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University

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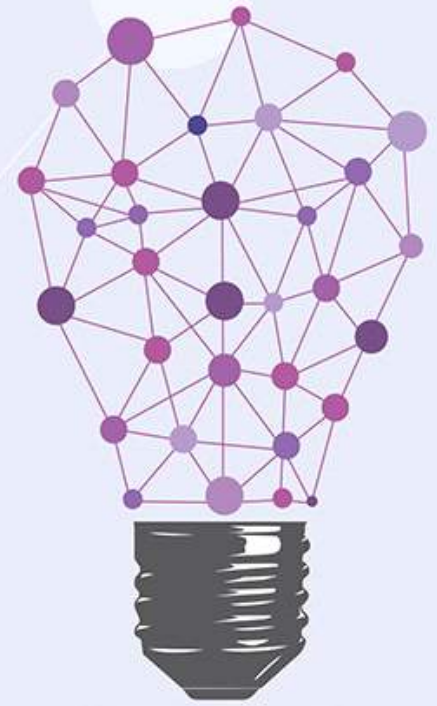
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New Admissions of 2019 Fall Semester  
**Graduate School  
Guidelines for Applicants**

**Admission Process for Foreigners**

[Seoul Campus · Cheonan Campus]

# <INDEX>

I. Departments and Programs (Seoul Campus) .....	3
II. Departments and Programs (Cheonan Campus) .....	5
III. Qualifications for Freshmen Track .....	6
IV. Qualifications for Transfer Track .....	6
V. Application Schedule .....	8
VI. Application Procedure and Evaluation Criteria .....	9
VII. Required Documents .....	14
VIII. How to Apply and Submit Application .....	16
IX. Application Fee .....	17
X. Scholarship for Graduate Students .....	18
XI. Additional Notice .....	20
XII. VISA Issuance Process .....	21
XIII. About international student insurance fee .....	23
XIV. Contact Us .....	24
Appendix. Entrance Application Form .....	26

## I. Departments and Programs (Seoul Campus)

Dept.	Major	Program			Sub Application Field	
		MD	PhD	Joint	Master's Degree	Doctor's Degree & Joint Degree
Humanities and Social Sciences	Department of Korean Language Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Korean Language Education/ Korean as a Second Language Education	Korean Language Education/ Korean as a Second Language Education
	Department of Korean Studies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Korean Language and Culture/ Korean Studies/Korean Immigration Integration	Korean Language and Culture/ Korean Studies/Korean Immigration Integration
	Department of Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Education	Education
	Department of Geography	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Geography	Geography
	Department of Library and Information Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Library and Information Science	Library and Information Science
	Department of Public Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Public Administration	General Administration/Policy/Social Welfare
	Department of Economics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Economics	Economics
	Department of Business Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Business Administration	Business Administration
	Department of International Trade and Business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	International Business/ International Economics	International Business/ International Economics
	Department of Family Welfare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Family Education-Counseling/Children's development and child care/Social Welfare	Family Education-Counseling/Children's Development and Child care/Social Welfare
	Department of Copyright Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Copyright Protection	Copyright Protection
	Department of National Security	<input type="radio"/>			National Security	
	Department of Real Estate		<input type="radio"/>			Real Estate
	Department of Global Culture Contents (before 'Dept. of Creative Contents)		<input type="radio"/>			Global Culture Contents
Department of Wealth Management		<input type="radio"/>			Wealth Management	
Natural Science	Department of Chemistry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemistry(Organic Chemistry/Inorganic Chemistry/Analytical Chemistry/Physical Chemistry/Biochemistry/Polymer Chemistry)	Chemistry(Organic Chemistry/Inorganic Chemistry/Analytical Chemistry/Physical Chemistry/Biochemistry/Polymer Chemistry)
	Department of Life Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Life Science (Biomedical Engineering/ Bioinformatics/Molecular Biology/ Molecular Environmental Biology/ Marine Biology/Microbiology)	Life Science (Biomedical Engineering/ Bioinformatics/Molecular Biology/ Molecular Environmental Biology/ Marine Biology/Microbiology)
	Department of Computer Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computer Science	Computer Science
	Department of Foodservice Management and Nutrition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Food-service Management and Nutrition	Food-service Management and Nutrition
	Department of Global Human Environmental Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Global Human Environmental Science	Global Human Environmental Science
	Department of Game Design and Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Game Studies	Game Studies

Dept.	Major	Program			Sub Application Field	
		MD	PhD	Joint	Master's Degree	Doctor's Degree & Joint Degree
Engineering	Department of Chemical Engineering and Materials Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemical Engineering and Materials Science	Chemical Engineering and Materials Science
	Department of Emotion Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emotion Engineering	Emotion Engineering
	Department of Energy Grid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electricity and Energy Engineering	Electricity and Energy Engineering
	Department of Data Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Data Science	Data Science
	Department of Sports ICT Convergence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sports ICT Convergence (Before 'Sports Information and Technology Convergence Studies of Dept. of Culture & Technology Graduate School')	Sports ICT Convergence
Physical Education and Art	Department of Fine Arts and Art Theory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Korean Art / Western Art / Plastic Art / Art Theory	Fine Art Practice / Art Theory
	Department of Life Art and Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Furniture Design / Textile art	Furniture Design / Textile Art
	Department of Music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vocal music / Accompaniment / Composition / Instrumental music / Piano pedagogy / Choral conducting	Music
	Department of New-Media Music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	New-Media Music	New-Media Music
	Department of Performing Arts Management		<input type="radio"/>			Performing Arts Management
	Department of Physical Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Physical Education / Sport Convergence Technology of Department	Physical Education / Sport Convergence Technology of Department
	Department of Digital Image	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Visual Journalism	Visual Journalism
	Department of Music Technology		<input type="radio"/>			Music Technology

- ※ We may not accept any applicants if there is no applicant that meets the qualifications for our programs.
- ※ We strongly encourages applicants to check the details of each major and program before applying from our web page. (Graduate School of Sangmyung University: [grad.smu.ac.kr](http://grad.smu.ac.kr)) Go to 'Department' and view educational objectives, job opportunities after graduation, sub application fields, courses, and etc. for more information.

## II. Departments and Programs (Cheonan Campus)

Dept.	Major	Program			Sub Application Field	
		MD	PhD	Joint	Master's Degree	Doctor's Degree & Joint Degree
Humanities and Social Sciences	Department of Global Financial Management	<input type="radio"/>	<input type="radio"/>		Global Financial Management	Global Financial Management
Natural Science	Department of Plant and Food Sciences	<input type="radio"/>			Plant and Food Sciences	
	Department of Environmental Landscape Architecture	<input type="radio"/>			Environmental Landscape Architecture	
	Department of Environment & Resources		<input type="radio"/>			Plant Food Engineering / Environmental Landscape
Engineering	Department of Software	<input type="radio"/>	<input type="radio"/>		Software	Software
	Department of Electronic Information and Telecommunication and System Engineering	<input type="radio"/>	<input type="radio"/>		Information and Telecommunication Engineering / Electronic Engineering / System Semiconductor Engineering / Information Security Engineering / Robot and Intelligence Engineering	Information and Telecommunication Engineering / Electronic Engineering / System Semiconductor Engineering / Information Security Engineering / Robot and Intelligence Engineering
	Department of Management Engineering	<input type="radio"/>	<input type="radio"/>		Management Engineering	Management Engineering
	Department of Civil Engineering	<input type="radio"/>			Civil Engineering	
	Department of Green Chemical Engineering	<input type="radio"/>			Green Chemical Engineering	
	Department of Construction, Environmental, and Biomedical Engineering			<input type="radio"/>		Construction System Engineering / Environmental Engineering / Biomedical Engineering
Physical Education and Art	Department of Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communication Design Fashion Design Textile Design Interior Design Ceramic Design Industrial Design Design Management	Fashion Design Textile Design Ceramic Design Industrial Design
	Department of Design Art and Culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Design Art and Culture	Design Art and Culture
	Department of Performing Arts Business Administration		<input type="radio"/>			Performing Arts Business Administration
	Department of Photograph and Visual Media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Advertisement Photographs / Pure Photographs	Visual Media
	Department of Film & Video Production	<input type="radio"/>			Film & Video Production	
	Department of Theatre	<input type="radio"/>			Theatre	
	Department of Stage Art	<input type="radio"/>			Stage Art	
	Department of Cartoon and Animation	<input type="radio"/>	<input type="radio"/>		Cartoon and Animation	Cartoon and Animation

※ We may not accept any applicants if there is no applicant that meets the qualifications for our programs.

