission

- Graduates (or expected graduates) of high school in Korea or overseas, or those with an equivalent educational background

B. Transfer Admission

(1) 2nd Year Transfer

- Applicants who completed (or expected to complete) more than 2 semesters (1 year) course in 4 year regular university in Korea or overseas
- Graduates (or expected graduates) of domestic/ international university/ college

(2) 3rd year Transfer

- Applicants who completed (or expected to complete) more than 4 semesters (2 year) course in 4 year regular university in Korea or overseas
- Graduates (or expected graduates) of domestic/ international university/ college

◆ Important Notes for Eligibility Requirements

1. Nationality criterion is based on the time period when the students start highschool program. (Parents and Applicant included)
2. Korean citizens with dual citizenship at the time of application are not considered foreign students.
3. Applicants and their parents of Korean origin must submit documents that support their renunciation or loss of Korean nationality even in cases where they have foreign citizenship and have never resided in Korea.
(The loss and/or renunciation of nationality and its date must be provided in the document(s) such as the Certificate of Family Relations, Family Census Register, and/or Certificate of Loss of Korean Citizenship).
4. Taiwanese applicants one of whose parents holds Korean nationality are classified as international students, provided that they are admitted by no later than September 2018. For admission for and after March 2019, both parents of Taiwanese applicants must be of foreign nationality.
※ Definition of a person of foreign nationality both of whose parents are also of foreign nationality, Subparagraph 6, Paragraph 2, Article 29 of the Enforcement Decree of the Higher Education Act: "Foreigners both of whose parents are foreigners" (Eligible if and when both parents and students have acquired foreign citizenship before starting an educational curricular course equivalent to the Korean high school curriculum).
5. In the case where an applicant's parents are divorced, the applicant's nationality eligibility is determined by the nationality of the legal guardian (father/mother) (evidential documents must be submitted to prove the legal guardianship and custody for one of the parents).
6. Sogang University only accepts curriculums of foreign schools legally approved by the country to which they belong.
7. Applicants whose foreign nationality had been acquired by way of adoption by parent(s) of foreign nationality are eligible only when such acquisition of foreign citizenship was prior to starting the primary school curriculum, in which case the document(s) must be submitted to support the loss (renunciation) of Korean citizenship.

◆ Important Notes for Transfer Admission Applicants

- * Completion: refers to the fulfillment of the acquired credit and grade as designated in one's affiliated school's discipline. It is mandatory for the applicants to apply to Sogang after making sure their fulfillment of the completion standard. Regardless of the time point, the acceptance and admission of the student can be cancelled if he or she is found out to be disqualified.
- * Student has to attach official papers to prove and support school regulations from one's affiliated university such as graduating grade, semester, standard of grade computation. (If related content is already verified in one's transcript or grade certificate, additional submission would be unnecessary.)
- * If mandatory credit and grade are not stated on school regulations, following standards will be applied.
 1. Standard for students transferring as sophomores (2nd year transfer): Students who acquired more than quarter (1/4) of the required credits for bachelor's degree (in their 4 years regular college).
 2. Standard for students transferring as juniors (3rd year transfer): Students who acquired more than half (1/2) of the required credits for bachelor's degree (in their 4 years regular college).

2. Korean Language Proficiency Standards (those who meet one or more of the following criteria by submission deadline)

- A. Those who have achieved level 3 or above in the Test of Proficiency in Korean (TOPIK) by the National Institute for International Education
- B. Those who have achieved level 3 or above at Sogang University's Korean Education Center
- C. Those who have achieved level 3 or above at any affiliated institution of a regular 4-year university in Korea

◆ Important notes for Korean Language Proficiency

- 1. The Korean Language Proficiency Standard is a requirement for application but is not added to the total score.
 - 2. Applicants must submit one of the listed certificates proving Korean Language Proficiency within the period of submission; otherwise the applicants will be disqualified from admission.
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[4] Documents to be submitted

