

Spring 2017

# Admission Guide for Undergraduate International Students (Transfer)

1398







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## 1

## Application Schedule

Category	Dates	Remarks
Admission Information Session	September 3, 2016	Details to be announced at <a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a>
Application Submission	Sep 27 ~ Oct 19, 2016	By online application (Please refer to <a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a> )
Document Submission	Sep 27 ~ Oct 19, 2016	Submission by post or in person to Office of International Student Services
Admission Announcement	Nov 11, 2016 (14:00)	<a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a>
Enrollment	Jan 4 ~ Jan 11, 2017	Payment of tuition fee
Certificate of Admission Issuance	Jan 4 ~ Jan 13, 2017	
Dormitory registration	Jan 2017	Details to be announced
Freshmen Orientation	Feb 2017	Details to be announced
Course Registration	Feb 2017	Details to be announced
Classes begin	March 2, 2017	

1. Application submission is due **October 19(Wed) 17:00**
2. Submission of documents by visit: Office of International Student Services  
Location: 2<sup>nd</sup> Floor, International Hall, Humanities and Social Sciences Campus  
Available Time: 10:00~17:00, Monday ~ Friday
3. Documents must **arrive** by **October 19(Wed) 17:00**.
4. In principle, applicant must submit application form online  
(However, if applicant's place of residence is overseas, it can be received in writing)  
Form Download: Application Forms & Documents on admissions website  
(<http://admission-global.skku.edu/>)

## 2

## Academic Departments

Campus	College (School)	Department
Humanities and Social Sciences (Seoul)	Confucian Studies and Eastern Philosophy	Confucian and Oriental Studies
	Liberal Arts	Korean Language and Literature, English Language and Literature, French Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Literature in Classical Chinese, History, Philosophy, Library and Information Science
Natural Sciences (Suwon)	Natural Science	Biological Science, Mathematics, Physics, Chemistry
	Biotechnology and Bioengineering	Food Science & Technology, Bio-Mechatronics Engineering, Genetic Engineering
	Information and Communication Engineering	Electronic & Electrical Engineering
	Engineering	Chemical Engineering, Mechanical Engineering, Advanced Materials Science & Engineering, Systems Management Engineering, Civil/Architectural Engineering & Landscape Architecture

**Note:**

- Applicants may apply for departments which are the **same** as the applicants' major at the institution they are transferring from.

## 3

## Admission Requirements

## 1. Nationality Requirements

**International students whose both parents are foreign national.**

**(Non-Korean nationality)**

- Student with dual nationality is not eligible
- If an applicant or parent abandons their Korean citizenship, the applicant must submit proof of denationalization(loss of nationality)



–If an applicant is legally a family with only one parent(divorce, death), the nationality of the corresponding parent shall be considered for the application qualification. (It should be proven by a government document)

## 2. Academic Requirements

**Applicants must meet one of the following conditions:**

- 1) Was enrolled in a 4-year university for more than 2 years or 4 semesters (excluding summer and winter terms) and has completed their sophomore year based on the specifications of the enrolled university and earned the required credits (minimum 65 credits)
  - ※ For those who are enrolled in universities overseas who earned or are expecting to earn more than half of the required credits for degree conferral (Applicants enrolling in 3-year universities need more than two-thirds the required credits for degree conferral.)
- 2) Was enrolled in a 2~3 year community college, either internationally or domestically, and received or is expected to receive a degree

## 3. Language Requirements

**TOPIK (Test of Proficiency in Korean) level 4 or above**

- ※ For Overseas Government Scholars, TOPIK level 3 or above
- ※ Student who only completed Korean course in university affiliated language institutes without TOPIK score is not eligible

## 4 Required Documents

**\* All applicants MUST submit below documents:**

Documents	Note
Application [Form 1]	Write online and print to submit (For overseas applicants, use attached [Form 1])
Personal Statement[Form2]	Must be written in Korean

