# Fall 2019

# Admission Guide for Undergraduate Int'l Students
## (Transfer to 2nd, 3rd Year)

성균관대학교
SUNG KYUN KWAN UNIVERSITY
1398

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# 1 Application Schedule

| Category | Date |
|---|---|
| Application Submission | 10:00, May 13 (Mon), 2019 ~ 17:00, May 17 (Fri), 2019 |
| Document Submission | May 13 (Mon), 2019 ~ May 24 (Fri), 2019 |
| Admission Announcement | 15:00, Jul. 05 (Fri), 2019 |
| Beginning of Semester | Sep. 2 (Mon), 2019 |

- Application submission is due the last day of the application period and revision is not available after submission
- Document submission is due the last day of the given period
  Only the documents that arrived within the application period by person or postal are to be considered for evaluation.
- Address for Document Submission

Postal Code : 03603
Address : Office of International Student Services,
           #90212, International Hall 2nd Floor, Sungkyunkwan University,
           25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
Recipient* :  Undergraduate Admissions Officer (OISS)
*Please be sure to include the recipient

- Applicant cannot withdraw or modify application once submitted.

- Contact Information
  Office of International Student Services, SKKU
  〈Chinese〉        ☎ +82-2-760-0025        ✉ skkucn@skku.edu
  〈English〉        ☎ +82-2-760-0026        ✉ skkuen@skku.edu

# 2  Admission Units

## 1. Admission Units

| Campus | College | Department | 3rd Year | | 2nd Year | |
|---|---|---|---|---|---|---|
| | | | Kor Track | Eng Track | Kor Track | Eng Track |
| Humanities & Social Sciences | Confucian studies and Eastern Philosophy | Confucian and Oriental Studies | ○ | | ○ | |
| | Liberal Arts | Korean Language and Literature | ○ | | ○ | |
| | | English Language and Literature | ○ | | ○ | |
| | | French Language and Literature | ○ | | ○ | |
| | | German Language and Literature | ○ | | ○ | |
| | | Russian Language and Literature | ○ | | ○ | |
| | | History | ○ | | ○ | |
| | | Library and Information Science | ○ | | ○ | |
| | | Philosophy | ○ | | ○ | |
| | | Korean Literature in Classical Chinese | ○ | | ○ | |
| | Social Sciences | Public Administration | ○ | | ○ | |
| | | Political Science and Diplomacy | ○ | | ○ | |
| | | Sociology | ○ | | ○ | |
| | | Social Welfare | ○ | | ○ | |
| | Economics | Economics | ○ | | ○ | |
| | | Statistics | ○ | | ○ | |
| Natural Sciences | Science | Biological Sciences | ○ | | ○ | |
| | | Mathematics | ○ | | ○ | |
| | | Physics | ○ | | ○ | |
| | | Chemistry | ○ | | ○ | |
| | Information and Communication Engineering | Electronic and Electrical Engineering* | ○ | ○ | ○ | |
| | Engineering | Chemical Engineering/Polymer Science & Engineering* | ○ | ○ | ○ | |
| | | Advanced Materials Science and Engineering* | ○ | ○ | ○ | |
| | | Mechanical Engineering* | ○ | ○ | ○ | |
| | | Civil/Architectural Engineering and Landscape Architecture* | ○ | ○ | ○ | |
| | | Systems Management Engineering* | ○ | | ○ | |
| | Biotechnology and Bioengineering | Food Science and Biotechnology | ○ | | ○ | |
| | | Bio-Mechatronic Engineering | ○ | | ○ | |
| | | Department of Integrative Biotechnology | ○ | | ○ | |

- Applicant studying in majors of liberal arts or social sciences cannot apply to majors of natural sciences and vice versa.
- * 6 majors with asterisk are accredited by ABEEK and students who completed SKKU specified elective program will be certified
- Names of departments / majors are subject to change

## 2. Number of Students to be Admitted: Optimal number determined by each admission unit

## 3    Admission Requirements

### 1. Nationality Requirements

International students whose both parents are foreign national. (Non-Korean nationality)

- Applicant with dual nationality is not eligible.
- If an applicant or parent abandoned the Korean citizenship, the applicant and parents must have acquired foreign nationalities before entering high school and abandoned Korean nationalities by the time of application
  - proof of denationalization (loss of nationality) with the date of both the applicant and parents should be submitted
- Applicant who hold Korean nationality due to naturalization of parents cannot apply.
- If an applicant is legally a family with only one parent by divorce, remarriage, death, the nationality of the corresponding parent shall be considered for the application qualification. Proving documents issued by the government should be submitted.