※ We strongly encourages applicants to check the details of each major and program before applying from our web page. (Graduate School of Sangmyung University: [grad.smu.ac.kr](http://grad.smu.ac.kr)) Go to 'Department' and view educational objectives, job opportunities after graduation, sub application fields, courses, and etc. for more information.

### III. Qualifications for Freshmen Track

#### A. Master's Degree Program and Joint (M.D. & Ph.D.) Degree Program

▶ Eligibility for Entry

Applicants must be Non-Korean who meet one of the two conditions below:

- 1) One who holds foreign citizenship whose parents both hold foreign citizenship.
- 1) One who has completed his or her entire formal education from elementary to higher education (bachelor degree) that corresponds to that of Republic of Korea (ROK) outside of ROK.
  - ※ For applicants who have graduated (or will graduate) from a university in China, only schools that are found in 「[www.chsi.com.cn](http://www.chsi.com.cn)」 or 「[www.cdgd.edu.cn](http://www.cdgd.edu.cn)」 are accepted.

▶ Academic Requirements

Applicants are expected to hold a bachelor's degree from an accredited four-year college or university in ROK or a foreign country before August, 2019

#### B. Doctor's Degree Program

▶ Eligibility for Entry

Applicants must be Non-Korean who meet one of the two conditions below:

- 1) One who holds foreign citizenship whose parents both hold foreign citizenship.
- 1) One who has completed his or her entire formal education from elementary to higher education (bachelor degree) that corresponds to that of Republic of Korea (ROK) outside of ROK.
  - ※ For applicants who have graduated (or will graduate) from a university in China, only schools that are found in 「[www.chsi.com.cn](http://www.chsi.com.cn)」 or 「[www.cdgd.edu.cn](http://www.cdgd.edu.cn)」 are accepted.

▶ Academic Requirements

Applicants are expected to hold a master's degree from an accredited four-year college or university in ROK or a foreign country before August, 2019

### IV. Qualifications for Transfer Track

#### A. General Requirements

Applicants must be Non-Korean who meet one of the two conditions below:

- 1) One who holds foreign citizenship whose parents both hold foreign citizenship.
- 2) One who has completed his or her entire formal education from elementary to higher education (bachelor degree) that corresponds to that of Republic of Korea (ROK) outside of ROK.
  - ※ For applicants who have graduated (or will graduate) from a university in China, only schools that are found in 「[www.chsi.com.cn](http://www.chsi.com.cn)」 or 「[www.cdgd.edu.cn](http://www.cdgd.edu.cn)」 are accepted.

## B. Master's Degree Program and Joint (M.D. & Ph.D.) Degree Program

Admission for	Academic Requirements
Second Semester	Applicants must complete <b>one semester (6 credits) or more</b> of a major that corresponds to that of which he or she applies for our school, in a graduate school program ran in Republic of Korea, by August, 2019.
Third Semester	Applicants must complete <b>two semester (12 credits) or more</b> of a major that corresponds to that of which he or she applies for our school, in a graduate school program ran in Republic of Korea, by August, 2019.

## C. Doctor's Degree Program

Admission for	Academic Requirements
Second Semester	Applicants must complete <b>one semester (9 credits) or more</b> of a major that corresponds to that of which he or she applies for our school, in a graduate school program ran in Republic of Korea, by August, 2019.
Third Semester	Applicants must complete <b>two semester (18 credits) or more</b> of a major that corresponds to that of which he or she applies for our school, in a graduate school program ran in Republic of Korea, by August, 2019.

## V. Application Schedule

Classification	Schedule	Place and Process	
Application Submission	June 21 (10:00), 2019 ~ July 2 (17:00), 2019	Freshmen	<a href="http://uwayapply.com">uwayapply.com</a>
		Transfer	Submit to Graduate School Administration Team, Seoul Campus (by mail or by person)
Submit evidential Documents		Submit to Graduate School Administration Team, Seoul Campus (by mail or by person)	
Oral and Practical Test	July 20 (10:00), 2019 ~ Test center for departments located in Cheonan Campus is Choenan Campus	Details will be announced through the graduate school web site on July 18(Thu).	
Notice of Acceptance	July 25, 2019	<b>Results are announced through the graduate school web site only (There is no individual contact)</b>	
Registrations Acceptance	August 6 ~ August 9, 2019	Tuitions are paid to virtual bank account provided to accepted applicants. Details will be announced through the graduate school web page.	

1. Transfer track do not apply via online. Please refer to appendix for more information.
  2. For applicants who are not able to participate in the oral tests and interviews, it can be replaced with video interview or phone interview.
- ※ If you have applied for a Department of Music Technology master's degree (or Joint Degree programs), you must attend the oral and practical examinations in person.

### ■ Address for Applications

Address	Graduate School Administration Team (J417) Main Building, Sangmyung University, 20, Hongjimun 2-gil, Jongno-gu, Seoul (03016) Republic of Korea		
	(03016) 서울시 종로구 홍지문 2길 20 상명대학교 대학본부 4층 J417호 대학원교학팀		
Web site	grad.smu.ac.kr		
E-mail	grad@smu.ac.kr		
Phone	02-2287-5045	Fax	02-2287-0038



## VI. Application Procedure and Evaluation Criteria

### A. General Majors (excluding Physical Education and Arts Majors)

Category	Evaluation Criteria	Points	Total
Application Screening	Academic Records such as GPAs from undergraduate and graduate school	100	200
Interviews	Assessment of knowledge and aptitude of your field of study, rational and critical thinking ability, proper attitude, passion for studying and etc.	100	

## B. Physical Education and Arts Majors

\* Physical Education and Arts majors that are not mentioned below will follow the criteria above.

### ■ Master's Degree Program and Joint Degree Program

Major	Procedure and Evaluation Criteria	Points	Total
Department of Fine Arts and Art Theory	<ul style="list-style-type: none"> <li>▪ <b>Korean Art/Western Art/Plastic Art: Screening of Artwork Portfolio</b> Your portfolio should hold pictures or image files (in a USB) of 15 pieces of artwork (size 8×10), including 5 drawings, completed by the applicant. (Write titles, year of artwork production, materials and techniques, sizes, etc.)</li> <li>▪ <b>Art Theory: Detail evaluation on Study Plans (please bring it with you to the interview)</b> Your study plan should be typed in font size 10, within three pages (size A4). Describe specifically on your reasons for applying for the program and major, your preparation and accomplishments in this field of study, your major interests in this field, you future plans after graduation, and other aspects that should be considered by the evaluators.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interviews</b> Your aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	
Department of Life Art and Design	<ul style="list-style-type: none"> <li>▪ <b>Portfolio</b> Your portfolio should include 10 pictures (size of 8×10) of artwork.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interview</b> Your astatement of study and research plans, ptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	
Department of Music	<ul style="list-style-type: none"> <li>▪ <b>Practical Evaluation:</b> Please refer to the details in the 'Practical Evaluation for Master's and Joint Degree Program' section on next page.</li> </ul>	150	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interview</b> Your statement of study and research plans, aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	50	
Department of New-Media Music	<ul style="list-style-type: none"> <li>▪ <b>Practical Evaluation:</b> Please refer to the details in the 'Practical Evaluation for Master's and Joint Degree Program' section on next page.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Portfolio</b> Submit more than 2 songs, which includes at least one media music. - The songs may be of your choice. It could be a composed song, an instrumental song, or a song you have participated as a session musician. - You may replace the media music with two songs of your choice. In this case, you need to submit 3 songs in total. - Attach the scores for each song, commentary of your work, process of production, and etc. which you consider significant in evaluation.</li> <li>▪ <b>Oral Interview</b> Your statement of study and research plans, aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	
Department of Designs/ Department of Design Art and Culture/ Department of Photograph and Visual Media/ Department of Theatre/ Department of Stage Art/ Department of Cartoon and Animation	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interview</b> Your portfolio, statement of study and research plans, aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	

\* Applicants must bring their portfolio to the oral interview, and submit it at the test center.

