

Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

I

Admission Guidelines for International Students in the Graduate School of Theology

1. Definition of International Students in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Language Course

School	Degree Program	Field	Department	Degree
Graduate School	Doctoral Program	Humanities and Social Sciences	Theology	Ph.D.
		Humanities and Social Sciences	Social Welfare	Ph.D.
		Arts and Music	Church Music	D.M.A.
		Engineering	IT Convergence	Ph.D.
	Master's Program	Humanities and Social Sciences	Theology	Th.M. M.A.
			Christian Education	M.A.
			Social Welfare	M.A.
		Child Care and Education		M.A.
			Engineering	IT Convergence M.S.
		Arts and Music	Church Music	M.A.C.M.
			Musicology	M.M.

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

- A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and a final selection after oral examination.
- B. The admission processes of the Master of Church Music(M.C.M.) and the Master of Musicology(M.M.) proceed with documents screening, oral examinations, and practical tests.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
 - 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.
 - * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)
 - a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
 - 3) One copy of the official college transcript (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
 - 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
 - 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
 - A) Korean language course

- (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
- 6) One copy of each alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)
- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
- ※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.
- China: Hogubu or kinship notarization
- Philippines: Family Census
- Indonesia: Certificate of Family Relations (KARTU KELUARGA)
- Bangladesh: Jumper Kagaz or Jumper Sideticket
- Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship

Pakistan: Family Certificate

Sri Lanka: Fowler Certified

Myanmar: Family Relations Certificate (Ying Taung Su Sayen)

Nepal: Jeonmadalda

Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate

- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 6 credits from graduate school during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition

I. How to apply for scholarships

Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille
- 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
- 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China)
(See the attachment 5-6)

B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.

C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.

D. When submitting a copy as a document, the original must be presented together so that the original can be compared.

E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.

F. You may be rejected as a result of the oral examination and document screening.

G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be

canceled, and tuition fees will not be returned.

- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be canceled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265

입학지원서

(Application for Admission)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

사진
(photo)
(4×5cm)

I. 인적사항(Personal Information)

1. 이름(Name) :

7. 여권번호(Passport No.):

2. 출생국(Country of birth) :

8. 비상연락처(Guardians):

3. 국적(Citizenship) :

국내(in Korea)

4. 성별(Sex) : () 남(Male) () 여(Female)

이름(Name) : _____

5. 생년월일(Date of Birth) : / /
월(Month) 일(Day) 년(Year)

전화번호(Tel) : _____

관계(Relationship) : _____

6. 주소(Mailing Address) :

본국(Home Country)

전화(Tel) :

Fax :

E-mail주소(E-mail Address):

이름(Name) : _____

전화번호(Tel) : _____

관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates)
(from- to~)

학교명(Institutions)

전공(Major)

학위(Degree or Diploma)

III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 □ 표할 것

(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)

2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
() 박사(Doctorate) (Ph.D. / Th.D.)
() 비학위과정(Non-Degree Program)
() 기타(Other) (직접작성: _____)

3. 전공(Major Sought): _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Date): / /
월(Month) 일(Day) 연도(Year)

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) : US \$ _____

-기숙사 보증금(Dormitory Deposit) : US \$ _____

-기타(Other) : US \$ _____

계(Total): US \$ _____

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	[<input type="checkbox"/>] Male [<input type="checkbox"/>] Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	[<input type="checkbox"/>] Male [<input type="checkbox"/>] Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
<ul style="list-style-type: none"> (1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them. 					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply..
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications.

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
 - In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.
- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
- ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

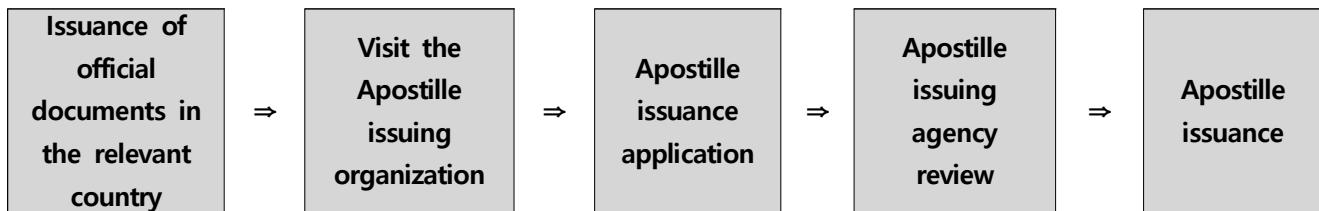
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA(Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé and Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay

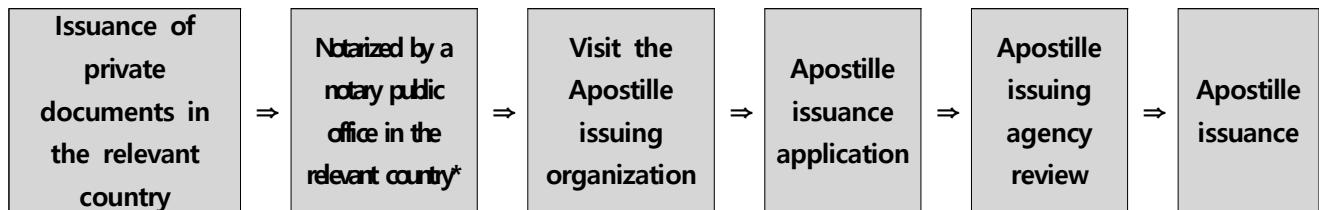
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in Seoul Theological Seminary

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of International Students in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours of in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Language Course

School	Degree Program	Field	Department	Degree
Seoul Theological Seminary	Master's Program	Humanities and Society	Theology	M.Div. I
				M.Div. II
				M.Div.III (Night Class)

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
 - 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). An official accreditation letter of university (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.

- * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)
 - a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of official college transcript (one copy of college and graduate school transcripts for Ph.D. program and Th.M. applicants)
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
- 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
- 5) Language proficiency documents: One copy of each of the documents corresponding to the information in part 2 (application process).
 - A) Korean language course
 - (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.

- 6) One copy each of alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)
- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.

China: Hogubu or kinship notarization

Philippines: Family Census

Indonesia: Certificate of Family Relations (KARTU KELUARGA)

Bangladesh: Jumper Kagaz or Jumper Sidelicket

Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship

Pakistan: Family Certificate

Sri Lanka: Fowler Certified

Myanmar: Family Relations Certificate (Ying Taung Su Sayen)

Nepal: Jeonmadalda

Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate

- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.5 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.2 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.0 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships
Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille

- 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
 - 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China)
(See the attachment 5-6)
- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be canceled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil

(Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

사진
(photo)
(4×5cm)

I. 인적사항(Personal Information)

1. 이름(Name) :

7. 여권번호(Passport No.):

2. 출생국(Country of birth) :

8. 비상연락처(Guardians):

3. 국적(Citizenship) :

국내(in Korea)

4. 성별(Sex) : () 남(Male) () 여(Female)

이름(Name) : _____

5. 생년월일(Date of Birth) : / /
월(Month) 일(Day) 년(Year)

전화번호(Tel) : _____

관계(Relationship) : _____

6. 주소(Mailing Address) :

본국(Home Country)

전화(Tel) :

Fax :

E-mail주소(E-mail Address):

이름(Name) : _____

전화번호(Tel) : _____

관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates)
(from- to~)

학교명(Institutions)

전공(Major)

학위(Degree or Diploma)

III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 □ 표할 것

(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)

2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
() 박사(Doctorate) (Ph.D. / Th.D.)
() 비학위과정(Non-Degree Program)
() 기타(Other) (직접작성: _____)

3. 전공(Major Sought): _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Date): / /
월(Month) 일(Day) 연도(Year)

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) : US \$ _____

-기숙사 보증금(Dormitory Deposit) : US \$ _____

-기타(Other) : US \$ _____

계(Total): US \$ _____

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	[<input type="checkbox"/>] Male
					[<input type="checkbox"/>] Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
Purpose of sojourn					
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	[<input type="checkbox"/>] Male	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
<ul style="list-style-type: none"> (1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them. 					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
- In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.

- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
 - ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

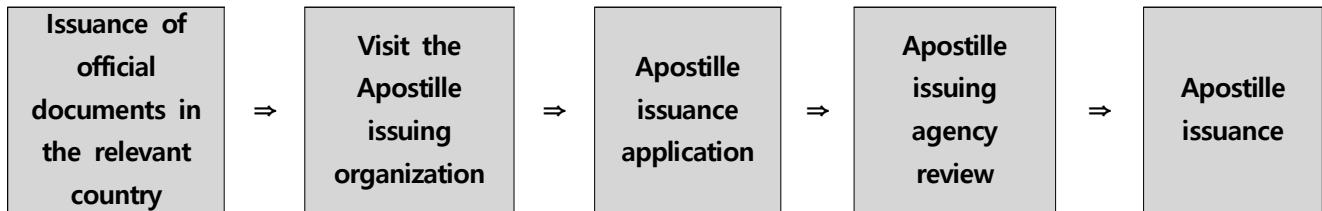
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

* Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

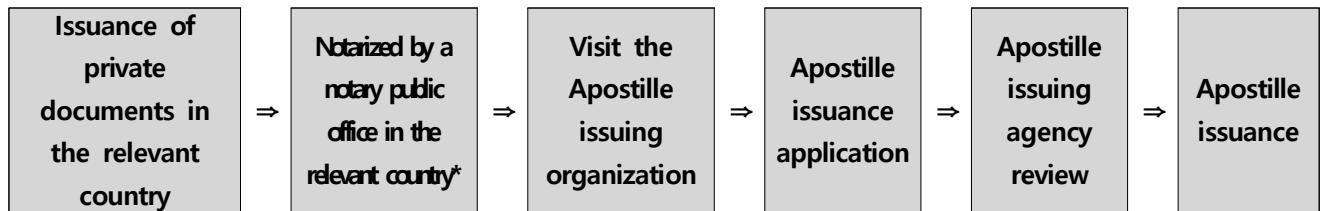
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Theology

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of International Student in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)
- B. English Language Course (English Track)
 - 1) English Proficiency Test: TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600 (NEW TEPS 326)

- 2) Students who are citizens of a country where English is the official language can enter without the English language proficiency test expectations. Must provide documents that prove that they have completed secondary or higher education (such as graduation certificates)

C. Bilingual Course

- 1) Applicants whose native language is a foreign language used in the course (interpreted class) (however, must acquire TOPIK level 4 or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
The Graduate School of Theology	Doctoral Program	Humanities and Society	Theology	Th.D.
	Master's Program			Psy.D.
			Theology	Th.M.
				M.A.
			Missiology	M.T.S. (for Layperson)
				Th.M.
				M.A.

B. English course

School	Degree Program	Field	Department	Degree	Curriculum Guide
The Graduate School of Theology	Doctoral Program	Humanities and Society	Theology	Th.D.	
	Master's Program			Psy.D.	
			Theology	Th.M.	
				M.A.	
			Missiology	M.T.S. (for Layperson)	
				Th.M.	
				M.A.	

C. Bilingual Course

School	Degree Program	Field	Department	Degree	Curriculum Guide
The Graduate School of Theology	Doctoral Program	Humanities and Society	Theology	Th.D.	
	Master's Program			Psy.D.	
			Theology	Th.M.	
				M.A.	
			Missiology	M.T.S. (for Layperson)	
				Th.M.	
				M.A.	

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
- 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.
- * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)
- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)

- ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of official college transcript (one copy of college and graduate school transcripts for Ph.D. program and Th.M. applicants)
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
 - 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
 - 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
 - A) Korean language course
 - (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
 - 6) One copy of the alien certificates of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
 - 7) One copy of the applicant's passport (must be verified by the school)
 - 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
 - 9) One copy of proof of identity (prescribed form)
 - 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more

B) In case of financial guarantor:

- (1) One copy of employment certificate or business registration certificate
- (2) One copy of the property tax taxation certificate
- (3) One copy of the oath of study abroad expenses

11) Documents for proof of family relationship

※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.

China: Hogubu or kinship notarization

Philippines: Family Census

Indonesia: Certificate of Family Relations (KARTU KELUARGA)

Bangladesh: Jumper Kagaz or Jumper Sideticket

Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship

Pakistan: Family Certificate

Sri Lanka: Fowler Certified

Myanmar: Family Relations Certificate (Ying Taung Su Sayen)

Nepal: Jeonmadalda

Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate

12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)

13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.

- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships
Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).
(In case of China, submit both 1) and 3))
 - 1) Proof documents such as degree (educational background) confirmed by Apostille
 - 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
 - 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China)
(See the attachment 5-6)
- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.

- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
 - F. You may be rejected as a result of the oral examination and document screening.
 - G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
 - H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
-
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
 - J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be canceled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	[<input type="checkbox"/>] Male [<input type="checkbox"/>] Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	[<input type="checkbox"/>] Male [<input type="checkbox"/>] Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
<ul style="list-style-type: none"> (1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them. 					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
 - In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.
- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
- ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

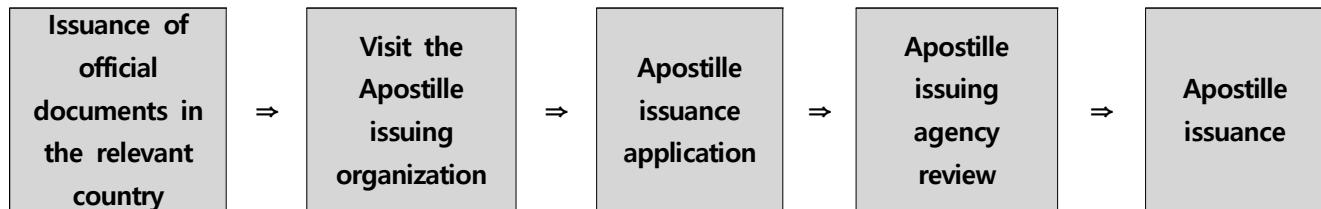
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

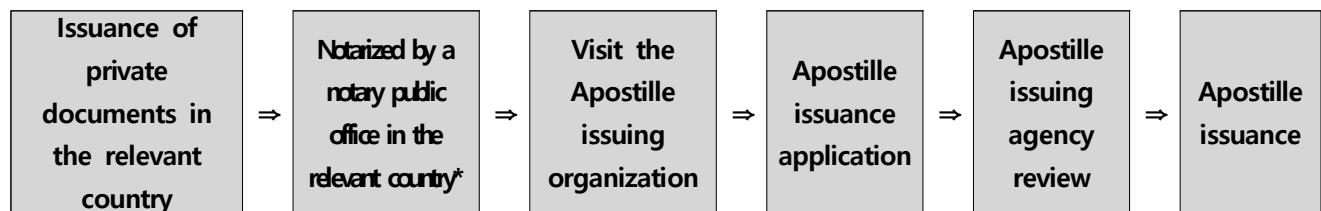
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

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2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Counseling

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of International Students in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
The Graduate School of Counseling	Master's Program	Humanities and Society	counseling psychology	Th.M. M.A.C.P.