1. Required documents

Document	New	Transfer	Notes
Application form	○	○	- Print out after completing online application
Agreement for Verification of Academic Records [Form 1]	○	○	- Print out after completing online application and submit with signature (Refer to page 18 of the Guidelines for Applicants)
Personal statement and Study plan [Form 2]	○	○	- Submit according to the set style of Form 2 (refer to pages 19-20 of the Guidelines for Applicants) - Writing in Korean recommended
High school diploma (or certification of expectant graduation) and transcripts for all high school grades	○	○	- Submit Apostille or document verified by a Korean consulate officer - For high school graduates from China, submit additional certificates (in English) [会考成绩表], issued by「教育部学位与研究生教育发展中心」, if possible. (Issuance of certificates: http://www.cdgd.edu.cn)
Complete grade certificate from former university		○	
1. 2 nd year transfer: Certificate of completion (or expected completion) of more than 2 semesters (1 year), or certificate of registration from a regular 4 year university in Korea/ overseas 2. 3 rd year transfer: Certificate of completion (or expected completion) of more than 4 semesters (2 years), or certificate of registration from a regular 4 year university in Korea/ overseas 3. Graduation certificate (or certificate of expected graduation)		○	- Please attach the appropriate document from your affiliated school. The document must clearly state the graduation requirement credits and the standard of grading calculation. - Those who have graduated from a university in China must also submit an additional degree certificate and grade certificate issued by the China Academic Degree & Graduate Education Development Center. (For information on how to request the required documents, go to http://www.cdgd.edu.cn/)
Documents proving applicant's Korean language proficiency	○	○	- Examples of acceptable documents: TOPIK score, Certificate of level 3 or above from the Korean Education Center, etc.
Copies of passports or national identification cards for the applicant and his/her parents	○	○	- Documentation is required from both the applicant and his/her parents - One copy of each person's passport - For applicants who do not hold a passport, please submit a copy of an ID card issued by the relevant country or submit the original copy of the Certificate of Alien Registration issued by the Republic of Korea
Copy of the Certificate of Alien Registration	○	○	- Provide a copy of both the front and back of the Certificate
Certificate of family relations ※ All documents need to be issued within one year.	○	○	- Applicants of Chinese nationality: Provide one copy of your Certificate of Family Relations in English (亲属关系证明 英文本), one copy of the Family Register for you and your parents. Both documents must be verified by a notary public in English (居民户口簿 公证本 英文本) - Other Applicants: Provide one original copy of your Birth Certificate. If your birth certificate is not available, submit certified copies of the Family Register for you and your parents or a Certificate of Family Relations in order to prove family relationships - Other documents (required if applicable): Submit official documents to confirm the divorce or death of parents, or documents to prove legal guardianship or custody of the applicant if parents are divorced
Certificate of Loss of Korean Citizenship	○	○	- To be submitted by the applicant and parents of the applicant who have given up or lost Korean citizenship - Provide documents such as a Certificate of Family Relations in the name of the applicant or the Basic Certificate from parents to prove the loss of citizenship
Proof of financial responsibility	○	○	- Accepted documents include a copies of a bank statement, remittance statement, passbook, etc. - Documents provided must show proof of value of at least USD 8,000 and must be valid within 30 days - Submit document(s) that show(s) financial proof of an average monthly balance of KRW 1,000,000 or more in the registered bank account, or document(s) that prove(s) regular transactions concerning living expenses, tuition, etc.

2. Optional document(s) (※ Not essential; these can be submitted with the Inventory of optional documents (Form 3))

- A. Certificate of admission from other universities and score reports for recognized tests (SAT, ACT, AP, A-LEVEL, IB, 高考, etc.)
- B. Certificate for language proficiency tests (TOEFL, TOEIC, TEPS, IELTS, HSK, JLPT, DELF, DELE, TestDaF, etc.)
- C. Other documents such as awards received during high school, certificates of qualification, etc.
- D. Letter of recommendation (Form 4)
 - In accordance with the format given by Sogang University
 - Free style is possible, in Korean or English