\* Applicants for a video or phone interview, portfolio must be stored in USB memory stick and submitted with application documents. (In USB memory stick you have to wrote Department of Applications, Support Process and Name of Applicant.)

■ Practical Evaluation for Master's and Joint Program

(Reconfirm the details of Department of music's practical examination, because it has changed in part since the first collection.)

Department	Major	Criteria for Practical Evaluation
Department of Music	Major in instrumental music	<p>&lt;Piano&gt;</p> <ul style="list-style-type: none"> <li>▪ 2 songs of applicant's choice               <ul style="list-style-type: none"> <li>- 1 song from classical Sonata (whole movement, without repetition)</li> <li>- 1 song of applicant's choice (except Sonata)</li> </ul> </li> </ul> <p>&lt;Orchestral music&gt;</p> <ul style="list-style-type: none"> <li>▪ 1 song of applicant's choice               <ul style="list-style-type: none"> <li>- Choose one from Concerto (whole movement) or Sonata (whole movement)</li> </ul> </li> </ul> <p>※ All applicants must bring their own accompanists and are required to perform from memory.            ※ Submit your statement of study and research plan, with your musical instrument name included.</p>
	Major in vocal music	<ul style="list-style-type: none"> <li>▪ 3 songs of applicant's choice               <ul style="list-style-type: none"> <li>- 2 art songs of different languages (Such as Italian, German, French, English.)</li> <li>- 1 songs of Opera aria (Such as Italian, German, French, English)</li> </ul> </li> </ul> <p>※ All applicants must bring their own accompanists.</p>
	Major in composition	<ul style="list-style-type: none"> <li>▪ <b>Submit 3 Portfolio of Various Forms and Compositions (Submit PDF files score and music sources)</b></li> </ul> <p>※ When submitting a sound source, the medium version can also be submitted.</p>
	Major in accompaniment	<ul style="list-style-type: none"> <li>▪ <b>Piano solo:</b> Etude</li> <li>▪ <b>One of either a instrumental accompaniment or vocal accompaniment</b> <ul style="list-style-type: none"> <li>- Instrumental accompaniment: Fast and slow movement of Sonata for piano and orchestral instruments</li> <li>- Vocal accompaniment: 2 songs of German song (Schubert or Shuman must be included &amp; 1 song of aria)</li> </ul> </li> </ul> <p>※ All applicants must bring their own instrumental and vocal accompanists.            ※ <b>Sight-reading:</b> On the day of the test, applicants will draw a test piece and will be given rehearsal schedules 1 hour before the test begins.</p>
	Major in piano pedagogy	<ul style="list-style-type: none"> <li>▪ <b>Piano solo:</b> 1 song of applicant's choice (To play in fast movement is required for Sonata)</li> </ul>
	Major in choral conducting	<ul style="list-style-type: none"> <li>▪ <b>Sight-singing:</b> 30 points</li> <li>▪ <b>Performance test for conducting:</b> 90 points               <ul style="list-style-type: none"> <li>- Choose one from the following two: &lt;Brahms' No. 1 &amp; 8 of Neue Liebeslieder, op.76&gt; or &lt;Handel's 'Hallelujah' of Oratorio Messiah&gt;</li> </ul> </li> <li>▪ <b>Performance test of major instrument:</b> 30 points               <ul style="list-style-type: none"> <li>- Vocal accompaniment: 1 song of applicant's choice (Art song, Opera Aria, Oratorio)</li> <li>- Instrumental accompaniment: 1 song of applicant's choice (Piano : 1 song of Sonatine or Sonata)</li> </ul> </li> </ul> <p>※ All applicants must bring their own accompanists.</p>
Department of New Media Music	Major in new media music Choose one of 1) Composition & sequencing or 2) Proficiency Test of Performance	<ul style="list-style-type: none"> <li>▪ <b>Composing &amp; Sequencing Test</b> <ul style="list-style-type: none"> <li>- Compose and sequence a vocal song that relates to a subject give on the day of the test.</li> <li>- Form, content, and genre is of your choice.</li> <li>- Write the melody, lyrics, and code name on your score.</li> <li>- Application program: Cubase 5, Logic Pro X</li> <li>- Virtual instruments (VSTi): Edirol Orchestral, Steinberg Hypersonic 2, Halion (For Logic Pro X, use instruments that are built-in)</li> <li>- Time limits: 3 hours</li> <li>- Final submission: ① Score of a vocal song (including lyrics, code name, and the prelude); ② Sequencing file of Cubase or Logic; ③ Stereo wave file (*.wav) (16 Bits/44.1 KHz)</li> </ul> </li> </ul> <p>※ All applicants must bring their own pencil or pen; and 3.5mm headphones or earphones.            ※ Pedals are not allowed.            ※ It cannot apply for a video interview, so must attend the test in person on the day of the test.</p>
		<ul style="list-style-type: none"> <li>▪ <b>Proficiency Test of Performance (Performance Test)</b> <ul style="list-style-type: none"> <li>- Play 3 songs of your choice, with different features</li> </ul> </li> </ul> <p>※ Matters to Consider</p> <ul style="list-style-type: none"> <li>- The test center will be equipped of pianos, drums, and amplifiers. Other than these, applicants must bring their own instruments they are willing to use.</li> <li>- Accessories for instruments are prohibited.</li> <li>- Submit 3 copies of score for playing the instrument and/or singing on the day of the practical test.</li> <li>- Applicants may choose from the following: recorded accompaniment, instrumental accompanist, play without accompaniment, or self-accompaniment (ensemble is not allowed)</li> <li>- For use of recorded accompaniment, please bring it in a portable memory stick.</li> </ul> <p>※ It cannot apply for a video interview, so must attend the test in person on the day of the test.</p>

※ The applicant for the video interview saves the evaluation target (video, etc) on the actual test in USB memory stick and submits it with the application document. (In USB memory stick you have to write Department of Applications, Support Process and Name of Applicant.)