Documents	Note
Study Plan [Form 3]	Must be written in Korean
Letter of Consent [Form 4] Letter of Request [Form 5]	Fill out the form with the requested school information and sign it.
Nationality Confirmation Documents	<ol style="list-style-type: none"> <li>1) Copy of ID card (applicant, parents)</li> <li>2) Copy of passport (applicant, parents)</li> <li>3) Copy of applicant' s foreigner registration ID card Issued by Korean Immigration Office (Only for Applicants who are residing in Korea)</li> <li>4) Family relationship certificate or Family registry certificate e.g.) U.S.A: Birth certificate, Japan: Certified copy of Family Register</li> </ol> <ul style="list-style-type: none"> <li>* Documents issued within 6 months at the time of submission</li> <li>* Renunciation of Korean citizenship documents for foreign-born Koreans</li> <li>* In case of divorce or death of parents, applicant must submit proof of document</li> </ul>
Official Diploma/Certificate from a previous university	<ul style="list-style-type: none"> <li>– Applicants transferring from a 4year university: <b>Certificate of Enrollment</b></li> <li>– Applicants transferring from a 2~3year community college: <b>Diploma / Certificate of (Expected) Completion</b></li> </ul>





Documents	Note
Transcript from a previous university	<ul style="list-style-type: none"> <li>– Applicants transferring from a 4year university: <b>Transcript and Official document specifying credit requirements for graduation</b></li> <li>– Applicants transferring from a 2~3year community college: <b>Transcript</b> <ul style="list-style-type: none"> <li>* Both <b>GPA for all courses</b> and <b>GPA for major courses</b> must be indicated on the transcript.</li> <li>* Applicants must submit additional document if GPA for major courses is not indicated</li> <li>* In case of plural major, include courses that matches the applying major.</li> <li>* If applicant 's transcript does not include information on GPA, marks or score percentile, it is required to submit an official document describing the university' s evaluation system.</li> <li>* If applicants are enrolled in more than one university, they need to submit transcripts from all of the universities they attended.</li> </ul> </li> </ul>
Official authorization for Diploma and Transcript	<ul style="list-style-type: none"> <li>– Applicants who have graduated from overseas universities/colleges should submit <b>Apostille certificates</b>, and students graduating from countries without an Apostille Agreement (including China) must obtain a '<b>Certification of Overseas Institutions</b>' or <b>confirmation from the consul</b></li> <li>– If the university is not a part of UNESCO IAU, the verification documents issued by a foreign embassy/consul in Korea need to be submitted additionally.</li> <li>* Attestation should be done within one year at the point of submission</li> </ul>
Additional Documents for applicants from Chinese universities	<ul style="list-style-type: none"> <li>– Submit a "<b>Chinese Educational Qualifications Verification Report</b>" Certificate or a "<b>Credentials Report</b>"</li> <li>* Attestation should be done within one year at the point of submission</li> </ul>

Documents	Note
TOPIK score report	<ul style="list-style-type: none"> <li>– TOPIK (Test of Proficiency in Korean) level 4 or above</li> <li>* Applicants who submit Certification of completion of Language Institute Program additionally to TOPIK score will receive extra points</li> </ul>

### \* Optional Documents

Optional Documents	Note
Proof of documents for extracurricular activities	<ul style="list-style-type: none"> <li>– Awards, team activities, overseas academic experience, volunteering activities, license , portfolio etc.</li> <li>* Extra points are given when proof of document is submitted</li> <li>* Activities completed in High school years and university years are accepted</li> <li>* Proof of team activity must be issued by the chairperson of the institution</li> <li>* Documents not written in Korean/English must be translated from the notary</li> </ul>
Other official language test score	TOEFL, TOEIC, TEPS, IELTS, HSK, JLPT, DELF, DELE, TestDaF, TORFL, Celpe Bras, etc.

### <Note>

- A. All documents should be **original**. In case of submitting photocopied documents, applicants **MUST** have the copies notarized or apostilled or bring in the original to SKKU Office of International Student Services and get official confirmation.
- B. Documents not in Korean or English must be accompanied by a notarized Korean or English translation.
- C. Write your name and application number on the bottom right corner of every document.
- D. SKKU may request the submission of additional documents as needed.
- E. **All documents submitted to the Office of International Student Services will not be returned.**
- F. Submission Period: 10:00 Sep. 27. 2016 ~ 17:00 Oct. 19. 2016



(Submission by visit is available Mon ~ Fri, 10:00 ~ 17:00)

Documents must **arrive** by October 19(Wed) 17:00.