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

- A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection based on conditions after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
- 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.

* For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)

- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of official college transcript (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
- 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
- 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
- A) Korean language course
- (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
- 6) One copy each of alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)

- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship

※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.

China: Hogubu or kinship notarization

Philippines: Family Census

Indonesia: Certificate of Family Relations (KARTU KELUARGA)

Bangladesh: Jumper Kagaz or Jumper Sidelicket

Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship

Pakistan: Family Certificate

Sri Lanka: Fowler Certified

Myanmar: Family Relations Certificate (Ying Taung Su Sayen)

Nepal: Jeonmadalda

Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate
- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.

- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships
Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).
(In case of China, submit both 1) and 3))
 - 1) Proof documents such as degree (educational background) confirmed by Apostille
 - 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in

Korea

- 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China) (See the attachment 5-6)
- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be canceled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

사진
(photo)
(4×5cm)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

I. 인적사항(Personal Information)

1. 이름(Name) :	7. 여권번호(Passport No.):
2. 출생국(Country of birth) :	8. 비상연락처(Guardians):
3. 국적(Citizenship) :	국내(in Korea)
4. 성별(Sex) : () 남(Male) () 여(Female)	이름(Name) : _____
5. 생년월일(Date of Birth) : / / 월(Month) 일(Day) 년(Year)	전화번호(Tel) : _____
	관계(Relationship) : _____
6. 주소(Mailing Address) :	본국(Home Country)
전화(Tel) : Fax :	이름(Name) : _____
E-mail주소(E-mail Address):	전화번호(Tel) : _____
	관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates) (from- to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
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III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 ✓표할 것
(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)
2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
 () 박사(Doctorate) (Ph.D. / Th.D.)
 () 비학위과정(Non-Degree Program)
 () 기타(Other) (직접작성: _____)
3. 전공(Major Sought): _____

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) : US \$ _____
 -기숙사 보증금(Dormitory Deposit) : US \$ _____
 -기타(Other) : US \$ _____
 계(Total): US \$ _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Darte): / /
월(Month) 일(Day) 연도(Year)

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
(1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them.					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- *If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
- In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.

- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
 - ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

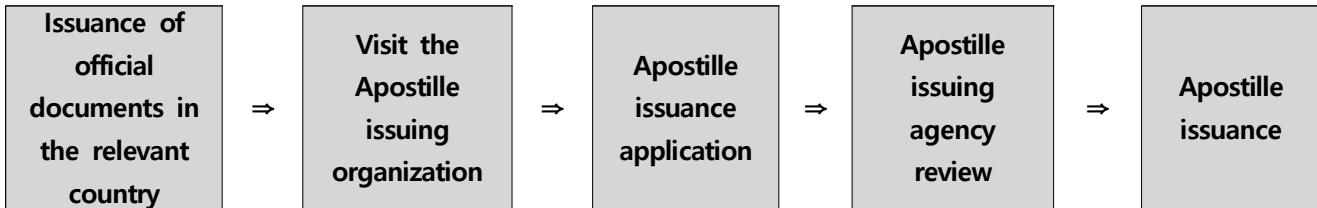
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA(Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

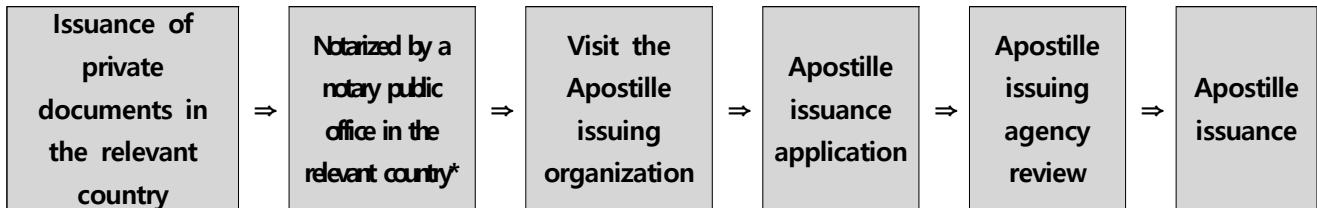
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Preaching

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of International Students in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
The Graduate School of Preaching	Master's Program	Humanities and Society	Theology	Th.M. M.A.

4. Application Deadline

The Application Deadline period for students is the same as the admission schedule for each graduate school.

5. Admission Process

- A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection based on conditions after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
- 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.
- * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)

- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs.
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of the official college transcript (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
 - 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
 - 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
- A) Korean language course
- (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
- 6) One copy of each alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)

- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.
 - China: Hogubu or kinship notarization
 - Philippines: Family Census
 - Indonesia: Certificate of Family Relations (KARTU KELUARGA)
 - Bangladesh: Jumper Kagaz or Jumper Sidelicket
 - Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship
 - Pakistan: Family Certificate
 - Sri Lanka: Fowler Certified
 - Myanmar: Family Relations Certificate (Ying Taung Su Sayen)
 - Nepal: Jeonmadalda
 - Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate
- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.

- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships
Scholarship recipients must apply online before the end of each semester with certain documents related to the scholarship.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille
- 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea

- 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China) (See the attachment 5-6)
- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be cancelled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

사진
(photo)
(4×5cm)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

I. 인적사항(Personal Information)

1. 이름(Name) :	7. 여권번호(Passport No.):
2. 출생국(Country of birth) :	8. 비상연락처(Guardians):
3. 국적(Citizenship) :	국내(in Korea)
4. 성별(Sex) : () 남(Male) () 여(Female)	이름(Name) : _____
5. 생년월일(Date of Birth) : / / 월(Month) 일(Day) 년(Year)	전화번호(Tel) : _____
	관계(Relationship) : _____
6. 주소(Mailing Address) :	본국(Home Country)
전화(Tel) : Fax :	이름(Name) : _____
E-mail주소(E-mail Address):	전화번호(Tel) : _____
	관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates) (from- to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
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III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 ✓표할 것
(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)
2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
 () 박사(Doctorate) (Ph.D. / Th.D.)
 () 비학위과정(Non-Degree Program)
 () 기타(Other) (직접작성: _____)
3. 전공(Major Sought): _____

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) : US \$ _____
 -기숙사 보증금(Dormitory Deposit) : US \$ _____
 -기타(Other) : US \$ _____
 계(Total): US \$ _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Darte): / /
월(Month) 일(Day) 연도(Year)

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
(1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them.					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※ If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
- In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.

- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
 - ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Church Growth

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of International Student in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
The Graduate School of Church Growth	Master's Program	Humanities and Society	Theology	Th.M.
				M.A.

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection based on conditions after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
 - 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.