■ Doctor's Degree Program

Major	Procedure and Evaluation Criteria	Points	Total
Department of Fine Arts and Art Theory	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	30	200
	<ul style="list-style-type: none"> <li>▪ <b>Screening of Artwork Portfolio</b> Your portfolio should hold pictures or image files (in a portable memory stick) of 15 pieces of artwork (size 8×10), including 5 drawings, completed by the applicant. (Write titles, year of artwork production, materials and techniques, sizes, etc.)</li> <li>▪ <b>Detail statement of Study and Research Plans (Please bring it with you to the interview. / The applicant for a video interview shall print out and submit the application with the application submission.)</b> Your statement of study and research plans should be typed in font size 10, single-spaced, within three pages (size A4). Describe specifically on your reasons for applying for the program and major, your preparation and accomplishments in this field of study, your major interests in this field, you future plans after graduation, and other aspects that should be considered by the evaluators.</li> <li>▪ <b>Previous Research and Accomplishments (Supplementary Materials)</b></li> </ul>	70	
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interviews</b> Your aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	
Department of Life Art and Design	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interview</b> Your portfolio, statement of study and research plans, aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview. - Your portfolio should include 10 pictures (size of 8×10) of artwork.</li> </ul>	100	
Department of Music	<ul style="list-style-type: none"> <li>▪ <b>Practical Evaluation:</b> Please refer to the details in the 'Practical Evaluation for Doctor's Degree Program' section below.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interviews</b> Your aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	
Department of New-Media Music	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interviews</b> Your aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> <li>▪ <b>Portfolio:</b> Research materials of the current four years (must be separately submitted)</li> </ul>	100	
Department of Music Technology	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interviews</b> * Portfolio: Research materials of the current three years and proof of performance. (must be separately submitted) * <b>Detail statement of study and research plans:</b> Describe specifically on your reasons for applying for the program and major, your preparation and accomplishments in this field of study, your major interests in this field, you future plans after graduation, and other aspects that should be considered by the evaluators. <b>(Please bring it with you to the interview. / The applicant for a video interview shall print out and submit the application with the application submission.)</b> * Your aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview. * A brief interview in English or reaching comprehension of a English passage related to the major may be required during the oral interviews.</li> </ul>	100	
Department of Designs/ Department of Design Art and Culture/ Department of Stage Art/ Department of Cartoon and Animation	<ul style="list-style-type: none"> <li>▪ <b>Application Screening:</b> Academic records, such as GPAs, of previous programs and majors you undertook are overall evaluated.</li> </ul>	100	200
	<ul style="list-style-type: none"> <li>▪ <b>Oral Interview</b> Your portfolio, statement of study and research plans, aptitude and passion for studying this field, ability to think logically and critically, and your personality and attitudes will be evaluated through an interview.</li> </ul>	100	

\* Applicants must bring their portfolio to the oral interview, and submit it at the test center.

\* Applicants for a video or phone interview, portfolio must be stored in USB memory stick and submitted with application documents.

(In USB memory stick you have to wrote Department of Applications, Support Process and Name of Applicant.)

- Practical Evaluation for Doctor's Degree Program  
(Reconfirm the details of Department of music's practical examination, because it has changed in part since the first collection.)

Major	Criteria for Practical Evaluation
Department of Music	<p>&lt;Piano&gt;</p> <ul style="list-style-type: none"> <li>▪ 3 songs of different era, including 1 classical sonata.</li> </ul> <p>&lt;Wind Instrument&gt;</p> <ul style="list-style-type: none"> <li>▪ Concerto (whole movement)</li> </ul> <p>&lt;Strings - Violin&gt;</p> <ol style="list-style-type: none"> <li>(1) Choose one from &lt;Unaccompanied sonata by J.S. Bach&gt; or &lt;Fuga or Channone of partitas&gt;.</li> <li>(2) 1 song of Paganini Caprice.</li> <li>(3) Fast movement of Concerto of Romantic Age.</li> </ol> <p>&lt;Strings - Cello, Viola&gt;</p> <ol style="list-style-type: none"> <li>(1) Fast and slow movement of &lt;Unaccompanied sonata by J.S. Bach&gt; or &lt;Fuga or Channone of partitas&gt;.</li> <li>(2) 1 fast movement of classical sonata or sonata of the Romantic Age.</li> <li>(3) 1 fast movement of Concerto, which is not from the same age of the song of (2).</li> </ol> <p>※ Wind and string instruments must be accompanied by an accompanist and play by memory. ※ Submit your statement of study and research plan, with your musical instrument name included.</p> <p>&lt;Vocal Music&gt;</p> <ul style="list-style-type: none"> <li>▪ 5 songs of applicant's choice</li> <li>(1) 3 art songs of different languages such as Italian, German, French, English and Koreans.</li> <li>(2) 2 Opera Aria of different languages such as Italian, German, French, English.</li> </ul> <p>※ All applicants must bring their own accompanists.</p> <p>&lt;Composition&gt;</p> <ul style="list-style-type: none"> <li>▪ Submit a Portfolio of 3-5 songs composed; it must include 1 orchestral music with 2 or more wind instruments)</li> </ul> <p>※ You may submit recorded music if possible.</p> <p>&lt;Accompaniment&gt;</p> <ol style="list-style-type: none"> <li>(1) A whole movement Instrumental sonata.</li> <li>(2) Vocal accompaniment: A 20-minute program of two or more songs with different languages.</li> <li>(3) 1 song of Aria or Oratorio.</li> </ol> <p>※ All applicants must bring their own accompanists</p> <p>&lt;Piano Pedagogy&gt;</p> <ul style="list-style-type: none"> <li>▪ A classical sonata (whole movement)</li> <li>▪ 1 song of the applicant's choice</li> </ul> <p>&lt;Choral Conducting&gt;</p> <ol style="list-style-type: none"> <li>(1) Performance test for conducting (70%): Applicants will draw a song to perform on the day of the test. The song will be either Hallelujah or Glory to God of Handel's Messiah.</li> <li>(2) Proficiency of Piano/Vocal Music (30%): Choose one from piano or vocal music. <ul style="list-style-type: none"> <li>* Vocal Music: Opera Aria or 1 song of art song.</li> <li>* Piano: 1 song of piano sonata, fast movement, or a song that corresponds to it.</li> </ul> </li> </ol> <p>※ All applicants must bring their own accompanists</p>

※ The applicant for the video interview saves the evaluation target (video, etc) on the actual test in USB memory stick and submits it with the application document. (In USB memory stick you have to write Department of Applications, Support Process and Name of Applicant.)

### C. Guide for video interview applicant

1. Reception Desk : Sangmyung University Graduate School Administration(Page.8)  
(Submit assessment target in portfolio and practical test contents with application document.)
2. When applicant filming a practical test in a video, attach "Department of Applications, Support Process and Name of Applicant" on the applicant cloth and film it so that we can identify.
3. When saving files to USB memory stick, the file name must be write in this form.  
"Department of Applications\_Applicant's slate number\_Name of work"
4. Failure to submit a target for evaluation on the portfolio and its practical test content, Applicant may be at a disadvantage in the evaluation, such as failure.

## VII. Required Documents

### A. Freshmen Track for International Students

Required Documents	Programs		Contents
	MD & Joint	PhD	
Online Application Form	<input type="radio"/>	<input type="radio"/>	Apply via online and print it out. * After apply via online, Chinese applicant must register Sangmyung University Graduate School Administration's ID : smugrad as a friend in wechat.
Statement of Study and Research Plan	<input type="radio"/>	<input type="radio"/>	
Personal Information Collection and Usage Agreement	<input type="radio"/>	<input type="radio"/>	
Abstract of Master's Thesis		<input type="radio"/>	
Agreement to Release of Information	<input type="radio"/>	<input type="radio"/>	Applicants with a degree from universities outside of Korea or China
Copy of Passport Copy of Certification of Alien Registration	<input type="radio"/>	<input type="radio"/>	Copy of Certificate of Alien Registration is needed from applicants who currently reside in Korea.
Transcripts of Bachelor's Degree	<input type="radio"/>	<input type="radio"/>	- Academic records should be converted into a percentage. - If an applicant has transferred university during bachelor's or master's degree program, he or she needs to submit transcripts of both universities or colleges.
Transcripts of Master's Degree		<input type="radio"/>	
Official Undergraduate Degree Certificate/Proof of Expected Graduation	<input type="radio"/>	<input type="radio"/>	<Graduated from universities within China> Applicants must submit a english certificate issued from <a href="http://www.chsi.com.cn">www.chsi.com.cn</a>
Official Graduate Degree Certificate/Proof of Expected Graduation		<input type="radio"/>	<Graduated from universities other than China> Applicants must submit APOSTILLE or Authentication issued by the Korean Embassy or Consulate
Proof of Funds duplicated form (Minimum bank balance: USD \$20,000. Bank statement must be issued within the last 30 days, and the expiration date should be valid until Sep. 2019.)	<input type="radio"/>	<input type="radio"/>	You must submit bank statements in your name or that of your sponsor's name that shows the balance of the account. If you are submitting that of your sponsor's, you must submit an additional document that proves the relationship between you and them. * Exemption for those who submit a statement of proof that the applicant will receive external scholarship.
Official Document that Proves the Relationship Between the Applicant and Their Parent	<input type="radio"/>	<input type="radio"/>	- Chinese: a copy of household register (户口簿) * If you and your parents are not indicated in one household register, you must submit a certified copy of your family register (in English or Chinese) additionally. - Japanese: certified copy of family register - American, Vietnamese, Mongolian and others: birth certificate * If parents passed away or divorced, please submit an official document to prove their legal status. * Documents issued in languages other than English or Chinese must be submitted with notarized/certified translation.
TOPIK Test Results	<input type="radio"/>	<input type="radio"/>	<Dept. of Humanities and Social Science> Required to hold TOPIK Level 3 or higher <Dept. of Engineering & Physical Education and Art> Those of these department can apply even if applicants don't have a TOPIK score. Bur after admission, you must submit a grade 3 or higher in order to obtain a degree.

