



International Admissions Guidelines

Fall 2026

Taejae University is a 4-year private university founded with a distinct vision for the future. We are committed to cultivating our students into global citizens and leaders capable of promoting harmonious and sustainable societies around the world. Our school is privileged to provide each student with individualized support as they throughout their journey of learning and growth.

Taejae University offers a curriculum that combines flexible interdisciplinary academics with experiential learning around the globe. With our Global Rotation system, students study around the world in South Korea, the USA, China, Japan, and Europe. All first-year students complete the school's specially designed *Innovation Foundations* curriculum. From year two, students select an pre-existing major track or design their own according to their learning interests.

The following guidelines are for international student admissions at Taejae University.

CONTENTS

- 1 Eligibility Requirements
- 2 Admissions Schedule & Application Process
 - A. Schedule
 - B. Application process
 - C. Evaluation criteria
- 3 What to Submit
- 4 After Acceptance
- 5 Important Precautions for Applicants

Appendix 1 Tuition and Scholarships

Appendix 2 Taejae University's Rights

CONTACT

Website	https://www.taejae.ac.kr
Email	admissions@taejae.ac.kr
Phone	+82-2-3676-5556
Address	22-8, Changdeokgung 5-gil, Jongno-gu, Seoul, Korea 03051
Office Hours	9:00 – 11:30 AM, 1:00 - 5:00 PM KST (excl. Korean national holidays)

1 Eligibility Requirements

Students must meet the requirements to apply to Taejae University as an international student¹ by August 31, 2026.

A. International applicants and their parents must be non-Korean citizens

1. The applicant and the applicant's parents must not be holding Korean citizenship (including dual citizenship) as stated by Article 3 of the Nationality Act in Korea. Accepted students will be required to provide legal verification of this fact before their registration is finalized.
2. Former Korean citizens are only eligible to apply if they can verify that their Korean citizenship was renounced before entering elementary school. Additionally, if the student's parents are former Korean citizens, legal verification is required to show that both parents have renounced their Korean citizenship and obtained other citizenships before the applicant entered high school.

B. High school (secondary education) diploma is required

1. Students must acquire or expect to acquire a high school (secondary education) diploma, or a nationally recognized certificate of equivalency, as defined by Article 98 of Enforcement Decree of the Elementary and Secondary Education Act. A verified copy of this diploma must be provided to Taejae University before enrollment.

C. English proficiency is required

1. Taejae is an English-language university with an academically rigorous curriculum; students are expected to be sufficiently proficient in English to contribute to and participate in Taejae's academic and social community.
2. Although not required, we encourage applicants to submit with their applications a standardized test score that indicates proficiency in English, such as TOEFL iBT, IELTS Academic, Duolingo English Test, TOEIC or any international equivalent. We particularly recommend score submissions for applicants whose first language is not English or whose secondary education was not conducted in English. (Taejae TOEFL DI code: D257)

¹ Applicants who do not meet international nationality requirements must apply to Taejae University as a Korean applicant. Please refer to [our website](#) for more information.

2 Admissions Schedule & Process

A. Admissions Schedule (all dates written in YYYY.MM.DD, dates and times in KST)

Event	Early Action Dates	Regular Decision Dates	Rolling Admissions Dates	Information
Stage 1 – Written Application Submission	2025.11.01.(Sat.) ~ 2025.12.31. (Wed.)	2026.01.01.(Thu.) ~ 2026.03.15.(Sun.)	2026.03.16.(Mon.) ~ 2026.04.15.(Wed.)	<ul style="list-style-type: none"> o Apply through the Common Application. (http://www.commomap.org) ※ Add ‘Taejae University’ under My Colleges o All written materials, recommendations and transcripts must be submitted through the Common App.
Stage 1 Results	2025.12. ~ 2026.01.	2026.04.17. (Fri.)	2026.5.15. (Fri.)	Results will be emailed to applicants on/between these dates.
Stage 2 - Online Interview	2025.12. ~ 2025.01.	2026.04.24.(Fri.) ~ 2026.04.27.(Mon.)	2026.05.18.(Mon.) ~ 2026.05.23.(Sat.)	o Eligible applicants will be emailed details, schedules and access invitations.
Final Admissions Results	2026.01.31.(Sat.)	2026.05.15.(Fri.)	2026.05.31.(Sun.)	o Admitted students will receive admissions and scholarship letters and additional guidelines by email.
Submit Intent to Enroll	No later than 2026.02.15.(Sun.)	No later than 2026.05.31.(Sun.)	No later than 2026.06.15.(Mon.)	<ul style="list-style-type: none"> o Admitted students must declare their final intent to enroll by this date. o Failure to declare will result in forfeiture of admission.
Submission of Additional Documents	No later than 2026.05.31.(Sun.)		No later than 2026.06.30.(Tue.)	o All admitted students who decide to enroll must send hard copies of all required materials via post to Taejae University. Additional instructions regarding these procedures will be sent separately.