* For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)

- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of the official college transcripts (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
- 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
- 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
- A) Korean language course
- (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
- 6) One copy of each alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)
- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)

- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
 - ※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.
 - China: Hogubu or kinship notarization
 - Philippines: Family Census
 - Indonesia: Certificate of Family Relations (KARTU KELUARGA)
 - Bangladesh: Jumper Kagaz or Jumper Sideticket
 - Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship
 - Pakistan: Family Certificate
 - Sri Lanka: Fowler Certified
 - Myanmar: Family Relations Certificate (Ying Taung Su Sayen)
 - Nepal: Jeonmadalda
 - Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate
- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test

and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.

- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships

Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille
- 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
- 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China) (See the attachment 5-6)

- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fee and documents will not be accepted, and submitted documents or application fee will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be cancelled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

사진
(photo)
(4×5cm)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

I. 인적사항(Personal Information)

1. 이름(Name) :	7. 여권번호(Passport No.):
2. 출생국(Country of birth) :	8. 비상연락처(Guardians):
3. 국적(Citizenship) :	국내(in Korea)
4. 성별(Sex) : () 남(Male) () 여(Female)	이름(Name) : _____
5. 생년월일(Date of Birth) : / / 월(Month) 일(Day) 년(Year)	전화번호(Tel) : _____
	관계(Relationship) : _____
6. 주소(Mailing Address) :	본국(Home Country)
전화(Tel) : Fax :	이름(Name) : _____
E-mail주소(E-mail Address):	전화번호(Tel) : _____
	관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates) (from- to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
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III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 ✓표할 것
(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)
2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
 () 박사(Doctorate) (Ph.D. / Th.D.)
 () 비학위과정(Non-Degree Program)
 () 기타(Other) (직접작성: _____)
3. 전공(Major Sought): _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Darte): / /
월(Month) 일(Day) 연도(Year)

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) :	US \$ _____
-기숙사 보증금(Dormitory Deposit) :	US \$ _____
-기타(Other) :	US \$ _____
계(Total):	US \$ _____

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
(1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them.					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of your personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of your unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
 - Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
 - Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.
- ※ If you do not agree to the collection and use of your personal information, you cannot apply. the application.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
 - In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.
- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
- ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

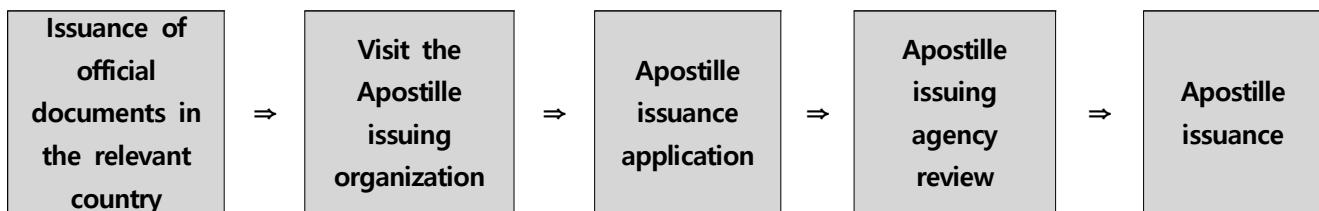
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé and Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

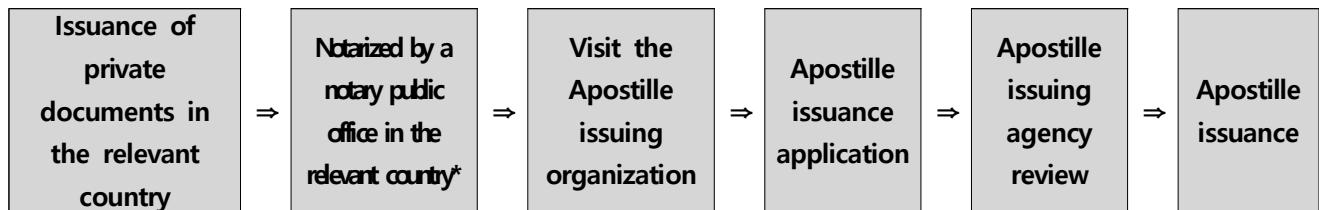
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Global Leadership and Management Convergence

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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- * Admission information on the Graduate School website (<https://gs.stu.ac.kr>)
- > Documents can be submitted through the Internet.
- * Please familiarize yourself with the schedule.
- * If you do not agree to collect your personal information, you cannot apply.

1. Definition of international students in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, you must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
the Graduate School of Global Leadership and Management Convergence	Global Leadership and Management Convergence	Social welfare administrative management leadership	M.A.	Humanities and Society

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection based on conditions after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
- 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.
- * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)

- * Among the documents proving academic background, choose one of the following methods a), b), or c)
- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of the official college transcript (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
 - 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
 - 5) Language proficiency documents: One copy of each of the documents corresponding to the information in part 2 (application process).
 - A) Korean language course
 - (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.

- 6) One copy of each alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)
- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)
- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
 - ※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.
 - China: Hogubu or kinship notarization
 - Philippines: Family Census
 - Indonesia: Certificate of Family Relations (KARTU KELUARGA)
 - Bangladesh: Jumper Kagaz or Jumper Sideticket
 - Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia: Certificate of kinship
 - Pakistan: Family Certificate
 - Sri Lanka: Fowler Certified
 - Myanmar: Family Relations Certificate (Ying Taung Su Sayen)
 - Nepal: Jeonmadalda
 - Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate
- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.
- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships
Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille
 - 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
 - 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China) (See the attachment 5-6)
- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fees and documents will not be accepted, and submitted documents or application fees will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be canceled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

사진
(photo)
(4×5cm)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

I. 인적사항(Personal Information)

1. 이름(Name) :	7. 여권번호(Passport No.):
2. 출생국(Country of birth) :	8. 비상연락처(Guardians):
3. 국적(Citizenship) :	국내(in Korea)
4. 성별(Sex) : () 남(Male) () 여(Female)	이름(Name) : _____
5. 생년월일(Date of Birth) : / / 월(Month) 일(Day) 년(Year)	전화번호(Tel) : _____
	관계(Relationship) : _____
6. 주소(Mailing Address) :	본국(Home Country)
전화(Tel) : Fax :	이름(Name) : _____
E-mail주소(E-mail Address):	전화번호(Tel) : _____
	관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates) (from- to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
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III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 ✓표할 것
(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)
2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
 () 박사(Doctorate) (Ph.D. / Th.D.)
 () 비학위과정(Non-Degree Program)
 () 기타(Other) (직접작성: _____)
3. 전공(Major Sought): _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) :	US \$ _____
-기숙사 보증금(Dormitory Deposit) :	US \$ _____
-기타(Other) :	US \$ _____
계(Total):	US \$ _____

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Darte): / /
월(Month) 일(Day) 연도(Year)

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
	Purpose of sojourn				
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
(1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them.					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
- Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
- Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.