G. Mailing Address:

Sungkyunkwan University

**Office of International Student Services**

International Hall, 2<sup>nd</sup> Floor, #90212

25-2 Sungkyunkwan-Ro, Seoul, Republic of Korea 03065

TEL: +82-2-760-0025 , FAX: +82-2-760-0030

## 5 Application Fee

KRW 100,000 or USD 100

Payment method:

Online for online applicants, postal money order or on-site payment for others

※ Refund of Application Fee is unavailable

## 6 Evaluation

Evaluation method: **Document screening**

(Academic Transcript, Personal Statement, Language ability and other performance scores)

※ There can be an additional interview, if needed.

## 7 Admission Announcement

The admission result will be announced on **November 11, 2016 14:00**

at SKKU admission website (<http://admission-global.skku.edu/>)

※ Name in Korean, Registration Number, Date of Birth is required when checking the result.

## 8

## Enrollment

1. Procedure: Make a wire transfer to the virtual bank account number on the tuition invoice
  2. Period: Jan 4, 2017 (Wed) ~ Jan 11, 2017 (Wed) [Payment hour: 10:00 – 16:00]
- Note: Payment must be received during the enrollment period, otherwise admission will be canceled.**

### \* Tuition and Fees for the 2016 Academic year

(There will be change for the 2017 academic year)

- 1) Entrance fee (for 1<sup>st</sup> semester only): KRW 1,239,000
- 2) Tuition (per semester)
  - Humanities: KRW 3,478,000
  - Natural Sciences: KRW 4,035,000,
  - Engineering, Biotechnology and Bioengineering, Information and Communication Engineering: KRW 4,557,000

## 9

## Dormitory Information

### 1. Humanities and Social Sciences Campus [Seoul]

- a. Room & Board (per semester): KRW 1,400,000 ~ KRW 1,890,000
- b. Application Period(s):  
Exact dates will be announced at SKKU dormitory website on Jan 2017
- c. Contact: 82-2-760-0162 dorms@skku.edu
- d. Website: <http://dorm.skku.edu/>

### 2. Natural Sciences Campus [Suwon]

- a. Room & Board (per semester): KRW 500,000 ~ KRW 1,460,000 (differs by room types and conditions)



b. Application period(s):

Exact dates will be announced at SKKU dormitory website on Jan 2017

c. Contact: 82-31-290-5182 dorm@skku.edu

d. Website: <http://dorm.skku.edu/>

\* Please be aware that if the number of applicants exceeds the available dormitory space, individuals will need to find outside accommodation by themselves.

## 10 Attention

### 1. General

- SKKU students, whether enrolled or on a leave of absence and SKKU graduates may not apply for transfers.
- A Diploma (Certificate) and the required credits for academic eligibility should be earned no later than February 28, 2017.
- Results of the evaluation are not disclosed
- If the admission qualifications are not met by the applicant, admission is cancelled regardless of the quota.
- Details not specified in the Admission Guide are subject to the University' s criteria

### 2. Application

- In principle, applicants must submit an application form online.  
(However, if an applicant' s place of residence is overseas, it can be received in writing.)
- Applications are accepted by the University ONLY when an application number is assigned. **(Offline applicants will receive registration number via email after Oct. 19)**
- After paying the application fee, an applicant cannot cancel or modify the application. Return of application fee is unavailable.
- Evaluation of the applicant is based on the submitted documents (Revision after submission is not allowed).

- Applicants are responsible for all the disadvantages caused by omission of information (i.e. missing phone number), lack of documents, etc.
- Applicants are not allowed to change the department they applied for after their application has been accepted.
- Personal information is collected by applicants' consent, and the information collected is not used for any other purpose than undergraduate admissions and related services in accordance with our university regulations.
- SKKU outsources the online application to 'UWAY APPLY' and some personal information can be used and collected by 'UWAY APPLY' for application processing.
- Collected Personal information:  
Alien registration number, passport number, name, application number, type of application, choice recruited units, name of graduated high school / date of graduation, applicant addresses and phone numbers, e-mail address, emergency contacts, fee / tuition return account number, guardian's name and nationality, personal details, etc.