### 2. Academic Requirements (applicant should meet one of the followings)

| Transfer To | Requirement |
|---|---|
| 3rd Year | ■ Applicant must meet one of the followings:<br>① Graduated (or expected) or completed (or expected) all coursework from Korean or international 4-year university<br>② Enrolled for more than 2 years (4 semesters) and earned credits (at least 65 credits) from Korean or international 4-year university<br>※ Required credits: completed (or expected) minimum 65 credits<br>※ Applicant who was expected to complete 65 credits when applying should submit a proof of completion, otherwise admission will be canceled.<br>③ Graduated (or expected) from Korean or international 2~3-year college |
| 2nd Year | ■ Completed (or expected) at least the 1st year (2 semesters) and earned credits from Korean or international 4-year university<br>※ Required Credits<br>Departments of Humanities & Social Sciences Campus: minimum 30 credits<br>Departments of Natural Sciences Campus: minimum 32 credits |

All requirements (e.g. graduation, completion of coursework, etc.) for academic eligibility should be fulfilled by August 31, 2019.

### 3. Language Requirement

※ Score reports should be valid by the time of submission

| Transfer To | Track | Requirement |
|---|---|---|
| 3rd Year | Korean Track | TOPIK Level 6 (or above)<br>※Students receiving scholarship from his/her government: TOPIK Level 5 (or above) |
| | English Track | TOEFL iBT 90 (or above) or IELTS 6.5 (or above)<br>Other English test score reports proving the equivalent proficiency |
| 2nd Year | Korean Track | TOPIK Level 4 (or above) |

## 4  Required Documents

### 1. All applicants MUST submit the following documents:

| Documents | | Note |
|---|---|---|
| Application | Application Form | ■ Print, submit the application after completing the online registration<br>■ Note<br>① Consistency between the contents of the application form, personal statement, and submitted documents<br>－ If any of the  contents in the application form, personal statement are inconsistent with submitted documents, it is considered false information and the applicant will be rejected<br>－ Please write the official English name of the university. Unofficial name will be considered false information<br><br>② Personal statement<br>－ Statement should be written in Korean or English<br>－ Please read the instruction carefully and answer the question<br>■ Letter of Consent, Letter of Request<br>Fill out the form with the information of the graduated school (or expected to graduate) and put signature for submission<br>－ Please write the official English name of the university. Unofficial name will be considered false information. |
| | Personal Statement | |
| | Study Plan | |
| | Letter of Consent | |
| | Letter of Request | |

| Documents | | Note |
|---|---|---|
| Nationality Confirmation Documents | Copy of Passport (Applicant, Parents) | ▪ In case applicant's parents do not possess a passport, national ID card (translated to Korean or English then notarized) can be submitted instead<br>– Nationality certification issued by the government can be submitted |
| | Copy of Applicant's Alien Registration Card (Only for Applicants who are residing in Korea) | ▪ Renunciation of Korean citizenship documents for both applicant and parents (applicant must have acquired the foreign citizenship before entering high school)<br>▪ If an applicant is legally a family with only one parent by divorce or death, the nationality of the corresponding parent shall be considered for the application qualification.(It should be proven by a government document) |
| | Family Relationship Certificate | ▪ Applicant who hold Korean nationality due to naturalization of parents cannot apply<br>▪ For Chinese applicants, he/she can choose between family relationship certificate and household registration(Hukoubu) to submit |
| Language Test Score | | ▪ Test score reports proving the language proficiency required by each track<br>- Refer to page 5 |
| Academic Certificates | Graduation Certificate of Prior University | ▪ Applicants transferring from a 4-year university:<br>– Certificate of Enrollment (Certificate of Completion of Study)<br>– Academic Transcript(s)<br>– Certificate stating the required credits remaining for graduation<br>▪ Applicants transferring from a 2~3-year college:<br>– Certificate of Graduation (or expected)<br>– Academic Transcript(s)<br>▪ Notes<br>– The following must be included in the transcript :<br>① Required credits in total for graduation<br>② Average GPA of all courses taken<br>③ Average GPA of courses of major<br>※In case the average GPA of courses of major is not included in the transcript, an official certificate of the average GPA should be issued and sealed by the school<br>– In case the applicant has a double major, only the courses of the major conforming with the one applying to SKKU should be counted |
| | Transcript(s) (required credits remaining for graduation should be included) | – If the applicant has been enrolled in more than one university, transcripts of all prior universities should be submitted<br>– Applicant graduated (or expected) from an international university should submit additional document explaining the evaluation/grading system<br>– All academic certificates should be confirmed through Apostille or from the consul at Korean Embassy |