\* All foreign documents must be issued in English. (But, Proof of Funds and Official Document that Proves the Relationship Between the Applicant and Their Parent form can be open to submission duplicated form.) (Except, China's household register is accepted in Chinese)

\* If the issued country does not issue documents in English, they must be submitted with notarized/certified translation.

## B. Transfer Track for International Students

Required Documents	Programs		Contents
	MD & Joint	PhD	
Application Form	<input type="radio"/>	<input type="radio"/>	Refer to APPENDIX and submit in hard copy.
Statement of Study and Research Plan	<input type="radio"/>	<input type="radio"/>	
Personal Information Collection and Usage Agreement	<input type="radio"/>	<input type="radio"/>	
Abstract of Master's Thesis		<input type="radio"/>	
Agreement to Release of Information	<input type="radio"/>	<input type="radio"/>	- Applicants with a degree from universities outside of Korea or China. - Refer to APPENDIX and submit in hard copy.
Copy of Passport Copy of Certification of Alien Registration	<input type="radio"/>	<input type="radio"/>	Copy of Certificate of Alien Registration is needed from applicants who currently reside in Korea.
Transcripts of Bachelor's Degree	<input type="radio"/>	<input type="radio"/>	- Academic records should be converted into a percentage. - If an applicant has transferred university during bachelor's/ master's/doctor's degree program, he or she needs to submit transcripts of all universities or colleges.
Transcripts of Master's Degree		<input type="radio"/>	
Transcripts of all previously attended universities (including doctor's degree)		<input type="radio"/>	
Official Undergraduate Degree Certificate/Proof of Expected Graduation	<input type="radio"/>	<input type="radio"/>	<Graduated from universities within China> Applicants must submit a certificate issued from <a href="http://www.chsi.com.cn">www.chsi.com.cn</a>
Official Graduate Degree Certificate/Proof of Expected Graduation		<input type="radio"/>	<Graduated from universities other than China> Applicants must submit APOSTILLE or Authentication issued by the Korean Embassy or Consulate
Certificate of Attendance or Completion of Master's Degree Program from Previous University	<input type="radio"/>		
Certificate of Attendance or Completion of Doctor's Degree Program from Previous University		<input type="radio"/>	
Proof of Funds (Minimum bank balance: USD \$20,000. Bank statement must be issued within the last 30 days, and the expiration date should be valid until Sep. 2019.)	<input type="radio"/>	<input type="radio"/>	You must submit bank statements in your name or that of your sponsor's name that shows the balance of the account. If you are submitting that of your sponsor's, you must submit an additional document that proves the relationship between you and them. * Exemption for those who submit a statement of proof that the applicant will receive external scholarship.
Official Document that Proves the Relationship Between the Applicant and Their Parent	<input type="radio"/>	<input type="radio"/>	- Chinese: a copy of household register (戶口簿) * If you and your parents are not indicated in one household register, you must submit a certified copy of your family register (in English or Chinese) additionally. - Japanese: certified copy of family register - American, Vietnamese, Mongolian and others: birth certificate * If parents passed away or divorced, please submit an official document to prove their legal status. * Documents issued in languages other than English or Chinese must be submitted with notarized/certified translation.
TOPIK Test Results	<input type="radio"/>	<input type="radio"/>	<Dept. of Humanities and Social Science> Required to hold TOPIK Level 3 or higher <Dept. of Engineering & Physical Education and Art> Those of these department can apply even if applicants don't have a TOPIK score, But after admission, you must submit a grade 3 or higher in order to obtain a degree.

\* All foreign documents must be issued in English. ( But, Proof of Funds and Official Document that Proves the Relationship Between the Applicant and Their Parent form can be open to submission duplicated form.) (Except, China's household register is accepted in Chinese)

※ If the issued country does not issue documents in English, they must be submitted with notarized/certified translation.



## VIII. How to Apply and Submit Application

### A. How to Apply

1. Apply and pay screening fee via online (uwayapply.com)

"Graduate School web site(grad.smu.ac.kr)" ⇒ Click "application" in the center of the first page *or* go to "uwayapply.com" ⇒ Click "Graduate School, Sangmyung University" ⇒ Click "원서작성하기" ⇒ Start writing your application (saveable) ⇒ Submit application ⇒ Pay the screening fee

2. Print out the application and required documents
  3. The printed application and documents must be submitted via mail or in person to the Graduate School Administration Team to finalize admission. They must arrive by 17:00 (Korean standard time) July 2, 2019. Documents that arrive after the deadline are not accepted.
- ※ Transfer Track: Submit the required documents and additional documentary evidence via mail or in person and make a bank transfer for screening fee.

### B. Additional Notice

1. Application forms and related forms are available in our web site "grad.smu.ac.kr". Download the attached file of the announcement on application for graduate school programs of Fall 2019.
2. To submit the required documents via mail, you must print out the **document submission label** and attach the label to the envelope you are submitting. Transfer Track for International Students Fill out the submittal on the envelope and submit it by mail.
3. After completing both online application and document submission, please check the arrival of your document on the online application web site "uwayapply.com". Log-in, and you will be able to check by clicking "Document Submission Confirmation (서류도착확인)" in "My Applications (나의 원서관리)" in 2~3 days after dispatch.
4. Once the screening fee is paid and applying is complete online, you cannot cancel your application or make further changes. So please make sure you have applied for the right program, major, and field of study and have the proper contact information before you pay for the fee.
5. Entry of degree registration numbers is required from graduates only.
6. Please upload a color photography (3×4cm) for online application.
7. If transcripts from previous university or college do not contain percentage of scores, it will be converted and processed in accordance with our graduate school's calculation.
8. Admissions may be cancelled for false information or unfair practice is found throughout the application process.
9. All certificates and documentary evidence must be submitted in their original form. However, if the documents are incapable of being reissued, copies are accepted only when the copies are authenticated in comparison with the original version by the Admission Team of Sangmyung University before submission. Those who submit both originals and copies via mail, retrieve the original version at the Graduate School Administration Team Office after the oral and practical test.
10. You must bring a valid ID card, passport, or something that corresponds to the oral and practical test center.
11. In case of applications submitted with signature or sealing missing, we will regard application to the program itself to be equivalent to signing and sealing it.