### 3. Document Submission

- In principle, applicants must submit original documents. Copies of original documents should be authorized by issuing institutions or by the SKKU Office of International Student Services.
- After an application form is submitted, the required documents **MUST** be turned in by **Oct. 19, 2016, 17:00**. If the required documents are not submitted until the deadline or some parts are missing, the applicant may be disqualified.
- When false documents are submitted or there is plagiarism or any other misconduct the applicant responsible will be rejected, even after acceptances have been announced.
- Applicants should write their names, application number, and major(s) they are applying for at the right corner of every document submitted.
- Documents must be translated and notarized if they are not originally in Korean or English.



#### 4. Others

- Successful applicants are admitted as a third year students regardless of their year of study at the university they previously attended.
- Transfer students are not eligible for department changes and plural majors.
- The credits earned at a previous institution will be transferred according to SKKU's policies. Although an applicant is admitted as a third year student, the time frame for his/her graduation depends on the number of credits they have completed that are eligible for transfer.
- If the academic records differ from submitted documents, or an academic institution does not reply to the inquiry within six months after enrollment, acceptance by the University may be cancelled.
- All details related to admissions should be confirmed directly by the applicant via the SKKU Admissions homepage (<http://admission-global.skku.edu>).

## 1. Admission Related Issue

- <http://admission-global.skku.edu/admission/>
- Phone: +82-2-760-0025 / Fax: +82-2-760-0030 / E-mail: [undergrad@skku.edu](mailto:undergrad@skku.edu)
- Office of International Student Services  
90212, International Hall 2<sup>nd</sup> floor, Sungkyunkwan University, 25-2,  
Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

## 2. International student life and Visa Related Issue

- **Humanities and Social Sciences Campus:**  
+82-2-760-0024 / [intlhss@skku.edu](mailto:intlhss@skku.edu)  
International Hall 2<sup>nd</sup> floor Office of International Student Services, 25-2,  
SungKyunKwan, Jongno-gu, Seoul
- **Natural Sciences Campus:**  
+82-31-290-5026, 5027 / [intlans@skku.edu](mailto:intlans@skku.edu)  
The Second Engineering Building 1<sup>st</sup> floor, Office of International Student Services,  
2066, Seobu-ro, Jangan-Gu, Suwon-si, Gyeong Gi-do





## 12 Transportation

### A. Humanities and Social Sciences Campus (Seoul)

- ① Take subway line No.4 and get off at Hyehwa station
  - by walk: Exit No.4 → Sungkyunkwan Univ.(15min)
  - by shuttle bus: Exit No.1 → shuttle bus(KRW 300) → Sungkyunkwan Univ.(5min)
- ② Take bus Jongno-2(종로02) in front of Anguk station(Exit No.2) or Jonggak station(Exit No.2,3) → Sungkyunkwan Univ.(5~10min)
- ③ Take bus to Changkyung Palace direction and get off at Myeongnyun-dong(명륜동)
  - 100, 102, 104, 106, 107, 108, 109, 140, 143, 150, 151, 160, 162, 171, 172, 272, 273, 301, 601, 710
  - 2112

※ Humanities and Social Sciences Campus:

Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul

### B. Natural Science Campus (Suwon)

- ① Subway
    - Seoul station (line No.1) → Sungkyunkwan Univ. station(50min)
    - Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)
  - ② Shuttle bus(with fee)
- ※Bus stops
- Sadang station(Line No.2 and 4): In front of Exit No. 9
  - Seohyeon station(Bundang Line): In front of Airport Bus stop
  - Madu station(Line No.3), Ilsan: In front of Exit No.1
  - Incheon and Bucheon: U-turn spot above underground roadway at Songnae station
- ※ It stops running on weekend and holidays (Contact No.: 031-290-5466)
- ③ Bus – 62-1, 82-2, 39, 7790, 7800, 3003
  - ④ Car – Gyeongbu Expressway → Singal-Ansan Expressway → North of Suwon → Sungkyunkwan Univ.
    - Sadang → Uiwang-Gacheon Expressway → Jijidaegogae → North of Suwon IC → Sungkyunkwan Univ.(20min)

※ Natural Science Campus:

Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon-si, Gyeonggi-do

→ Directions to Humanities and Social Sciences Campus(Seoul)



→ Directions to Natural Science Campus(Suwon)



※ Forms: Application Forms & Documents on admissions website: <http://admission.skku.edu>



[Form 1]

## APPLICATION FORM

[This is the **sample statement form**. Students need to submit their form through **online**.  
In case of students who cannot access to application site, can print out and use this form and submit offline.]