| Documents | | Note |
|---|---|---|
| Academic Certificates | Applicant Transferring from University in China | ■ Candidates from China must submit one of the following documents ①, ②<br>(Applicants who lack the document will be disqualified)<br>① Verification Report of China Higher Education Qualification Certificate (http://www.chsi.com.cn/xlrz/)'<br>　－ 中國高等教育学历査詢報告(English or Chinese):<br>　　　Refer to 学历网上查询 on http://www.chsi.com.cn<br>　－ Print out and write 报告编号 on the bottom of the page for submission<br>② CREDENTIALS REPORT<br>　－ 认证报告(English): Refer to http://www.cdgdc.edu.cn<br>　　ex) SKKU Admissions Website<br>　　　　(http://admission-global.skku.edu/) Attachment from [Forms & Downloads] Example of verification report(For Chinese students only) |

## 2. Optional Documents

| Documents (Optional) | | Note |
|---|---|---|
| Language Institute | Certificate of Completion | ■ Certificate of completion of Korean level 4 or above issued by language institutes affiliated with Korean university<br>　－ Transcript must include the attendance rate.<br>　－ Additional points may be added if the document is submitted.<br>　－ Proof of Enrollment is not accepted. |
| | Transcript | |
| Other official language test score | | ■ Official Test Scores of language other than the applicant's own native language<br>　e.g.: TOEFL, TOEIC, TEPS, IELTS, HSK, JLPT, DELF, DELE, TestDaF, TORFL, Celpe Bras etc.<br>　※ Test score report should be valid |
| Proof of documents for extracurricular activities | | ■ Awards, team activities, overseas academic experience, volunteering activities, license, portfolio etc.<br>－ Additional points may be added if the documents are submitted<br>－ Only certificates obtained while in university are accepted<br>－ In case of group activities, the confirmation from the head of the organization must be submitted<br>－ Volunteering Certificates certifying of more than 30 hours of volunteering activity are accepted<br>－ Translation is needed if the document is not in English or Korean |

## 5   Application Fee

### KRW 100,000 or USD 100

- SKKU is in charge of other related fees for the admissions process.
- Application fee is not refundable.

## 6   Evaluation

### Document Evaluation

- Evaluations are based on academic transcripts, study plan, language proficiency, and other activities overall
- Interview may be held if needed

## 7   Enrollment

1. Enrollment: Wire transfer to the virtual bank account stated on the tuition invoice
2. Payment Period : July, 2019
3. Amount of Payment : amount indicated on the tuition invoice
4. Tuition and Fees
    - Entrance Fee (payment only in the 1$^{st}$ semester)

| Subject | KRW | USD | CNY |
|---|---|---|---|
| All transfer students | 884,000 | 8,000 | 5,300 |

- Tuition (amount per semester in Year 2019, subject to change)

| College | KRW | USD | CNY |
|---|---|---|---|
| College of Confucian studies and Eastern Philosophy<br>College of Liberal Arts<br>College of Social Sciences<br>College of Economics | 4,024,000 | 3,600 | 24,300 |
| College of Science | 4,669,000 | 4,200 | 28,000 |
| College of Information and Communication Engineering<br>College of Engineering<br>College of Biotechnology and Bioengineering | 5,274,000 | 4,720 | 31,600 |

## 8 Attention

### 1. General
    1) SKKU students currently enrolled or on leave of absence, or dismissed or graduates cannot apply for transfer.
    2) Academic requirements(e.g. graduation, completions, credits) should be fulfilled by August 31, 2019.
    3) Admission evaluation results will not be disclosed.
    4) Applicants who do not meet the admission requirements will be rejected regardless of the quota.
    5) Details not specified in the Admission Guide are subject to SKKU's criteria.