※ If you do not agree to the collection and use of personal information, you cannot apply.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- *If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
 - In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.
- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
- ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

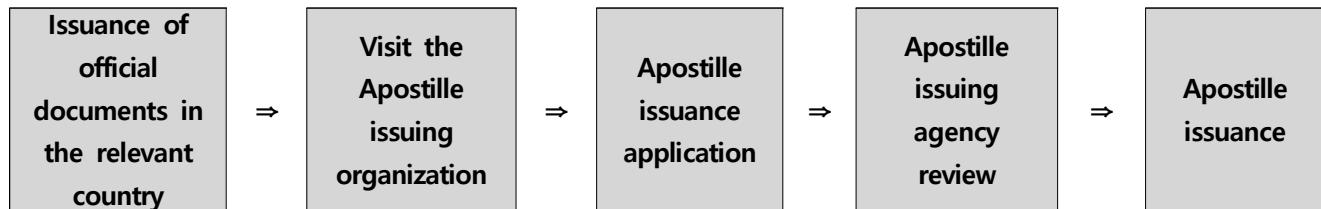
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

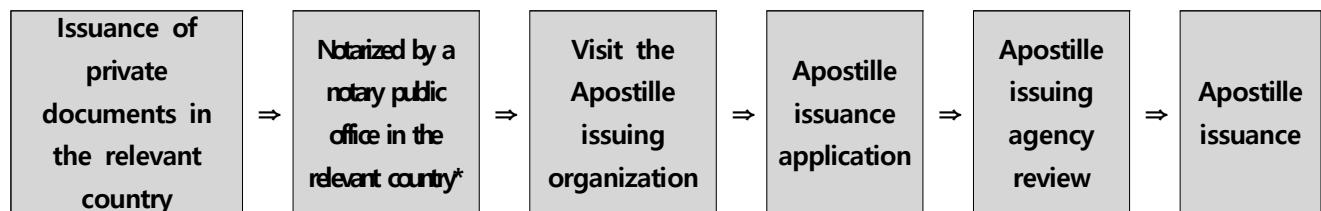
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

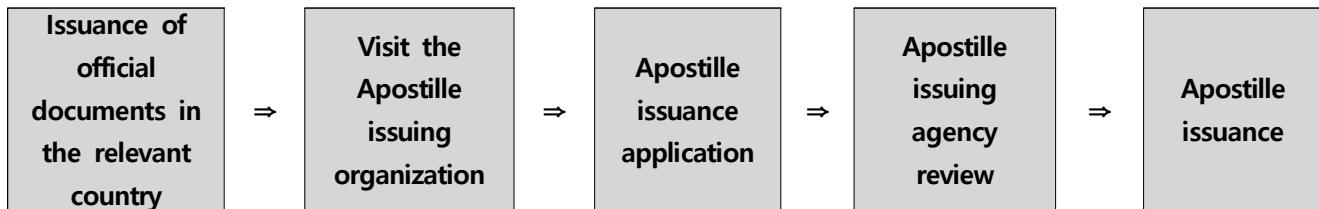
연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)

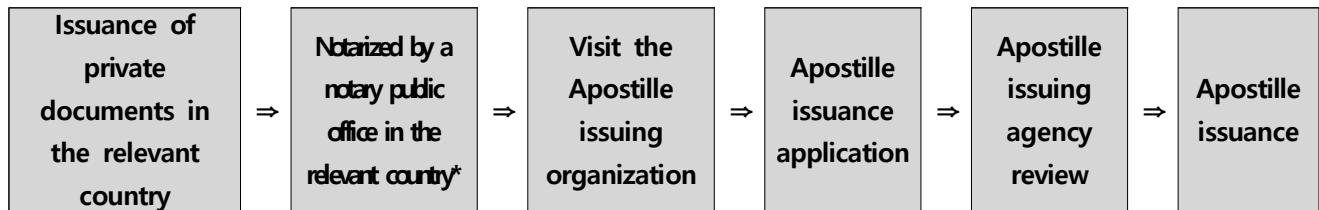


■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)



Truth & Holiness

"Sanctify them by the truth;
your word is truth."
(John 17:17)

Shine The Universe! 세상의 빛 STU!

2025 International Students in the Graduate School of
Biblical Studies

Admission Guidelines for New Students



서울신학대학교
SEOUL THEOLOGICAL UNIVERSITY

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* Admission information on the Graduate School website (<https://gs.stu.ac.kr>)

-> Documents can be submitted through the Internet.

* Please familiarize yourself with the schedule.

* If you do not agree to collect your personal information, you cannot apply.

Admission Guidelines for International Students in the Graduate School of Biblical Studies

1. Definition of International Student in South Korea

"International Students" refer to the following individuals according to Article 30 of the Enforcement Decree of the Higher Education Act.

- A. North Korean defectors
- B. Foreigners whose parents are both foreigners
- C. Overseas Koreans or foreigners who have completed all educational courses equivalent to Korean elementary and secondary education and university education in a foreign country

2. Qualifications of Applicant for Admission

The admission process and application requirements for each graduate school degree program are the same, and the qualifications for foreign students to apply according to language ability are as follows.

- A. Korean Language Course
 - 1) Applicants who have obtained level 3 or higher in the Test of Proficiency in Korean (TOPIK) (however, must obtain level 4 or higher before graduation)
 - 2) Applicants who have completed (or expect to complete) 300 hours in the Korean Language Education Center affiliated with the university after acquiring TOPIK level 2 (However, must obtain level 4 or higher before graduation)
 - 3) Applicants who have been recommended by the head of the Korean Language Education Center among those who have completed (or expect to complete) the third rate course at the Korean Language Education Center of Seoul Theological University (including the results of our own evaluation) (however, must obtain level 4 TOPIK or higher before graduation)
 - 4) Applicants who have completed (or expect to complete) the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea (however, must obtain level 4 TOPIK or higher before graduation)

3. Degree Program (major)

A. Korean Course

School	Degree Program	Field	Department	Degree
The Graduate School of Biblical Studies	Master's Program	Humanities and Society	Theology	Th.M.
				M.A.

4. Application Deadline

The Application Deadline for students is the same as the admission schedule for each graduate school.

5. Admission Process

A. Selection is made by comprehensively examining the results of the document screening and oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection based on conditions after document screening, and a final selection after oral examination.

6. Documents to be submitted (All documents to be submitted must be in Korean or English, and any translation must be notarized.)

- A. Internet application (Submit the documents after submitting the online application at <https://gs.stu.ac.kr>)
- B. Submission of documents (refer to attached materials) - Submit in person or by mail
- 1) One copy of the application form (prescribed form).
 - 2) One copy of the university graduation (or prospective) diploma. (applicants for the Ph.D. program and Th.M. - one copy of each university and graduate school diploma). The official university accreditation certificate (English or Korean) must be notarized by the Ministry of Education of the Republic of Korea and the corresponding embassy.
- * For proof of your academic background with documents, choose one of the following methods a), b), or c). In case of Chinese applicants, submit both a) and c)

- a) Proof documents such as degree (educational background) confirmed by Apostilles (refer to Attachment 6)
 - b) Proof documents such as diplomas that have been confirmed by the Korean consul or consulate in the country to which the school of origin belongs
 - c) In case of Chinese applicants, submit certification reports such as diplomas issued by the Education and Degree Certification Center of the Ministry of Education (limited to those who have acquired academic backgrounds and degrees in China) (refer to Attachment 5-6)
 - ※ However, if you have obtained a degree (educational background) from your domestic university, you are allowed to submit your certificate of an academic degree and your certificate of entry & exit without other official confirmation.
 - ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses.
- 3) One copy of the official college transcripts (one copy of college and graduate school transcripts for the Ph.D. program and Th.M. applicants)
- ※ 01. Applicants who fall under No. 3 of the definition of a foreigner must also submit documents from their elementary and secondary education courses
- 4) One copy of confirmation of overseas residency (for Korean and overseas Koreans)
- 5) Language proficiency documents: One copy of each document corresponding to the information in part 2 (application process).
- A) Korean language course
- (1) Certificate of Proficiency in Korean (TOPIK Level 3 or higher)
 - (2) Certificate of Proficiency in Korean (TOPIK Level 2 or higher) and certificate of completion (or expected completion) of 300 hours in the Korean Language Education Center affiliated with Seoul Theological University.
 - (3) Certificate for the completion (or expected completion) of the third rate course of the Korean Language Education Center at Seoul Theological University and a recommendation letter from the Director of the Korean Language Education Center (including the results of the university's evaluation)
 - (4) Certificate for the completion (or expected completion) of the fourth rate course of the Korean Language Education Center, affiliated with any University granting an undergraduate degree in South Korea.
- 6) One copy of each alien certificate of both applicant and guardian (father or mother): limited to foreign applicants whose parents are both foreigners.
- 7) One copy of the applicant's passport (must be verified by the school)
- 8) One copy of alien registration card issued by the Ministry of Foreign Affairs of the Republic of Korea (for foreigners residing in Korea)