◆ Important notes for documents

1. You may be required to submit additional documents during the eligibility review process. We are not liable for any disadvantage suffered by applicants who could not be reached for having failed to provide correct contact information or such.
 2. In the case of expectant high school graduates, the graduation certificate must be submitted before the date of admission.
 3. The application form is sent/received online and will not be accepted by mail.
 4. Original documents should be submitted, as a rule. However, if they cannot be submitted, copies must be compared and certified by the issuer or at the place of document submission at Sogang University within the period of submission.
 5. The applicant's name and application number should be written down in the bottom right-hand corner of all documents.
 6. Documents which are not in Korean or English should be accompanied by a notarized Korean translation.
 7. In the case of transfer applications, documents from former schools must be submitted.
 8. Those accepted to the University must submit an Apostille certificate issued by the proper government agency of the country regarding the official graduation certificate, official transcripts, and official certificate of attendance or have the documents certified by the Consul at a Korean Consulate in the said country. (before the date of admission).
 9. If the submitted documents are incomplete, applicants will be excluded from admission. However, additional documents may be requested in the case of difficulties in confirming facts within the submitted documents.
 10. Admission will be revoked if the application form or submitted documents (translations included) are found to include false information or if the applicant employed dishonest means for enrollment in the university. Students that have already been admitted to the school will also have their admission revoked if it is discovered that dishonest means were used in the process of application.
 11. If the applicant is judged as inadequate in the process of application for international students at Sogang University, he/she will be excluded from admission, regardless of the selection results.
 12. If the names on submitted documents do not match, documents to prove they are for the same person must be submitted (issued by a court from the relevant country or the diplomatic head of Overseas Missions).
 13. The submitted documents are kept by Sogang University and will not be returned.
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[5] How to apply

1. Application elements ratio and Scoring

Stage	Documents	Total
Batch total	100% (100 points)	100% (100 points)

- ※ Documents: All submitted documents, such as the personal statement, letter of recommendation, and high school grades, are evaluated comprehensively.
- ※ If submitted documents need to be verified, phone calls or visits to the applicants, as well as to relevant schools and organizations, may be required.

[6] Announcement of successful applicants and registration

1. Announcement of successful applicants

First announcement of successful applicants: 2018. 5. 16(Wed)
 Second announcement of successful applicants: 2018. 6. 26(Tue)

- ※ The announcement of successful applicants is presented on the Sogang University Admissions website (<http://admission.sogang.ac.kr>), as a rule, but in the case of an individual notice, it will be sent to the contact point provided on the application form.

2. Registration

- A. How to register: Pay the tuition fees to the designated bank account, as notified to successful applicants during the month of July 2018.
 - ※ If the applicant fails to pay their tuition during the registration period, their admission will be rescinded.
- B. Registration fees (based on 2018 amounts)
 - (1) Admission fees (paid once, upon admission): KRW 813,000
 - (2) Tuition fees (every semester)
 - Humanities and Social Sciences: KRW 3,787,000
 - Humanities and Sciences (Global Korean Studies): KRW 4,022,000
 - Natural Sciences: KRW 4,428,000
 - Engineering: KRW 4,948,000

[7] Notes for candidates

1. Important notes for application and registration

- A. All applicants must read the detailed guidelines for international student applications on the Sogang University Admissions homepage (<http://admission.sogang.ac.kr>), and should make every effort to observe them.
- B. If an applicant is accepted at multiple universities for international student admission, he/she must register with only one university; if double registration is made, admission or enrollment at all registered universities will be revoked.
- C. Candidates in the following cases are treated as unsuccessful or admission is invalidated.
 - (1) Required documents are not submitted.
 - (2) Disqualification in eligibility is verified regardless of whether it is from before or after admission.
 - (3) Expected graduation in August 2018 is not achieved after the applicant's submission as an expectant graduate.
 - (4) The academic standards of the applicant are deemed unfit for studies at Sogang University.
 - ※ The applicant may not be selected through examination by the Sogang University Admissions Committee.
 - (5) Candidates who have committed various dishonest offenses, have submitted forged documents (including translated documents), or have not disclosed any fact which may have a significant impact on their admission, regardless of whether this is done before or after the admission.
- D. Withdrawal of registration and refunds for registration fees:
 - (1) When the registration is abandoned by the applicant, a refund of registration fees is subject to Sogang University's tuition refund policy.
 - (2) Applicants who wish to withdraw their registration must notify the Sogang University Admissions Office (02-705-8621) of their intent to retrieve the refundable registration fees before the admissions date.