## IX. Application Fee

### A. Application and Screening Fee

Track	Other than Dept. of Art & Music	Dept. of Art	Dept. of Music
		Dept. of Fine Arts and Art Theory/Life Art and Design	Dept. of Music/New-Media Music/Music Technology
Freshmen (Online Payment)	100,000 KWD	130,000 KWD	
Transfer (Bank Transfer)			
※ Account for Bank Transfer : Woori Bank 1005-601-755370 (Sangmyung University) - The name of the remitter should be in the applicants name. - The fee must be sent before 17:00, July 2, 2019.			

### B. Refund Policies

Reasons for Refund	Return of Screening Fee
<ul style="list-style-type: none"> <li>▪ Pay in excess by an applicant</li> </ul>	Return of the exceeded payment
<ul style="list-style-type: none"> <li>▪ When applicants are enable to apply or participate in evaluation because of attributable reason's of the University</li> </ul>	Whole payment
<ul style="list-style-type: none"> <li>▪ When applicants are enable to apply or participate in evaluation because of natural disasters</li> </ul>	Whole payment
<ul style="list-style-type: none"> <li>▪ When applicants are enable to apply or participate in evaluation because of hospitalization or death of the applicant. (Must be proved of the circumstance)</li> </ul>	Whole payment
<ul style="list-style-type: none"> <li>▪ When applicants are enable to participate in the oral and practical tests because of personal reasons</li> </ul>	No refunds available

- ※ When the application fees are left after the whole income and expense used, the university need to return it to all applicants in proportion to the application fee they paid.
- ※ If circumstances happen to have the university to return partial or whole admission fee to applicants, the timeline and process will be announced through the Graduate School website. Orders are to deposit it to the account of which each applicant have submitted information on their application in case of refund. However, if commissions required for refund is more than the remaining fee, the university may not give it back.
- ※ Rules above are in accordance with the Laws of Higher Education.

## X. Scholarship for Graduate Students

Category	Name	Benefits	Eligibility for Grant	Granted Term
Distinguished Service Award Scholarship	Scholarship for Distinguished Service	Partial financial aid of tuition fees	Granted to students who are honored for distinguished service within school, community, or national development regarding admissions, innovation in education, job employment, public affairs/promotions, and administrations.	Semester scholarships are offered
자하 Scholarship	자하 Scholarship	Partial financial aid of tuition fees	Granted to graduate students who excelled in academic achievements such as publication of high impact factor journals. (Based on standards that the Dean of Graduate School designates)	Semester scholarships are offered
Sangmyung Scholarships	*Student Council Scholarship	Partial financial aid of tuition fees	Granted to president/vice president and Secretary of the student council	Semester scholarships are offered
	*Education Assistance Scholarship	Partial financial aid of tuition fees	Granted to students who has exemplary academic records and assists and supports administrative tasks in school.	Semester scholarships are offered
	*두레 Scholarship	Partial financial aid of tuition fees	Granted to students who has exemplary academic records and assists and supports administrative tasks in school.	Semester scholarships are offered
	Scholarship for Research Support	Partial financial aid of tuition fees	Granted to students recommend by faculty member with high achievements in published journals. (Evaluated through the formulation from Faculty Performance Evaluation)	2 semesters
Scholarship for Prospective Students (Special Admissions)	Scholarship for International Students	Graded payment by GPA and TOPIK Results	Scholarship only for students admitted though special admission track such as international student admission track. (Refer to the details below)	Whole semester
Merit-based Scholarship	*Merit-based Scholarship	Partial financial aid of tuition fees	Granted to students whose academic achievements and progress have brought distinguished contribution to the enhancement of a field of studies. (Based on standards that the Dean of Graduate School designates)	Semester scholarships are offered

※ ‘\*’ : Scholarships that can be duplicated

※ Standard Table for Scholarship for International Students (2019 Fall Admission)

< First Semester >

1. Humanities and Social Science

No.	Standards	Payment Rate	+	Standards (Entrance Score)	Payment Rate	Note
1	TOPIK Lv.6	50%		Top 10%	20%	
2	TOPIK Lv.5	40%				
3	TOPIK Lv.4	30%		Top 20%	10%	
4	TOPIK Lv.3	20%				

2. Natural Science & Engineering & Physical Education and Art

No.	Standards	Payment Rate	+	Standards (Entrance Score)	Payment Rate	Note		
1	TOPIK Lv.6	20%		Top 10%	50%			
2	TOPIK Lv.5							
3	TOPIK Lv.4	10%		Top 20%	40%			
4	TOPIK Lv.3						Top 30%	30%
5	TOPIK Lv.2							
6	외국인전형합격자							

< Second Semester and Over >

1. Humanities and Social Science

Standards (TOPIK Results)	Payment Rate	+	Standards (GPA of Previous Semester)	Payment Rate	Note
TOPIK Lv.6	30%		4.5~4.0	20%	
TOPIK Lv.5					
TOPIK Lv.4	20%		3.99~3.3	10%	
TOPIK Lv.3					

2. Natural Science & Engineering & Physical Education and Art

Standards (TOPIK Results)	Payment Rate	+	Standards (GPA of Previous Semester)	Payment Rate	Note
TOPIK Lv.6	20%		4.5~4.0	30%	
TOPIK Lv.5					
TOPIK Lv.4	10%		3.99~3.3	20%	
TOPIK Lv.3					
TOPIK Lv.2					
Students accepted by International Student Admission Track.					

## XI. Additional Notice

1. All the submitted documents can not be returned.
2. Some departments may not accept students in accordance to circumstances.
3. Those who have registered after acceptance are regarded as agreeing to verification of academic records.
4. Admission may be revoked if the applicant does not graduate from previous school or degree.
5. Notice of acceptance is only announce via the Graduate School Web site. (grad.smu.ac.kr) The University does not notify admission results to applicants individually.
6. Accepted applicants must be aware of the notifications provided with the notice of acceptance so that you do not have disadvantages. Admission will be withdrawn if tuition payment is not finished within the registration period announced.
7. In case of vacancy from rejection of enrollment, the university will give calls individually to students with the next highest score results.
8. Admission Fees and Tuitions

\* Year 2019; Unit: KWD

Field of Major	Admission Fees	Tuitions	Total
Humanities and Social Science	1,039,000	4,651,000	5,690,000
Natural Science, Engineering, Physical Education	1,039,000	5,578,000	6,617,000
Art, Music, Dance	1,039,000	6,510,000	7,549,000
※ Applicants are required to pay for commission charged from payment exchange between banks of different countries.			

9. To apply for student VISA, admitted students are required to submit a medial certificate issued from their own country or ROK.
10. If a student who has been admitted wish to withdraw registrations and admission, they must submit “Renouncement of Admission and Request of Refund” within a certain term to receive refund. The university does not take responsibility for late submissions.

## XII. VISA Issuance Process

### A. Issuing Standard Admission Permit

1. Those successful candidates who registered within the registration period must apply for the "Standard Admission Permit" to apply for the visa.
2. Issuance period of Standard Admission Permit: August 12, 2019 - August 14, 2019

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

#### 1. Applicant staying in Korea

a) Applicant who possesses D-4 (General Study and Training) visa shall visit the immigration management office when receiving the "Standard Admission Permit" to apply "Stay Qualification Alteration Permit" and change the visa to D-2 visa.

b) Application : Local immigration Office

c) Seoul Global Center Branch Office

(1) Location : 2nd ~3rd floor of Seoul Global Center, 64-1 Seorindong, Jongno-gu, Seoul, Korea

☞ Line No. 1 - Jonggak Station, Exit 5, 6 (1-minute walk)

☞ Line No. 5 - Gwanghwamun Station, Exit 5 (5-minute walk)

☞ Line No. 2 - Euljiro Ipgu Station, Exit 2 (6-minute walk)

(2) Tel : 02-731-1799



d) Cheonan Global Center Branch Office

(1) Location : Room No.403, 215, Gwangjang-ro, Seobuk-gu, Cheonan-si, Chungcheongnam-do