- 9) One copy of proof of identity (prescribed form)
- 10) Documents proving financial ability (In principle, 'A' is required, and if proceeding with 'B', submit 'Oath of Study Abroad Expenses'; Attachment 3)
 - A) Proof of deposit of the person or financial guarantor with a balance of KRW ₩20,000,000 Won or more at your domestic bank or any bank within South Korea (continued deposit for more than 1 month) or domestic remittance or currency exchange certificate of KRW ₩20,000,000 Won or more
 - B) In case of financial guarantor:
 - (1) One copy of employment certificate or business registration certificate
 - (2) One copy of the property tax taxation certificate
 - (3) One copy of the oath of study abroad expenses
- 11) Documents for proof of family relationship
 - ※ Submitting a certificate of proof for the alien status verification of applicants and their parents, issued by their government.
China: Hogubu or kinship notarization
Philippines: Family Census
Indonesia: Certificate of Family Relations (KARTU KELUARGA)
Bangladesh: Jumper Kagaz or Jumper Sidelicket
Vietnam: Family register (So Ho Khau) or birth certificate (Giay Khai Sinh) Mongolia:
Certificate of kinship
Pakistan: Family Certificate
Sri Lanka: Fowler Certified
Myanmar: Family Relations Certificate (Ying Taung Su Sayen)
Nepal: Jeonmadalda
Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: birth certificate
- 12) One tuberculosis diagnosis certificate (limited to the relevant country) (refer to Attachment 7)
- 13) Other matters determined by each graduate school – refer to the admission guidelines of each graduate school (admission fees, required documents, etc.)

7. Registration and scholarship information

- A. International students who have passed the admission process must pay the prescribed tuition fee.
- B. For freshmen, scholarships up to 50% of the tuition fee (excluding admission fee) can be selectively provided to students who have passed the language proficiency test

and admission process. The scholarship may be canceled if the scholarship recipient violates the school rules.

- C. Among those admitted through the foreigner screening process, for those where both parents and the applicant have foreign nationality and the major is theology, they must receive a recommendation from a missionary organization or church.
- D. You must purchase international student insurance while enrolled.
- E. Foreign students must be recommended by their advisor. (Scholarships can be awarded. However, these scholarships are commensurate according to the recommendation)
- F. International students must have acquired at least 12 credits from Seminary during the previous semester (except for those who have exceeded the required number of semesters)
- G. There must be no F's in the previous semester's grades, including spiritual training.
- H. For current students, scholarships are used directly to pay for tuition, and the amount is as follows.
 - 1) GPA of 3.8 or higher in the previous semester / equivalent to 50% of tuition
 - 2) GPA of 3.4 or higher in the previous semester / equivalent to 35% of tuition
 - 3) GPA of 3.2 or higher in the previous semester / equivalent to 20% of tuition
- I. How to apply for scholarships

Scholarship beneficiaries must submit their scholarship application attached with some related documents via online right before their final examination of each semester.

8. Caution for applicants

- A. When submitting documents, select one of the following methods 1), 2), and 3) as proof that the university of origin is an officially accredited university (must be an institution approved by the equivalent of the Korean Ministry of Education or embassy).

(In case of China, submit both 1) and 3))

- 1) Proof documents such as degree (educational background) confirmed by Apostille
- 2) Proof documents such as diplomas that have been confirmed by the Korean consul in the country to which the school of origin belongs or that nation's consulate in Korea
- 3) In case of Chinese applicants, submit reports of certification such as degrees issued by the Education and Degree Certification Center of the Ministry of Education. (limited to those who have acquired academic backgrounds and degrees in China) (See the attachment 5-6)

- B. Applicants who have received a degree in a foreign country must have their graduation and transcripts translated into Korean and notarized.
- C. Applications with insufficient application fee and documents will not be accepted, and submitted documents or application fee will not be returned.
- D. When submitting a copy as a document, the original must be presented together so that the original can be compared.
- E. Selection is made by comprehensively examining the results of the document screening and an oral exam. However, in the case of applicants who are unable to enter due to immigration reasons or if a person residing in a foreign country applies for admission, selection will be made through document screening, telephone or video interview, or preliminary selection after document screening, and final selection after oral examination.
- F. You may be rejected as a result of the oral examination and document screening.
- G. Even if a final pass is given to the student, if there is a reason for disqualification in the documents that have been submitted, or if the fact that he/she has been accepted through forgery or other illegal means is found, the admission will be canceled, and tuition fees will not be returned.
- H. Matters not specified in these guidelines will be determined by the relevant graduate school committee in the admissions process.
- I. By the 「National Health Insurance Act」 and 「Enforcement Rules of the Act」, foreign students, like other foreigners, must join the National Health Insurance as a regional subscriber.
- J. In the English-speaking course (English track) or bilingual course, if the number of applicants is less than the minimum number to open a class, the application and acceptance may be cancelled. In this case, the application fee will be refunded.

9. Admission Inquiry

- A. Address: Graduate School, Seoul Theological University, 52, Hohyeon-ro 489beon-gil (Sosabon-dong), Bucheon-si, Gyeonggi-do, 14754 KOREA
- B. Tel: 032-3409-265 / Fax: 032-349-9398 C. Homepage: <https://gs.stu.ac.kr>

입학지원서

(Application for Admission)

사진
(photo)
(4×5cm)

* 한국어나 영어로 타자를 치거나 깨끗이 쓸 것
(Please TYPE or PRINT clearly in Korean or English)

I. 인적사항(Personal Information)

1. 이름(Name) :	7. 여권번호(Passport No.):
2. 출생국(Country of birth) :	8. 비상연락처(Guardians):
3. 국적(Citizenship) :	국내(in Korea)
4. 성별(Sex) : () 남(Male) () 여(Female)	이름(Name) : _____
5. 생년월일(Date of Birth) : / / 월(Month) 일(Day) 년(Year)	전화번호(Tel) : _____
	관계(Relationship) : _____
6. 주소(Mailing Address) :	본국(Home Country)
전화(Tel) : Fax :	이름(Name) : _____
E-mail주소(E-mail Address):	전화번호(Tel) : _____
	관계(Relationship) : _____

II. 학력: 고등학교부터 기록(Educational Background :Since High School)

기간(Dates) (from- to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
--------------------------	-------------------	-----------	-----------------------

III. 수학계획(Study Plan)

1. 입학을 희망하는 연도를 쓰고 해당 학기에 ✓표할 것
(Indicate the year and semester you wish to enter)

연도(Year) _____ () 1학기(Spring) () 2학기 (fall)
2. 학위과정 : () 석사(M.Div. / M.A. / Th.M.)
 () 박사(Doctorate) (Ph.D. / Th.D.)
 () 비학위과정(Non-Degree Program)
 () 기타(Other) (직접작성: _____)
3. 전공(Major Sought): _____

V. 납입금액(Payments)

아래의 금액을 납입합니다(I have enclosed) :

-응시료(Application fee) : US \$ _____
 -기숙사 보증금(Dormitory Deposit) : US \$ _____
 -기타(Other) : US \$ _____
 계(Total): US \$ _____

IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).

