Fall 2021

Admission Guide for Undergraduate International Students

(Transfer to 2nd, 3rd Year)



성균관대학교
SUNG KYUN KWAN UNIVERSITY

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▶ **Forms**

- 1. Application Form
- 2. Personal Statement
- 3. Study Plan
- 4. Confirmation of Expected Completion
- 5. Letter of Consent
- 6. Letter of Request

1 Application Schedule

Category	Date
Application Submission (Online)	**10:00, May 17 (Mon) ~ 17:30, May 21 (Fri), 2021**
Document Submission (Postal only)	**May 17 (Mon) ~ May 21 (Fri), 2021** ※ Submission period of 76th TOPIK score report: 15:00 Jun. 30 (Wed) ~ 18:00 Jul. 01 (Thu), 2021 - Admission ticket of 76th test should be submitted when submitting the online application - How to submit the score report will be notified
Admission Announcement	15:00, Jul. 09 (Fri), 2021

■ Notice

- Application submission is due at 17:30 on the last day of the application period and revision is not available after submission.
- All documents should arrive by due via postal mail and documents that arrived past due will not be considered for evaluation.
- Applicant cannot withdraw or modify application once submitted.

■ Address for Document Submission

Postal Code : 03063
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 indicate the recipient as above

■ **Contact Information**

Office of International Student Services, SKKU
<Chinese> ☎ +82-2-760-0025 ✉ skkucn@skku.edu
<English> ☎ +82-2-760-0026 ✉ skkuen@skku.edu
※ Inquiry is not available on weekends and holidays

2 Admission Units

1. Admission Units

Campus	College	Department	3rd Year Kor Track	3rd Year Eng Track	2nd Year Kor Track	2nd Year 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

(By the time of application) International students whose parents are foreign nationals.

- Applicant and the applicant's parent(s) must not hold dual nationality including Korean nationality
- If an applicant or parent abandoned the Korean citizenship, the applicant and parents must meet both conditions ①, ② below and submit supporting documents:
  - ① applicant and parents have acquired foreign nationalities before entering high school (submission of proof of obtaining foreign nationality with the date of both applicant and parents required)
  - ② applicant and parents abandoned Korean nationalities by the time of application (submission of proof of denationalization (loss of nationality) with the date of both the applicant and parents required)
  - ※ Documents of the applicant and parents certifying ①, ② must be submitted
- Applicant who hold Korean nationality due to naturalization of parents cannot apply.
- If submission of one of the parents' documents is not possible due to specific reasons (e.g. divorce, remarriage, death, etc.), certificates issued by the government proving such reasons should be submitted.
  - ※ One-parent family: document certifying marital status of the parent should also be submitted.

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

Transfer To	Requirement
3rd Year	▪ **Applicant must meet one of the followings:** **① Graduated (or expected) or completed (or expected) all coursework from Korean or international 4-year university** **② Enrolled for more than 2 years (4 regular semesters) and earned credits (at least 65 credits) from Korean or international 4-year university** ※ Required credits: completed (or expected) minimum 65 credits ※ Applicant who was expected to complete 65 credits when applying should submit proof of completion, otherwise admission will be canceled. **③ Graduated (or expected) from Korean or international 2~3-year college**
2nd Year	▪ **Completed (or expected) at least the 1st year (2 regular semesters) and earned credits from Korean or international 4-year university** ※ Required Credits Departments of Humanities & Social Sciences Campus: minimum 30 credits 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, 2021.

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) ※ 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) 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:

Required Documents	Note
Application Form Personal Statement Study Plan	▪ Print, submit the application after completing the online registration
Letter of Consent Letter of Request	▪ Fill out the form with the information of the graduated school (or expected to graduate) and put signature for submission - Please write the official English name of the university. Unofficial name will be considered false information.
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 - Nationality certification issued by the government can be submitted ▪ Proof of denationalization (loss of nationality) with the date of both the applicant and parents, and proof of obtaining foreign nationality with the date of both applicant and parents should be submitted (applicant must have acquired the foreign citizenship before entering high school) ※ Applicant who hold Korean nationality due to naturalization of parents cannot apply ▪ For Chinese applicants, he/she can choose between family relationship certificate and household registration(Hukoubu) to submit - Hukoubu: all family members should be included in one Hukoubu where one of the parents is the household
Family Relationship Certificate	

Required Documents	Note
Language Test Score	■ Test score reports proving the language proficiency required by each track - Refer to page 4
Graduation Certificate of Prior University	■ **Applicants transferring from a 4-year university:** - Certificate of Enrollment (Certificate of Completion of Study) - Academic Transcript(s) - Certificate stating the required credits remaining for graduation ■ **Applicants transferring from a 2~3-year college:** - Certificate of Graduation (or expected) - Academic Transcript(s) ■ **Notes** - The following **must be included in the transcript** : ① Required credits in total for graduation ② Average GPA of all courses taken ③ Average GPA of courses of major ※ 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 - In case the applicant has a double major, only the courses of the major conforming with the one applying to SKKU should be counted - If the applicant has been enrolled in more than one university, transcripts of all prior universities should be submitted - Applicant graduated (or expected) from an international university should submit additional document explaining the evaluation/grading system - All academic certificates should be confirmed through Apostille or from the consul at Korean Embassy
Transcript(s) (required credits remaining for graduation should be included)	
Applicant Transferring from University in China	■ **Candidates from China must submit one of the following documents** ①, ② (Applicants who lack the document will be disqualified) ① **Verification Report of China Higher Education Qualification Certificate (http://www.chsi.com.cn/xlrz/)'** - 中國高等教育学历查詢報告(English or Chinese): Refer to 学历网上查询 on http://www.chsi.com.cn - Print out and write 报告编号 on the bottom of the page for submission ② CREDENTIALS REPORT - 认证报告(English): Refer to http://www.cdgdc.edu.cn