		Application No.					
Department /Major							Photo
Name	<Korean>	(성)		(명)			
	<English>	(Last)		(First)			
Foreigner Registration No. (if any)			Visa Expiration Date (if any)			Bachelor Degree No. (if any)	
Phone	-		Mobile				
E-mail			Nationality			Acquisition Date of Current Nationality	
Address							
Family Information	Father	Name			Nationality		
		Address					
	Mother	Name			Nationality		
		Address					
Academic information	Institution	Name		Major	Description	Date	Remark
	High School				Graduation		
	University/College				Admission		Freshmen
	University/College				Admission		Transfer
	University/College				Completion		Expected
	University/College				Graduation		Expected
Language Ability		(TOPIK Level or Level attained from Language Institute)					
I certify that the information contained in this application is correct and complete. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the admission process or removal from a degree course. I agree to abide by the rules and regulations in the Admissions Guide and will take full responsibility for any problems arising from failure to adhere to the rules and regulations. _____ (DD/MM/YY) (Applicant's Signature)							Application Fee Receipt
※A Student ID will be assigned after admission.				Student ID	※		

[Form 2]

## Personal Statement

[This is the [sample statement form](#). Students need to submit their form through [online](#).  
In case of students who cannot access to application site, can print out and use this form and submit offline.]

Application No.		Department/Major	
NAME		Date of Birth (YYYY/MM/DD)	

※ Describe yourself according to the headings below in Korean.

1. Please describe your personal background.
2. Describe your effort to improve academic ability during your high school years.
3. Describe what you have learned and achieved in your university years.

[Form 3]

## STUDY PLAN

[This is the **sample statement form**. Students need to submit their form through **online**.  
In case of students who cannot access to application site, can print out and use this form and submit offline.]

Application No.		Department/Major	
NAME	(인)	Date of Birth (YYYY/MM/DD)	

※ Describe your study plan according to the headings below in Korean.

1. Reason for application
2. Personal academic orientation/Study Plan
3. Please write about your experiences and thoughts in Korean

[Form 4]

LETTER OF CONSENT (학력조회동의서)



SUNGKYUNKWAN UNIVERSITY

Office of International Student Services  
25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

NO	
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Tel: +82-2-760-0025  
Fax: +82-2-760-0030  
<http://www.skku.edu>

To Whom It May Concern:

This letter is to confirm that I attended (\*Name of school \_\_\_\_\_).

I have applied to Sungkyunkwan University in Seoul, Korea for the \*2017 academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from the schools I previously attended.

In this regard, I would like to request your full assistance when the University's Office of International Student Services contacts you regarding verification of enrollment and transcripts.

Enrolled Name: \* \_\_\_\_\_

Student ID Number: \* \_\_\_\_\_

Date of Birth: \* \_\_\_\_\_

Date of Admission (transfer): \* \_\_\_\_\_

Date of Graduation (withdrawal): \* \_\_\_\_\_

Sincerely,

\* \_\_\_\_\_  
Signature

\* (월) - (일) - (년) 2016  
Date

※일자 표기 (Example)

(월) - (일) - (년) 2016  
(월:Month) (일:Day) (년:Year)

※Applicants should write on the lines marked with \*



[Form 5]

## LETTER OF REQUEST (학력조회요청서)



## SUNGKYUNKWAN UNIVERSITY

Office of International Student Services  
25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

NO	
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Tel: +82-2-760-0025  
Fax: +82-2-760-0030  
<http://www.skku.edu>

\*Date: . . . (dd/mm/yyyy)

\*School Name:

\*Address:

\*Zip Code:

\*Tel:

\*Fax:

\*Email:

\*Student Name:

\*Student ID Number:

**Subject: Requesting Student Information**

Dear Sir or Madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask that you please verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, field of major, and date of graduation. Please fill in the lines below and return this document to our office. You may respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Vice President of International Affairs \_\_\_\_\_

**Questions to Verify Student Information**

Student's Name: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Date Conferred: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Signature of University Official \_\_\_\_\_