2. Important notes when filling in the application form

- A. All information must be entered correctly upon submission of the application form.
 - ※ Admission may be revoked if written items differ from facts, or in the case where the applicant has not disclosed any fact which may have a significant impact on their admission. Negative consequences resulting from mistakes, missing information, or entry errors in documents are solely the responsibility of the applicant.
- B. Once the application is complete (fees are paid and settled), withdrawal or changes in eligibility or the recruitment units are not possible, therefore the applicant must carefully and correctly enter all of the required elements.
- C. The photo on the application form must be a scanned color photo of the applicant (3cm X 4cm) taken within the last 3 months. If a picture of the applicant was not uploaded during the application submission period due to some inevitable reason, it must be uploaded during a specified period of time. Negative consequences resulting from the uploading of a photo of a different person or different images (background pictures, profiles, etc.) are solely the responsibility of the candidate.
- D. Contact details during the application period must be entered with the contact number(s) and address in Korea where the applicant can be easily reached, and any negative consequences resulting from a loss of contact or incorrect input are solely the responsibility of the applicant. If changes occur to the contact details, they must be updated at the Sogang University Admissions Office (02-705-8621).
- E. The "bank account number" should be entered correctly, as the refundable registration fees and admission fees will be processed through this account, and any negative consequences resulting from

input errors are solely the responsibility of the candidate.

- F. Once the candidate number is given, after the application fees are paid and settled, the application is considered to have been completed normally.
- G. Documents (offline submission) should be submitted by post (registered) or by direct visit (in person, courier delivery, Quick, etc.) to the Sogang University Admissions Office and must comply with the filing schedule. (The Admissions Office is closed to direct visits on Saturdays, Sundays and holidays.)

3. Other notes

- A. Entrance grades and evaluation information will not be disclosed.
- B. Submitted documents will not be returned.
- C. In a case where dishonest or fraudulent means have been employed to apply for admission in the early and/or regular admission cycles or for admission of overseas Koreans and/or international students or where cooperation has been provided to employing such dishonest or fraudulent means to undermine the impartiality of student selection, admission will become invalid and the involved parties may be separately held liable for civil and criminal penalties. Students who are currently enrolled will have their admission revoked if it is found that they employed dishonest means to be admitted. The tuition paid by such persons will not be refunded. However, the tuition may be returned pursuant to the "Rules Concerning University Tuition" if the semester for which the tuition was paid has not been completed.
- D. Once successful applicants have completed their registration as new or transfer students, they are considered to have given consent for their admissions records information (including photos) to be used for administrative information and student guidance purposes.
- E. The selection of majors by new students in each recruitment unit should follow Sogang University's school regulations.
- F. All details not specified in this prospectus are subject to the examination of Sogang University's Admissions Committee.

※ Important notes on application fees

- Once the application is complete (fees have been paid and settled), withdrawal of the application and refund of application fees are no longer possible. However, if for any reason a refund has occurred according to the Higher Education Act and the Enforcement Decree of the Higher Education Act (related documents for proof must be submitted), some or all of the application fees may be refunded (not including the application filing fees).

[Article 42-3 Enforcement Decree of the Higher Education Act 고등교육법 시행령 제42조의3]

- ② Reasons for the refund of application fees and the amount in accordance with Item 4 of Article 34-4 of the Higher Education Act are as follows:
 - 1. The applicant has mistakenly paid too much: excessive amount is refunded
 - 2. The applicant has been unable to take part in the admission screening process with reasons attributable to the university: full amount of application fees are refunded
 - 3. The applicant has been unable to take part in the admission screening process due to a natural disaster: full amount of application fees are refunded
 - 4. The applicant has been unable to take part in the admission screening process because they have been admitted to the hospital as a result of an illness or accident, or in the case of the applicant's death (relevant proof should be submitted): full amount of application fees are refunded
 - 5. The applicant has failed to complete the last stage of the admission screening process after taking part in the other screening stages: a portion of the total amount of application fees is refunded for the stage that the applicant failed to take part in
- ③ The head of the university shall return the amount of money left over after all expenditures related to the admission screening process have been subtracted from income related thereto for admission screening, in accordance with Item 5 of Article 34-4, by April 30 of the appointed academic year.
- ④ When application fees are refunded in accordance with Items 2 or 3, the head of the university must be sure that 2 or more refund methods are made available for the applicant to choose from. These methods must include an in-person visit to the university or a bank transfer to the bank account designated by the applicant.
- ⑤ When the bank transfer option is selected among the refund methods in accordance with Item 4, the head of the university may deduct the fee for using the banking institution's computer network from the total amount to be refunded.
- ⑥ If the fee for using the banking institution's computer network exceeds the amount to be refunded in accordance with Item 5, the head of the university may not refund the amount to the applicant.