2. Optional Documents

Documents (Optional)	Note
Language Institute Certificate of Completion and Transcript	■ **Certificate of completion of Korean level 4 or above issued by language institutes affiliated with Korean university** - Transcript must include the attendance rate. - Additional points may be added if the document is submitted. - Proof of Enrollment is not accepted.
Language Test Score (other than the native language)	■ **Official Test Scores of language other than the applicant's own native language** ※ Test score report should be valid
Proof of documents for extracurricular activities	■ **Awards, team activities, overseas academic experience, volunteering activities, license, portfolio etc.** - Additional points may be added if the documents are submitted - Only certificates obtained while in university are accepted - In case of group activities, the confirmation from the head of the organization must be submitted - Volunteering Certificates certifying of more than 30 hours of volunteering activity are accepted ※ Translation is needed if the document is not in English or Korean

5 Application Fee

KRW 100,000

■ 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

- Enrollment: Wire transfer to the virtual bank account stated on the tuition invoice
- Amount of Payment : amount indicated on the tuition invoice
- Tuition and Fees (Year 2021, subject to change)

- Entrance Fee (payment only in the 1st semester)

Subject	KRW	USD	CNY
All transfer students	468,000	418	2,732

- Tuition (subject to change depending on the exchange rate)

College	KRW	USD	CNY
College of Confucian studies and Eastern Philosophy College of Liberal Arts College of Social Sciences College of Economics	4,436,000	3,965	25,895
College of Science	5,147,000	4,601	30,045
College of Information and Communication Engineering College of Engineering College of Biotechnology and Bioengineering	5,813,000	5,196	33,933

※ Admission will be canceled if the payment is not completed by due

8 Attention

1. General

- SKKU students currently enrolled or on leave of absence, or dismissed or graduates cannot apply for transfer.
- Academic requirements (e.g. graduation, completions, credits) should be fulfilled by Aug. 31, 2021.
- Admission evaluation results will not be disclosed.
- Applicants who do not meet the admission requirements will be rejected regardless of the quota.
- Details not specified in the Admission Guide are subject to SKKU's criteria.

2. Application

- Applicants must submit the application form online.
- Applications are accepted by the University only after the application fee payment is completed and an application number is assigned.
- Applicants cannot withdraw or modify applications once the application fee is paid. Refund of application fee is determined according to SKKU regulations.
- Evaluation is based on the submitted documents, and revision of application is not allowed after submission (payment of application fee).
- Applicants are responsible for all disadvantages caused by ommission of information such as contact information or lack of documents, etc.
- Applicants are not allowed to change the department they applied for after the applications are accepted.
- 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

- Applicants must submit original documents. Copies of original documents should be authorized by issuing institutions or SKKU Office of International Student Services.
- Applicants who failed to submit all required documents to SKKU Office of International Student Services by due will be disqualified and rejected for admission.
- Applicants who submitted false, forged or falsified documents or conducted any dishonest means will be rejected, even after acceptance has been announced.
- Application number, admission unit applied, and applicant's name should be written on all documents at the bottom right corner each page.
- Documents must be translated and notarized if they are not originally in Korean or English.
- Additional documents may be requested for evaluation and applicant should fully cooperate.
- Submitted documents will not be returned regardless of admission result.

4. Others

- Applicants who conducted any dishonest means will be rejected, even after acceptance has been announced.
- Applicants who are found to be disqualified will be rejected and acceptance will be canceled.
- 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.
- 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.
- Applicants should check and confirm the details related to admissions on the SKKU Admissions website.
- 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

※ This is a sample form for online submission

Fall 2021 Intl' Students Transfer

Application Form

Fall 2021 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			
Parent – 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 ( ) Major	( ) / out of 100
	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.

20 . .

Applicant : (Signagture)

Sungkyunkwan University

Application Fee Payment Confirmed

※Student number will be assigned later

Student Number	※

<SAMPLE> 'Print' after online submission

※ This is a sample form for online submission

Fall 2021 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 2021 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 ☞ Please state the definition of Korean culture based on your experience

Please download and fill out the form

※ Submission required only for applicants without Certificate of Expected Completion

Fall 2021 Intl' Students Transfer

Confirmation of Expected Completion

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

I hereby confirm the aforementioned.

20 . . .

OOUniversity OODepartment Head
(OOHead of Institution) (Seal)

Sungkyunkwan University

Fall -2021

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 ♣2021 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,

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

Signature Date

※Applicants should write on the lines marked with ♣

Fall - 2021

LETTER OF REQUEST (학력조회의뢰서)

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

♣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 _____