### 2. Application
    1) Applicants must submit the application form online.
    2) Applications are accepted by the University only after the application fee payment is completed and an application number is assigned.
    3) All required documents should be submitted by the last day of the given period to the Office of International Student Services. Lack of documents will lead to disqualification.
    4) Applicants cannot withdraw or modify applications once the application fee is paid. Refund of application fee is determined according to SKKU regulations.
    5) Evaluation is based on the submitted documents, and revision is not allowed after submission (payment of application fee).
    6) Applicants are responsible for all disadvantages caused by ommission of information such as contact information or lack of documents, etc.
    7) Applicants are not allowed to change the department they applied for after the applications are accepted.
    8) Personal Information
      - Personal information is collected under applicant's consent, and collected information is not used for any other purpose other than admissions and related services in accordance with SKKU's 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, admission unit applied, name of graduated school/date of graduation, applicant's addresses and phone numbers, e-mail address, emergency contacts, bank account for fee/tuition refund, guardian's name and nationality, personal details, etc.

### 3. Submission of Documents
    1) Applicants must submit original documents. Copies of original documents should be authorized by issuing institutions or SKKU Office of International Student Services.
    2) Applicants who failed to submit all required documents to SKKU Office of International Student Services by due will be disqualified and rejected for admission.
    3) Applicants who submitted false, forged or falsified documents will be rejected, even after acceptance has been announced.

4) Application number, admission unit applied, and applicant's name should be written on all documents at the bottom right corner each page.
5) Documents must be translated and notarized if they are not originally in Korean or English.
6) Additional documents may be requested for evaluation and applicant should fully cooperate.
7) Submitted documents will not be returned regardless of admission result.

## 4. Others

1) Length of study until graduation may be prolonged when additional courses/credits to take are required after review of the credits earned at the previous university.
2) If the academic records does not comply with submitted documents after verification, or an academic institution does not reply to the verification inquiry within six months after enrollment, acceptance by the University may be cancelled.
3) Applicants should check and confirm the details related to admissions on the SKKU Admissions website.
4) The Korean version of the Admission Guide will be the main reference for all information on application and evaluation process in case of misinterpretation in the English and Chinese versions.

## 10　Contact Information

### 1. Online application: UWAY APPLY ☎1588-8988　help@uwayapply.com

### 2. Admission

※ Only the Office of International Student Services (OISS) on Humanities and Social Sciences Campus (Seoul) is in charge of the admission process.

- **Admissions Website**

  Korean/Chinese : https://admission-global.skku.edu/chn

  English : https://admission-global.skku.edu/eng

- **Contact**

  〈Chinese〉　☎ +82-2-760-0025　　✉ skkucn@skku.edu

  〈English〉　☎ +82-2-760-0026　　✉ skkuen@skku.edu

- **Address** : (03063) Office of International Student Services, #90212, International Hall 2nd Floor, Sungkyunkwan University, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

### 3. Student Life and Visa

※ Please contact the office at the campus of your department

**Humanities and Social Sciences Campus**

- ☎ +82-2-760-0024　　✉ oisshs@skku.edu
- Location: #90212, International Hall 2nd Floor, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

**Natural Sciences Campus**

- ☎ +82-31-290-5026　　✉ oissns@skku.edu
- Location: 1st Floor, Student Center, 2066 Seobu-ro, Jangan-gu, Suwon, Gyeonggi-do, Korea

<SAMPLE> 'Print' after online submission          Fall 2019 Intl' Students Transfer
※ This is a sample form for online submission