[8] College life guide for international students

1. Scholarships

A. Scholarships for international freshmen/transfer students

Scholarship		Content
Scholarship on admission I	Beneficiary	Person with the highest entrance score
	Benefits	Full scholarship (admission fees + full school fees) for 8 semesters and a guaranteed place at university dormitory for the semester of admission ※ 6 semesters for 2 nd year transfers, 4 semesters for 3 rd year transfers.
	Conditions	Continuous scholarship when the beneficiary maintains his/her academic score at 12 or above for the preceding semester, and an academic score of 2.80 or above when the full score is 4.30
Scholarship on admission II	Beneficiary	Person with an excellent score (excluding the best score), falling within the top 10% of successful candidates
	Benefits	Half scholarship (half admission fees + half school fees) for the semester concerned and a guaranteed place at university dormitory for the semester of admission
Scholarship on admission III	Beneficiary	Person with a score within the top 50% of successful candidates
	Benefits	25% scholarship (25% of admission fees + 25% of school fees) for the semester of admission
Scholarship on admission IV	Beneficiary	Person who has achieved level 4 or above at TOPIK, and those who have completed level 4 or above in KAP200/KGP200 at Sogang University's Korean Education Center
	Benefits	Exemption of admission fees

※ The final selection of scholarship beneficiaries is made through the Scholarship Review Committee at the Admissions Office.

※ After the two announcements of final successful candidates, scholarship beneficiaries are notified individually.

B. Scholarships for enrolled international students

Scholarship	Amount	Beneficiary	Conditions		Selection criteria
			Academic score	Grade	
Global scholarship	Full school fees, 2/3, 1/3, or 1/6 of school fees	Financial difficulty, others	12 credits or above	2.0 or above	International student considered to be in financial difficulty or showing great potential for growth

2. Accreditation of Korean proficiency scores for international students

- (1) Beneficiary of accreditation - Students (of foreign nationality and whose parents are both non-Korean citizens and who received their complete education overseas) who have been admitted with a TOPIK level of at least 3 or a regular Korean Language Program level of at least 3 must:
 - Complete the KAP 200 level 3 or above course AND submit a certificate of level 4 or above from the regular Korean Language Program at Sogang University
 - OR submit a certificate of TOPIK proficiency level 4 or above
- (2) Recognized credits: Students will receive 6 credits of cultural studies subjects at Sogang University for completion of the accredited course. Students may take additional courses to receive a maximum of 12 credits
 - ※ Any additional credits received in addition to the initial 6 credits must be from higher level courses than the accredited course.
- (3) Accredited course: **KAP200 level 3 or above**

Course	KAP 200
Curriculum	Writing – 1 hour, Speaking – 2 hours, Listening – 1 hour, Grammar and vocabulary, Korean cultural studies, etc.
Total hours of course	200 hours
Total period of course	10 weeks
Time	Mon - Fri 1:00 P.M. – 5:30 P.M.
Accredited level	Level 4 or above
School fees (Based on 2018)	KRW1,770,000
Admission fees	KRW 60,000

- (4) Grading: Grades earned in the Korean Language Education Center are recorded in the report card but are not reflected in the total grade point average (GPA) or the total credit grade point average (CGPA) for the semester concerned.
- (5) Credit limit: For the above target students (of foreign nationality whose parents are both non-Korean citizens and who received their complete education overseas) who have been admitted with a TOPIK level of at least 3 or a regular Korean Language Program level of at least 3, their enrollment credits for the semester are capped at 10 until they complete the regular Korean Language program level 3 or above provided by Sogang University's Korean Language Education Center. (Foreign Language Courses are exempted. If the students acquires TOPIK 4 during their course, students can listen to more than 10 credits right away.)
- (6) Tuition fee support
 - (A) If a target student completes KAP200 at Sogang University's Korean Education Center during their studies in their first or second year, they will be eligible for a reduction in tuition fees for the semester concerned (excluding admission fees).
 - (B) Tuition fee support is provided up to two times in the first and second years (additional support is provided with any level), but is limited to one time for students whose admission fees were exempted upon admission because they had completed the Korean language course at Sogang University before admission.