개인 또는 기관명(Name):

관계(Relationship):

직업: 개인인 경우(Occupation):

주소(Address):

전화번호(Phone No.):

* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

이름(Name):

서명(Signature):

연월일(Darte): / /
월(Month) 일(Day) 연도(Year)

Letter of Guarantee

※ Tick [✓] where applicable.

(뒤쪽)

Applicant (a foreign national entering Korea)	Family name	Given names	Name in Chinese character		
	Date of birth			Sex	[<input type="checkbox"/>] Male
				[<input type="checkbox"/>] Female	
	Nationality			Passport No.	
	Address in Korea			Telephone No.	
Purpose of sojourn					
Guarantor	a. Personal information				
	Full name		Name in Chinese character		
	Nationality		Sex	[<input type="checkbox"/>] Male	
	Passport Number or Date of Birth		Phone No.		
	Address				
	Relationship to applicant				
	Company or organization you work for		Job position		
	Work address		Note		
b. Period of guarantee (The period of guarantee shall not exceed 4 years)					
c. I shall guarantee the following items:					
<ul style="list-style-type: none"> (1) I shall ensure that the applicant abides by competent laws and regulations of Korea. (2) I shall shoulder the travel expenses for the applicant's return if he/she is unable to pay them. (3) I shall shoulder the expenses arising from the applicant's stay or detention in Korea if he/she is unable to pay them. 					

I hereby declare that the above statements are true and correct.

Year Month Day

Guarantor

(signature or seal)

210mm×297mm[백상지 80g/m²(재활용품)]

Oath to bear the cost of studying abroad

1. Applicant

Name : Date of Birth : Nationality :
Address :

2. Proof of Financial Guarantor

Name : Institution : Relationship :
Job : Phone Number :
Address :

3. Pledge of Financial Guarantor

_____ promises to pay all tuition and living expenses required while _____ is in graduate school.

4. Documents to be submitted

- ① Certificate of employment or business registration ② Property tax taxation certificate

Consent to provide Personal Information
1. Consent to collection and use of personal information We collect and use the personal information of financial guarantors for graduate school applications and visa issuance to utilize the information for international students, and it is not used for any other purpose. ● Type of personal information- name, institution, relationship, occupation, phone number, address, employment certificate or business registration certificate, property tax taxation certificate ● Purpose of collection and use of personal information- Personal information is used during the admissions process of international students, such as applications for graduate school, admissions screening, and visa issuance after acceptance. ● Retention and use period of personal information - When personal information becomes unnecessary, such as the elapse of the personal information retention period or achievement of the purpose of processing, the personal information is destroyed without delay. ※ If you do not agree to the collection and use of your personal information, you cannot apply.
2. Consent to collection and use of unique identification information Unique identification information (resident registration number, alien registration number, or passport number) is being collected for use in graduate school application and admission screening, and registration after admission. ※ Legal Basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information) ※ If you do not agree to the collection and use of your unique identification information, you cannot apply.
3. Consent to Provision of Personal Information to Third Parties Personal information is provided to third parties as follows, and this applies to successful applicants and enrolled students. ● Persons receiving personal information: Institutions that issue visas and request information about international students ● Purpose of use of personal information provided: Institutions that require visa issuance and international student information ● Provided personal information: name, institution, relationship, occupation, phone number, address, certificate of employment or business registration, property tax taxation certificate ● Period of retention and use by the recipient: Until the purpose of processing is achieved

I agree with the above. If you do not agree, you cannot be a guarantor for the applicant.

Year Month Day

Financial Guarantor _____ (Signature)

Personal Information Provision and Use Agreement

1. Consent to collection and use of personal information

Personal information is collected and used for graduate school application, admission screening, and academic registration after acceptance. It will never be used for any other purpose.

- Types of personal information
 - Name, photo, resident registration number (for overseas nationals and foreign nationals, etc.: foreigner registration number or passport number), address, phone number, mobile phone number, e-mail, additional contact information, school information (last academic background, university of study, graduate school, graduation year (expected), phone number), self-introduction, church information (affiliated denomination, district, church, head pastor), letter of recommendation (baptismal date, baptizing pastor, content), foreign student (TOPIK level, national family certificate, financial ability information)
 - Purpose of collection and use of personal information
 - Personal information is used for information during graduate school application, admission screening, academic registration after acceptance, and academic affairs.
 - Period of retention and use of personal information
 - When personal information becomes unnecessary, such as the elapse of the personal information retention period or the achievement of the purpose of processing, the personal information is destroyed without delay.
- ※ If you do not agree to the collection and use of your personal information, you cannot apply. the application.

2. Consent to collection and use of unique identification information

Unique identification information (resident registration number, alien registration number, or passport number) will be collected for graduate school application and admission screening, registration after admission, and information.

- ※ Legal basis: Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)
- ※ If you do not agree to the collection and use of unique identification information, you cannot apply.

3. Consent to the provision of personal information to third parties

Personal information is provided to third parties as follows, and the target audience is successful applicants and enrolled students.

- Persons receiving personal information: School (domestic university)
- Purpose of use of personal information provided by the recipient: academic background inquiry
- Items of personal information to be provided: registered graduate school, application unit name, name, department, unique identification information, graduation date, degree registration number
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Scholarship Foundation
- Purpose of use of personal information provided by the recipient: student loan and living expenses loan
- Provided personal information items: admission status, registered graduate school, department, academic record, unique identification information, application number (student number), name, year of admission, grades, credits, information on the ledger, registration date, scholarship details
- Period of retention and use by the recipient: Until the purpose of processing is achieved
- Persons receiving personal information: Korea Educational Development Institute, University Information Disclosure and Public Institutions

- Purpose of use of personal information provided by the recipient: statistical survey data
 - Provided personal information items: graduate school, application method, department, student number, name, gender, academic record, date of birth, scholarship details, Korean language proficiency test level (foreigners)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Recipient of personal information: bank
 - Purpose of use of personal information provided by the recipient: Tuition receipt and payment confirmation SMS service, scholarship payment
 - Items of personal information to be provided: New students (examination number, application unit, name, mobile phone number), current students (student number, course, name, mobile phone number, account number)
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
 - Persons receiving personal information: Visa issuing organizations and foreigner-related organizations
 - Purpose of use of personal information provided by the recipient: Visa issuance and data requested by foreigners
 - Items of personal information to be provided: student number (student number), graduate school, course, name, country of birth, nationality, passport number, alien registration number, email, mobile phone number, account number, academic background information, Korean language proficiency test level, enactment ability information (account balance, etc.), guarantor information, recommender information, academic record information, credits, grades
 - Period of retention and use by the recipient: Until the purpose of processing is achieved
- ※If you do not agree to the provision of personal information to a third party, you cannot apply.