☞ Line No. 1 - Asan Station, Exit 1 (10-minute walk)

☞ KTX - Chungcheon·Asan Station, Exit 2 (10-minute walk)

(2) Tel : 041-621-1347



#### e) Required Forms

- (1) "Standard Admission Permit" issued by Sangmyung University and receipt of tuition payment
- (2) Passport and Alien Registration Certificate (corresponding applicant)
- (3) "Stay Qualification Alteration Permit" (Stocked at the immigration management office)
- (4) Verified certification of most recently attended academic institution
  - ※ Copies of academic verification will be returned to students after confirmation
- (5) Original certificate of Korean bank balance with more than USD \$20,000 deposit under applicant's name(Applicants must check the minimum bank balance before visa application because each immigration management office might have different bank balance guideline.)
  - ※ The certificate should be issued within the 30 days of Visa application(The certificate issued at overseas banks is not allowed to submit)
- (6) 1 Color portrait(3.5cm × 4.5cm) with light background, taken within the last 3 months
- (7) Certificate of completion of most recently attended Korean Language Academy course (class/attendance noted) and grade certificate
- (8) Fees (KRW 100,000 revenue stamp , KRW 30,000 Alien Registration Certificate)
- (9) Certificate of Business Registration(will be given by Sangmyung University)
- (10) Proof of Residence
  - ※ Additional documents may be required during the audit process.
  - ※ Students must change sojourn status before the beginning of the semester to avoid penalty.

#### 2. Applicants residing overseas

Applicants currently residing overseas should apply for a D-2 visa at their local Korean embassy or consulate.

##### a) Required Forms

- (1) Passport
- (2) "Standard Admission Permit" issued by Sangmyung University and receipt of tuition payment
- (3) Verified certification of most recently attended academic institution
- (4) Original certificate of Korean or overseas bank balance
  - ※ If applicants submit a Financial Certificate of parents', the applicant must submit in a notarized English certificate of the family member's relationship
- (5) Certificate of Business Registration(will be given by Sangmyung University)
  - ※ Students should prepare two original documents(Verified certification of most recently attended academic institution, original certificate of Korean or overseas bank balance, etc) that are needed as application documents for admission and visa application documents
  - ※ Additional document may be required during the audit process.

##### b) Other documents for those staying in Korea and residing overseas : Medical Certificate of Tuberculosis

- ※ Students from 19 countries(China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, Philippines, Republic of the Union of Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos) must submit the Medical Certificate of Tuberculosis including chest X-ray examination issued within 3 months by designated hospitals.

#### 3. Alien Registration

Accepted students should apply foreign registration at the local branch office of Korea Immigration Service in Seoul within 90 days from the date of arrival in Korea.

Required forms

- 1) Passport

- 2) 3 color ID photos (3cm x 4cm, taken within 6 months)
- 3) Alien Registration Application Form (Stocked at the Immigration Management Office)
- 4) Certificate of Student Status (Only when applying after the beginning of school)
- 5) Proof of Residence
- 6) Fees (KRW 30,000)
- 7) Medical Certificate of Tuberculosis
  - \* Students from 19 countries(China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, Philippines, Republic of the Union of Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos) must submit the Medical Certificate of Tuberculosis including chest X-ray examination issued within 3 months by designated hospitals. But students, who submitted the Medical Certificate of Tuberculosis to their local Korean Embassy or the local branch office of Korean Immigration Service in Seoul for Visa application or change of Visa, doesn't need to submit it again.

#### 4. Relocation

Upon change of residence, he/she shall notify the immigration management office within 14 days of moving.

Required forms for address change

- 1) Registration form for address change (found at Immigration Service Center)
- 2) Passport
- 3) Alien Registration Card

#### 5. Control and Prevention of Illegal Stays

Foreign students who are listed below shall be reported to the immigration management office within 2 weeks to prevent illegal stay.

- a) Those who did not register during the registration period of each term or who were on-leave.
- b) Those whose attendance rate is extremely poor and leads to the conclusion that his/her study can not be continued.
- c) Judged as whose studying purpose is finished due to resigning, being expelled, graduation or missing.

### XIII. About international student insurance fee

1. Health Insurance is mandatory for international students who study in Korea.
2. Students with existing health insurance should submit a copy of their health insurance policy at the Office of International Student Services Team.

#### ■ Address (Contact)

International Student Services Team, Sangmyung University 20, Hongjimun 2-gil, Jongno-gu, SEOUL (03016), KOREA  
 TEL : 82-2-2287-5469 / FAX : 82-2-2287-0017 / E-mail : isst@smu.ac.kr

## XIV. Contact Us

### A. Seoul Campus (Reception Office for Application and Documents)

- Office: Graduate School Administration Team, Seoul Campus
- Phone : +82-2-2287-5030, 5045
- Fax : +82-2-2287-0038
- Address : J417 (4<sup>th</sup> floor), Main Building, Sangmyung University Seoul Campus, 20, Hongjimun 2-gil, Jongno-Gu, Seoul 03016, Republic of Korea
- web site : [grad.smu.ac.kr](http://grad.smu.ac.kr)
- e-mail : [grad@smu.ac.kr](mailto:grad@smu.ac.kr)
- Transportations : Go to the "[grad.smu.ac.kr](http://grad.smu.ac.kr)" → Introduction → Visitor's Information



### B. Cheonan Campus

- Office : Graduate School Administration Office, Cheonan Campus
- Phone : +82-41-550-5471, +82-41-623-0071
- Fax : +82-41-550-5472
- Address : C307, Main Building, Sangmyung University Cheonan Campus, 31 Sangmyungdae-gil, Dongnam-gu, Cheonan City, Chungcheongnam-do, 31066, Republic of Korea
- Web site : [grad.smu.ac.kr](http://grad.smu.ac.kr)
- e-mail : [simkt34@smu.ac.kr](mailto:simkt34@smu.ac.kr)
- Transportations : Go to the "[grad.smu.ac.kr](http://grad.smu.ac.kr)" → Introduction → Visitor's Information





## ☎ Contact Information (Dept. & Majors)

Seoul Campus			
Dept. & Majors	Tel.	Dept. & Majors	Tel.
Department of Korean Language Education	02-2287-5090	Department of Food Service Nutrition	02-2287-5129
Department of Korean Studies	02-2287-5361	Department of Global Life Environment	02-2287-5198
Department of Education	02-2287-5082	Department of Computer Science	02-2287-5292
Department of Geography	02-2287-5047	Department of Game Studies	02-2287-5462
Department of Library and Information Science	02-2287-5064	Department of Chemical Engineering and Materials Science	02-2287-5297
Department of Public Administration	02-2287-5187	Department of Emotion Engineering	02-2287-5391
Department of Economics	02-2287-5052	Department of Energy Grid	02-2287-5112
Department of Business Administration	02-2287-5079	Department of Fine Art	02-2287-5162
Department of International Trade and Commerce	02-2287-5051	Department of Life Art Design	02-2287-5162
Department of Family Welfare	02-2287-5254	Department of Music	02-2287-5481
Department of Copyright Protection	02-2287-5234	Department of Physical Education	02-2287-5153
Department of Real Estate	02-2287-7759	Department of Dance	02-2287-5156
Department of Global Culture Contents	02-2287-5116	Department of New Media Music	02-2287-5386
Department of Wealth Management	02-2287-5343	Department of Music Technology	02-2287-0087
Department of National Security	02-2287-5368	Department of Digital Image	02-2287-5035
Department of Data Science	02-2287-5030	Department of Performing Arts Business Administration	02-2075-2159
Department of Chemistry	02-2287-5283	Department of Sports ICT Convergence	02-2287-5030
Department of Life Science	02-2287-5142		
Cheonan Campus			
Department of Global Financial Management	041-550-5320 041-550-5327	Department of Design	041-550-5192
Department of Food Engineering	041-550-5289	Department of Cartoon and Animation	041-550-5251 041-550-5252
Department of Landscape Architecture	041-550-5297	Department of Construction, Environmental, and Biomedical Engineering	041-550-5311
Department of Environment & Resources	041-550-5297	Department of Performing Arts Business Administration	041-550-5266
Department of Software	041-550-5363	Department of Design Art and Culture	041-550-5192
Department of Electronic Information System Engineering	041-550-5349	Department of Photograph and Visual Media	041-550-5244
Department of Management Engineering	041-550-5370	Department of Film & Video Production	041-550-5237
Department of Construction System	041-550-5306	Department of Theatre	041-550-5266
Department of Green Chemical Engineering	041-550-5311	Department of Stage Art	041-550-5273
※ Working Hours: Mon~Fri 09:00~17:30 (Lunch break: 12:00~13:00)			