(7) Inquiries

(A) For issues related to Korean language classes and tuition support:

Institute for International Culture and Education (02-705-8089)

(B) For issues related to score accreditation: Student Support Team (02-705-8666)

※ Korean language program specifics may be changed due to university policy.

3. Dormitories

(1) Gonzaga International Hall

(A) Number of students to be admitted: Approximately 960

※ 430 male students, 464 female students (based on 2 students per room)

※ Allocation of 110 male and 110 female freshmen for their first semester

(B) Selection method: International students are given priority

(C) Facilities: Dining hall, gym, internet lounge, lounge, etc.

(D) Dormitory fees (based on Spring 2018 fees, unit: KRW)

Duration	4 Months		6 Months	
Housing fees	1,528,000 KRW		2,356,000 KRW	
Meal fees	Type A (130 meals)	507,000 KRW	Type A (202 meals)	787,800
	Type B (185 meals)	647,500 KRW	Type B (286 meals)	1,001,000
	Not taking meals	0 KRW	Not taking meals	0

(E) Registration : Register for Dormitory when applying through UWAY. (After registration period, on cannot change the status of Dormitory.)

(F) Inquiries: 02) 705-8811, 070) 8220-2000, <http://gonzaga.sogang.ac.kr>

[9] Guide for submission by Apostille verification and consular officer verification

1. Target students: Those among the final successful candidates for International Student Admissions for Fall 2018 who have studied in a foreign school

2. Proof documents: Various certificates issued by overseas schools (school certificates, transcripts, graduation (expectant) certificates, etc.)

3. Submission methods

A. Issuance of Apostille verification: Various certificates issued by overseas schools can be submitted with "Apostille verification" at a designated government organization in the country issuing the original copy.

※ Apostille verification issuing authorities are designated government agencies in the respective country (in the case of Korea, the Ministry of Foreign Affairs).

- In the case of the USA, official documents are issued by the State Department (Washington) of the US Federal Government, and notary public documents or public records of the State (State) are issued at the certification office of the Secretary of State for each state government.
- Overseas Koreans can get Apostille issuing office location and contact information for different countries at Korean embassies and consulates.

B. Consular verification

For various documents issued by overseas schools, these can be submitted with "consular verification" at the country's Korean Consulate.

※ For schools in non-Apostille member countries, documents with "consular verification" at the Korean Consulate in these country can be submitted.

※ Even for Apostille member countries, documents with "consular verification" on behalf of the "Apostille verification certificate" can be submitted.

C. Deadline: August 28, 2018

※ However, in the case of expectant graduates, they must submit a graduation certificate with Apostille verification upon graduation.

D. Submission: Sogang University's Office of Admissions

4. Apostille verification body

A. Apostille counter at the Ministry of Foreign Affairs: 02-2100-7600

B. Apostille counter at the Ministry of Justice: 02-720-8027

5. Apostille member countries (refer to the Ministry of Foreign Affairs website)

Region	Name of countries
Asia, Oceania	Australia, parts of China (Macau, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, the Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan,
North America	USA
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Velez, Colombia, Commonwealth of Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua
Africa	South Africa, Botswana, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles
Middle East	Oman, Israel, Bahrain

[10] Guide to submission of application forms (online application)

Log on to the Sogang University Admissions Homepage (<http://admission.sogang.ac.kr>)



Click on International Students for 2018 online application



Log on to <http://www.uwayapply.com> (uwayapply)
Refer to the guidelines on the admissions site for online application



Sign up for membership (free of charge):
[applicant's name must be used for membership](#)



Read important notes for online applications



Fill in the application form and document submission form (upload photo file)



Double check the final input information before payment of application fees



Pay the application fees
(Payment methods: bank transfer, deposit without bankbook, credit card, online banking, phone banking, etc.)