4. Confirmation of identity, application qualifications, and application date

- Only the applicant himself/herself can fill out the graduate school application form. In the case of subsequent violations, problems such as invalidation of admission may occur.
- Please check the application guidelines of the graduate school you are applying for.
- Please check the eligibility requirements and notes for applicants in the application guide.

5. Confirmation of prevention of false application and prevention of manipulation of application qualifications

- False support is a crime of obstruction of business under the Criminal Act and may result in punishment.
- When applying for special screening, if it is found that the application qualifications are false, the admission will be canceled.

Graduate School Applying		Course Applying	
Name		Student Code	

I agree with the above. If you do not agree, you cannot apply.

Year Month Day

Person giving consent :

(Signature)

Notes on Chinese education and degree certification report(related to issuance)

Issuer	Certification Report Title (Chinese)	Certification Report Contents	Language
National high school student information and job guidance (China Credentials Verification) www.chsi.com.cn	中國高等教育學歷認證報告	<ul style="list-style-type: none"> • University/Graduate School/Ph.D. Diploma Certification • University self-study accreditation certificate • Professional college graduation certificate 	Chinese
	中國高等教育成績單認證報告	<ul style="list-style-type: none"> • Certificate of transcripts for college and junior college graduates 	Chinese
Ministry of Education degree and research student education development center (Degree Certification Center) www.cdgdc.edu.cn	認證報告 CREDENTIALS REPORT	<ul style="list-style-type: none"> • Bachelor's/Master's/Ph.D. degree certificate certification • University/graduate graduate transcript certification • University Enrollment Certificate Certification • University Certificate of Completion • 今考合格證 (Huikao-High School Graduation Exam Pass Certificate) Certification • 会考成績表 (Huikao-High School Graduation Exam Transcript) Certification • 高考成績表 (Caokao - College Entrance Examination Scorecard) Certification • Certificate of Graduation from Middle School Vocational School • Korean high school diploma certification 	English
<p>※ Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Research Institute, http://www.cis.or.kr), an official business agency in Korea (Inquiry: 02-554-2688)</p> <p>※ All of the above information takes about 30 days to issue the certificate, so please apply and prepare in advance.</p> <p>※ Documents certifying academic background that an individual personally authenticated on site ① or ② are also recognized as exceptions, but in this case, it is limited to the period that can be verified online (usually valid for 30 days from the issuance date, it can be extended). Translation must be notarized.</p>			

Information of Apostille and Verification of Consular Representative

- In case of document issued by countries of an agreement for Apostille, applicants have to get confirmation of their Apostille (Exceptionally, Chinese applicants should present documents of China Higher Education Student Information (CHSI) without Apostille, confirmed by consular, and an original document received an Apostille).
 - In case of document issued by countries of a non-agreement for Apostille, you must receive a confirmation from the Korean consul in the country to which your graduating school belonged or the Consul General of the diplomatic mission in Korea.
- Apostille Convention: Convention to abolish the requirement for authentication of foreign public documents (Effective in Korea on July 14, '07)
- ▶ Apostille-confirmed documents of the contracting countries have the same effect as the confirmation of consulates at diplomatic missions abroad
 - ▶ When applying for a visa issuance certificate, etc., documents that require consular confirmation among the attached documents are also recognized as documents that have undergone consular confirmation (non-contracting countries) or apostille confirmation (Immigration Division-8354, Aug. 13, '07).

■ Apostille member countries¹⁾ States

2024. 6. 5. 기준

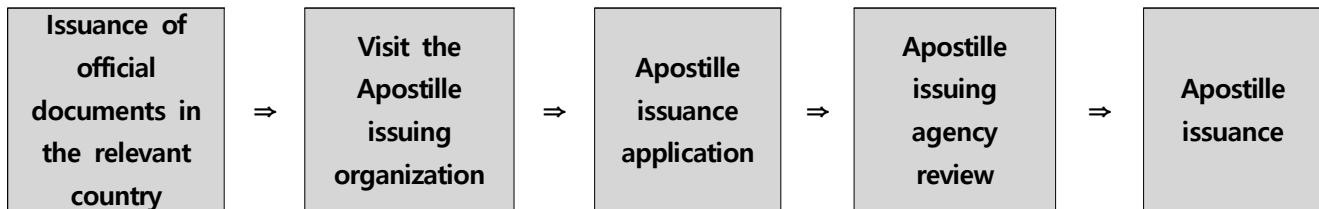
Area	Member Countries
Asia Oceania	Australia, parts of China** (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, India, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, Kyrgyzstan, North Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo, Portugal
North America	USA (Includes Guam, Maury Islands, Saipan, and Puerto Rico), Canada.
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federal Republic of Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica, Eswatini, Republic of Rwanda.
Middle East and Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tomé e Príncipe, Republic of Senegal, Swaziland, Oman, Israel, Cabo Verde, Tunisia.

*Apostille member countries in Countries notified separately by the Minister of Justice due to the high rate of illegal stay.

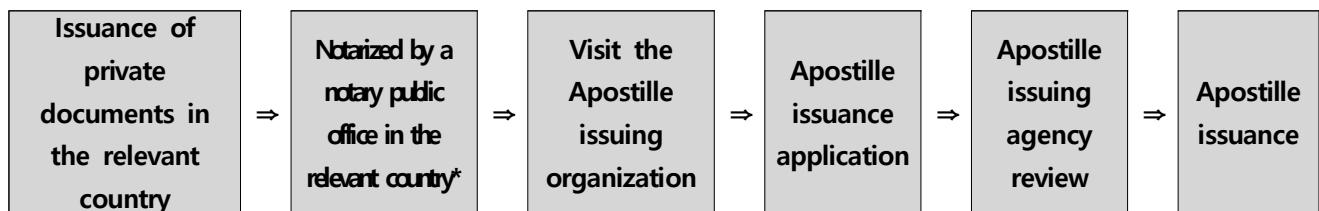
1) The latest data can be viewed on the Hague Conference on Private International Law website (www.hcch.net)

■ Apostille Issuance Procedure

A. Official documents (national and public schools, etc.)



B. Private documents* (private universities, etc.)



* In case of private documents, there may be differences depending on the notary public law and the attorney-at-law Act of the relevant country, but usually, the apostille can be confirmed by submitting it after being notarized in the relevant country.

Requirement for Tuberculin Test (35 countries)

Number	Country Name
1	Nepal
2	East Timor
3	Laos
4	Russia
5	Malaysia
6	Mongolia
7	Myanmar
8	Bangladesh
9	Vietnam
10	Sri Lanka
11	Uzbekistan
12	India
13	Indonesia
14	China
15	Cambodia
16	Kyrgyzstan
17	Thailand
18	Pakistan
19	Philippines
20	Nigeria
21	South Africa
22	Belarus

연번	국 가 명
23	Mozambique
24	Republic of Moldova
25	Azerbaijan
26	Angola
27	Ethiopia
28	Ukraine
29	Zimbabwe
30	Kazakhstan
31	Democratic Republic of the Congo
32	Kenya
33	Papua New Guinea
34	Tajikistan
35	Peru

※ By the 「Guidelines for Visa Issuance and Residence Management for Foreign Tuberculosis Patients (Ministry of Justice)」 and 「National Tuberculosis Control Guidelines (Korea Centers for Disease Control and Prevention)」 ('20.4.1)