# Application Form

| Fall 2019 Intl' Students Transfer | | Application Number | |
|---|---|---|---|

| Transfer To | ☐ 2nd year          ☐ 3rd year | Photo (4cm×5cm) |
|---|---|---|
| Department/ Major | | |
| Name | <Korean> | |
| | <English (as in passport)> | |
| Date of Birth | | Nationality | |
| Phone | | Mobile Phone | |
| Email | | Graduation Certification Number (only for graduates) | |
| Address | (          ) | |

| Parent | Father | Name | | Nationality | | Phone | |
|---|---|---|---|---|---|---|---|
| | | Address | | | | | |
| | Mother | Name | | Nationality | | Phone | |
| | | Address | | | | | |

| Academics | Year          Month | | High School          Graduated |
|---|---|---|---|
| | Year          Month          University | Department (Major)          Admitted | |
| | Year          Month          University | Department (Major)          (   )Transfer Year | |
| | Year          Month          University | Department (Major)          (   )Completed (expected) Semester | |
| | Year          Month          University | Department (Major)          Graduation(Expected) | |
| | Average Score (          ) / out of 100 | Average Score for Courses of (          ) / out of 100 Major | |
| | Total Credits (          ) / Earned          Total Credits Required for Graduation (          ) | Credits Earned for (          ) Courses of Major | |

| Language Proficiency | ☐ TOPIK 6    ☐ TOPIK 5    ☐ TOPIK 4 | (          )Language Institute    ☐ 4  ☐ 5  ☐ 6 |
|---|---|---|

I apply to your university for transfer by submitting the required documents.

201     .     .

Applicant :                    (Signagture)

## Sungkyunkwan University

| | Application Fee Payment Confirmed |
|---|---|

※Student number will be assigned later

| Student Number | ※ |
|---|---|

Fall 2019 Intl' Students Transfer

# Statement of Purpose

| Application Number | | Department/ Major to Apply | |
|---|---|---|---|
| Name | (Signature) | Date of Birth (YYYY-MM-DD) | |

※ Please state your childhood, high school and university experience

| 1. Childhood |
|---|
| ☞ Please state your childhood |

| 2. High School Experience |
|---|
| ☞ Please state your efforts made during high school to improve your academic performance |

| 3. Prior University Experience |
|---|
| ☞ Please state what you have learned during your studies at the prior university |

<SAMPLE> 'Print' after online submission

Fall 2019 Intl' Students Transfer

※ This is a sample form for online submission

# Study Plan

| Application Number | | Department/ Major to Apply | |
|---|---|---|---|
| Name | (Signature) | Date of Birth (YYYY-MM-DD) | |

※ Please state the reason to apply for transfer, study plan and career aspiration, understanding of Korea

| 1. Reason to Apply for Transfer |
|---|
| |

| 2. Study Plan and Career Aspiration |
|---|
| |

| 3. Experience in Korea |
|---|
| ☞ Please state your hardship in learning Korean and example of an effort you have made for improvement<br>☞ Please state the definition of Korean culture based on your experience |

Fall 2019 Intl' Students Transfer

# Confirmation of Expected Completion

| Application | ☐ International Student Transfer | | |
|---|---|---|---|
| Application Number | | Name | |
| Date of Birth | | | |
| School | | | |
| Department/ Major | | | |
| Transferred Credits of 2<sup>nd</sup> Year | | Required Credit for Graduation | |
| Expected Credits to Complete | | Expected Year of Completion | |
| Expected Date to Complete | | | |

I hereby confirm the aforementioned.

20  .  .  .

○○University ○○Department Head

(○○Head of Institution)

(Seal)

## Sungkyunkwan University

**Fall - 2019**

LETTER OF CONSENT (학력조회동의서)

# SUNGKYUNKWAN UNIVERSITY

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

| NO | |
|---|---|

**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 ♣2019 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

♣(YYYY)_____ - (MM)_____ - (DD)_____
Date

※Applicants should write on the lines marked with ♣

**Fall - 2019**

LETTER OF REQUEST (학력조회의뢰서)

## SUNGKYUNKWAN UNIVERSITY

NO

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

**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** _____