Print out
(application form, test identification slip, cover page for documents to be submitted)



Submit documents
[Print out "cover page for documents to be submitted" and attach it to the outside of an envelope with a check in the box marked for documents to be submitted](#)

[11] Inquiries related to admissions and college life


Dept.	Main duty	Location	Telephone
Academic Affairs	Enrollment in courses	Room 104 Main Building (Hall A)	02-705-8124
	Enrollment in major subjects		02-705-8664
General Services	Issuance of student ID, leave of absence, returning to school, certificates	Room 106 Main Building (Hall A)	02-705-8000
Finance Team	Affairs related to school fees	Room 101 Main Building (Hall A)	02-705-8146
Student Support Team	Freshman orientation	Room 209 Berchmans Woojung Hall (Hall BW)	02-705-8128
	Scholarships		02-705-8129
	School loans		02-705-8739
Gonzaga International Hall	Dormitory (2 students per room)	Room127 International Hall	02-705-8811
Bellarmino Hall	Dormitory (4 students per room)	1F Bellarmino Dormitory	02-709-8600
International Affairs	Exchange students/ overseas academic credits	Room 201 Berchmans Woojung Hall (Hall BW)	02-705-8118
Student Affairs	Counseling for individuals/group psychological counseling for individuals	Room 120 Saint Ignatius House	02-705-8211
Offices of Career services	Information for part-time jobs (after school), consultation on future jobs and direction	Room 300 Berchmans Woojung Hall (Hall BW)	02-705-8748
Institute for International Culture & Education	Korean education, foreign languages (English, etc.)	7F Aruppe Hall (Hall AR)	02-705-8081

Templates for Various Document Submissions

- Letter of Consent on Academic Record Verification
- Personal Statement and University Academic Plan
- List of Supplementary Materials
- Letter of Recommendation Form

[Form1] Consent to Academic Record Check: Sample

※ 본 서식은 이해를 돕기 위한 참고용이며, 반드시 원서접수 사이트를 통하여 온라인 입력 후 출력하여 제출하기 바랍니다.

	<h2 style="margin: 0;">Letter of Consent</h2> <h3 style="margin: 0;">[학력조회동의서]</h3>	<p>Office of Admissions, 35 BAEKBEO-RO, MAPO-GU, SEOUL 04107, KOREA</p> <p>e-mail(PDF) : letter@u.sogang.ac.kr</p> <p>FAX : +82-2-705-8620</p>
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Date: _____, 2018

School Name: (해외학교공식명) _____
(영문명) _____

School Address: (해외학교공식주소) _____
(영문주소) _____

Subject: Student Information

To whom it may concern:

We are pleased to have the following individual, (_____),
transferred from your school, studying here at Sogang University.

Your answers to the following questions are appreciated and will be held confidentially.

For your reference, the student's Letter of Agreement is below.

If possible, a response from your office by fax will greatly help to expedite our processing of this individual's application. Thank you for cooperation.

Sincerely yours,

Vice President of Undergraduate Admissions
Sogang University

LETTER OF AGREEMENT

To whom it may concern:

I have applied to Sogang University in Seoul, Korea for the 2018 academic year. In this regard, I would like to request your full assistance to Sogang University when they contact you regarding verification of enrollment and transcripts.

[지원자 작성란] Student's Section	[해외학교(고교과정)학적담당자 작성란] Verifier/Registrar's Section
Date of birth: * _____ - _____ - _____	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Date of admission (or transfer from another school): * _____ - _____ - _____	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Date of graduation (or transfer to another school): * _____ - _____ - _____	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Name and Signature: * _____ Date: * _____ - _____ - 2018	Additional comments : _____ _____ Printed Name and Signature : _____ _____

※ 일자 표기 Example) 03 - 01 - 2018 (월:MM) (일:DD) (년:YYYY)

[Form2] Personal Statement and University Academic Plan

Personal Statement and University Academic Plan (For Foreigners)

Name		Date of Birth	
Examinee's Slate Number		Nationality	
Unit of Recruitment			

* Please write in Korean or English. (No limit on maximum letters/ characters)

1. Self Introduction

- Please describe your background of growth.
- Please explain the characteristics of educational process at the highschool you were enrolled in (completed), and further elaborate the process by focusing the story on your own academic experience in the most memorable class that you have taken.