<b>Entrance Application Form</b> (for Transfer Track)					Photo 3×4cm		
					Registration No.		
					*Do not fill in.		
Track & Major	Track		International Students	Program		MD/PhD	
	Dept. & Major						
Name	Korean				English		
Foreign Registration No.				VISA Type	Nationality		
Address							
Contact Information	e-mail				WeChat/QQ/KAKAO ID		
	Phone				Mobile		
Sponsor of Proof of Funds	Name				Relationship with applicant		
	Phone				Mobile		
Academic Background	University	Name of School					
		Dept. & Major					
		(Expected) Date of Graduation				Degree Registration No.	
	Graduate School (Master's)	Name of University					
		Name of Grad. School					
		Dept. & Major					
	(Expected) Date of Graduation				Degree Registration No.		
	Graduate School (Doctoral)	Name of University					
		Name of Grad. School					
		Dept. & Major					
		(Expected) Date of Graduation				Degree Registration No.	
	Career Experience	Name of Institution					Position
Start Date							
Termination Date							
TOPIK Level	Lv. ( )	*Only required for international Students					
Account Information for Refund	Name of Bank ( )		Account No. ( )				
	Name of Account Holder ( )						
<p style="text-align: center;">I request to applying for Sangmyung University Graduate School Program as mentioned above.</p> <p style="text-align: center;">Date: MM.DD.YYYY</p> <p style="text-align: center;">Name of Applicant: _____ (signature)</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Dean of Graduate School of Sangmyung University</p>							

## [개인정보 수집·이용 동의서]

상명대학교 일반대학원 및 특수대학원의 신·편입학 원서 접수 및 전형에 위해 고등교육법 시행령 제35조 및 제4조에 의거, 다음과 같이 개인정보보호법 제15조(개인정보의 수집·이용), 제23조(민감정보의 처리 제한), 제24조(고유식별정보의 처리 제한) 등에 따라 개인정보를 필요 최소한의 항목으로 수집·이용하고, 목적 외의 다른 용도로는 절대 사용하지 않습니다.

지원자가 서명날인한 동의서의 복사본은 입학전형 등에 필요한 다양한 자료 수집 및 업무 처리를 위하여 원본과 동일하게 취급하며, 합격자의 개인정보는 교육적 목적 및 학업수행의 기록을 위해서 학적자료로 이관하여 보관합니다. (단, 일반대학원 및 특수대학원 입시에서는 만14세미만의 경우 입학 지원이 불가하므로 별도로 문의 바랍니다)

### □ 주민등록번호 수집·이용 사항 고지

개인정보보호법 제24조의2제1항제1호에 따라 정보주체의 동의 없이 개인정보를 수집·이용합니다.

개인정보 처리목적	개인정보 항목	수집 근거
입학업무처리	<b>주민등록번호</b>	고등교육법시행령 제73조(고유식별정보의 처리) 제1항2호

### 1. 개인정보의 수집·이용 동의 (필수)

#### □ 개인정보 수집·이용 동의

항 목	수집목적	보유기간
지원사항(전형구분, 학과), 지원자(성명, 국적, 사진, 주민등록번호, 주소, 전화번호, 이메일, 환불계좌정보) 학력사항	입학업무처리	<b>5년</b>

※ 개인정보 수집·이용에 대한 동의를 거부할 권리가 있습니다.  
그러나 동의를 거부할 경우 입학원서 제출에 제한을 받을 수 있습니다.

지원자는 위의 개인정보 수집 및 이용에 동의하십니까?  
 동의함                       동의하지 않음

### 2. 고유식별정보의 수집·이용 동의 (해당 지원자에 한함)

- 개인정보 수집·이용 목적 : 신·편입학 원서 접수 및 입학전형, 등록 시 학적관리, 지원자 통계 등 입시 및 학사행정 관련 업무 수행 및 서비스 제공
- 수집하는 고유식별정보의 항목 :
  - 외국인 : 외국인등록번호(또는 여권번호)
- \* 관련법령근거 : 고등교육법 시행령 제73조(고유식별정보의 처리)
- 보유 및 이용기간 : 5년
- 동의 거부 권리 안내 : 지원자는 고유식별정보의 수집 및 이용 동의에 대해 거부할 수 있으나 동의 거부 시 원서접수 및 입학전형 업무 처리가 불가능하여 불이익이 있을 수 있습니다.

지원자는 위의 고유식별정보 수집 및 이용에 동의하십니까?  
 동의함                       동의하지 않음



## 학업 및 연구계획서

전형유형	외국인 편입학		수험번호		
학과		과정	석사 / 박사	성명	

※ 진학 후 학업 및 연구계획을 기술하시오.

**Statement of Study and Research Plans  
(for Transfer Track)**

<b>Track</b>	International Students		<b>Registration No.</b>	*Do not fill in.	
<b>Major</b>		<b>Program</b>	MA/PhD	<b>Name</b>	

- Describe specifically on your reasons for applying for the program and major, your preparation and accomplishments in this field of study, your major interests in this field, you future plans after graduation, and other aspects that should be considered by the evaluators.

**Abstract of Master's Thesis  
(for Transfer Track)**

※ Only required from applicants of doctor's degree program

Track	International Students	Registration No.	※Do not fill in.		
Major		Program	PhD	Name	

※ Please state the title and the abstract (or a brief summary and key point that corresponds to it) of your master's thesis. If you do not have a master's thesis (in case of which graduation qualification tests or others were accepted), describe the major field of research during the academic years and a brief summary and key point of the subject replaced.

Title of Thesis:

Abstract (Summary)

# Agreement to Release of Information

Only the graduates of Overseas Universities(Except Chinese Universities)  
are required to fill this out.

By signing this form, I voluntarily give my permission to verify my degree information/enrollment and hereby authorize the Graduate School of SangMyung University to perform this service.

Category	Content (Please write in English only)
1. 성명 (Full Name as Written in Passport in English)	
2. 지원 학과 및 지원 학위과정 (Program to Apply)	Degree: Major:
3. 생년월일(Date of Birth)	
4. 입학일자(Date of Admission)	
5. 졸업일자(Date of Graduation)	
6. 전공 및 학위명(Major and Degree)	
7. 최종졸업 대학명 및 국가 (University Name & Country)	
8. 졸업대학 학적담당부서 주소 (Address of Academic Affairs Office )	
9. 졸업대학 학적담당부서 e메일 주소 (E-mail of Academic Affairs Office )	
10. 졸업대학 학적담당부서 전화번호 (Tel. of Academic Affairs Office )	

(Signature)

Date(mm/dd/yyyy)

**Graduate School of SangMyung University**

**(Seoul Campus)** 20, Hongjimun 2-gil, Jongno-Gu, Seoul 03016, Korea

E-mail: grad@smu.ac.kr

Tel. 82-2-2287-5030

Fax. 82-2-2287-0038



Dean of Graduate School of Sangmyung University