2. Description of academic motivation and further plans in Sogang

- Please explain why you would like to come to Sogang University, and describe the effort you have put in for academic improvement or admission at Sogang while you were in your highschool years.
- Please describe your academic plans and further career path hereafter.

3. Understanding and Adjusting on Korean language and Culture

- Please tell us any difficulties you have faced while learning Korean, and elaborate your answer by describing an instance when you put in effort to advance your Korean language ability.
- What do you expect to be the biggest difficulty after entering a Korean university, and tell how you will overcome the obstacle.

4. Other Activities

- Please describe three or less activities you were deeply interested in and participated in your highschool years, and tell us what you have learned or felt. (For example: volunteering, internship, participating in extra curricular club or art, music or physical activities)

I confirm that the information given on this form is complete and accurate.

위 기재 내용이 틀림없음을 확인합니다.

날짜/Date: _____

이름/Name: _____

서명/Signature: _____

[Form3] List of Supplementary Materials

기타 서류 목록 List of Supplementary Materials				
연번 Number	일자 Date of Issuing (MM/YY)	내용 Description	발행기관 Issuing Agency	비고 Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

[Form4] 추천서

추천서 Recommendation Form

* 한글 또는 영어로 기술하여 주십시오. Please write in Korean or English.

지원자 본인 작성 / To the applicant			
성명 Name		국적 Nationality	
최종 학교 School the most recently attended		생년월일 Date of birth (YYYY/MM/DD)	

추천인 본인 작성 / To the referee			
성명 Name		국적 Nationality	
소속 기관 School or firm		직위 Position or title	
전화번호 Phone No.			
이메일 Email			
지원자를 어떤 경로로 얼마나 오랫동안 알고 계십니까? How long and in what capacity have you known the applicant?			

I. 각 항목에 대해 지원자의 능력을 1점에서 10점 중 한 가지로 평가해주시기 바랍니다. Please assess the applicant on a scale of 1 (lowest) to 10 (highest) in relation to the following criteria by circling the appropriate number.										
Academic achievement	1	2	3	4	5	6	7	8	9	10
Intellectual ability	1	2	3	4	5	6	7	8	9	10
Communication skills	1	2	3	4	5	6	7	8	9	10
Maturity	1	2	3	4	5	6	7	8	9	10
Originality	1	2	3	4	5	6	7	8	9	10
OVERALL	1	2	3	4	5	6	7	8	9	10

II. 추천서 / Recommendation letter

지원자에 대하여 추천인이 중요하다고 생각하는 사항을 학업적·성격적 특성을 포함하여 A4 1매를 초과하지 않는 범위에서 자유롭게 기술하여 주십시오. (공백 포함 최대 한글 1500자 영문 3000자)

Please comment on the applicant's academic ability, general suitability for his/her proposed program of study, and any other information you consider to be relevant to this application. (max. 3000 chars incl. spaces)

위 기재 내용이 틀림없음을 확인합니다.

I confirm that the information given on this form is complete and accurate.

날짜/Date: _____

추천인 성명/ Name of referee: _____

서명/Signature: _____

* 안내사항/ Note:

본 추천서를 작성한 후 밀봉하여 지원자에게 전달해 주시거나 제출기한까지 04107 서울특별시 마포구 백범로 35(신수동) 서강대학교 아루페관 5층 입학처 외국인전형 담당자 앞으로 보내주시기 바랍니다.

If given directly to the applicant for submission with his/her application, this recommendation must be provided in a sealed envelope. Please sign across the envelope flap and cover your signature with clear adhesive tape. Alternatively, you can submit your recommendation form by post directly to the Admissions Office before the deadline at:

Office of Admissions for Foreign Students

Arrupe Hall 5th floor

35 Baekbeom-ro (Sinsu-dong)

Mapo-gu, Seoul 04107