B. Admissions Process

Stage 1 – Written Application

- a. Submission: Applications, official transcripts, recommendations, and Self Development Plan submitted through the Common App
- b. Review: The Admissions Committee reviews each submission based on various academic and non-academic factors to advance to the interview stage, including compatibility with Taejae University, applicants' self-directed experiences, and their motivation for applying.
- c. . Shortlisted to Stage Two: Based on the results of the document evaluation, interview candidates will be selected.

Stage 2 - Online interview:

Admissions Track	Interview Type	Content	Length
Early Action	Individual interview by the University's Admission Committee	Comprehensive evaluation of academic ability, self-development ability, leadership and communication skills, and potential for growth through questions related to submitted documents and activity experiences	15 minutes
Regular Decision, Rolling Admissions	Individual interview through an AI-Assisted format	Comprehensive evaluation of alignment with Taejae's ideal candidate profile, core competencies, and potential for growth through questions based on the submitted Self-Development Plan	

C. Evaluation Criteria

All applications, essays and interviews are reviewed by Taejae University's Admissions Committee. The Committee assesses whether each application fulfills Taejae's logistical requirements and standards of integrity, and evaluates each applicant based on their academic and non-academic accomplishments. Essays, recommendations, and interviews will be used to assess each applicant's intellectual and interpersonal aptness for Taejae's vision and educational model.

Taejae's admissions process is holistic and personalized, meaning that our university's top priority in admissions is building an optimal class of cohorts who are the best fit for Taejae's unique ideals and structure.

All decisions regarding admissions are the proprietary decisions of Taejae University's Admissions Committee.

3 What to Submit

A. Required for all applicants

1. Self-Development Plan

- This consists of three essay questions and must be submitted through the Common App.
- Express your personal experiences and motivation for applying to Taejae University within the provided.

2. Official transcripts from all high schools attended

- Transcripts must be submitted by the applicant's high school counselor or other school administrator responsible for academic records.

3. One letter of Recommendation

- One letter of recommendation in English from a teacher or counselor is required. We highly recommend asking a teacher who knows the applicant well and can address how they are a good fit for our university.

4. Scanned copy of the applicant's passports

- If the applicant does not have a passport yet, we require copies of legal documents that prove the nationality of the applicant and both of their parents.

5. ID Photo

- One passport-style photo for administrative purposes. Ensure that the file name is saved as your full name exactly as it appears on your passport.

※ *If recommenders cannot access the Common App, the recommendation letter must be emailed to admissions@taejae.ac.kr from their official institutional email. If a recommender's official institutional email is unavailable, the recommender is required to send us the letter of explanation or proof of employment via email. Any transcript or recommendation letter personally uploaded by the applicant will be considered invalid.*

※ *Incomplete applications will result in disqualification.*

B. Recommended for Submission (via Common App)

TOEFL iBT or IELTS Academic, or Duolingo English Test if you have self-reported on CommonApp.

1. Scores of higher education graduation exams such as SAT, ACT, Chinese Gaokao (高考), Russian USE, Japanese Juken(受験), British GCE A-Level, German Abitur, or French Baccalauréat, Matura, or other exam of equivalents.
2. Scores of high school exams – listed under Test Information (e.g. IB, AP, etc.).
3. Honors, awards, and qualifications attained during high school and documents that certify other extracurricular activities, if applicable.

※ *Applicants reporting standardized test scores (e.g. TOEFL iBT, IELTS Academic TOEIC, SAT, ACT, AP, IB, etc.) directly to Taejae University, must include the name that the test was taken under and the date of the test in order for scores to be verified and evaluated. Improperly reported scores cannot be confirmed and will not be considered by the Admissions Committee. (ETS Institution Code: D257, College Board Code: 8016)*

4 After Acceptance

※ *Full details on the procedures for admitted students will be provided with admission letters.*

All admitted students who decide to enroll must send hard copies of all required materials via post to Taejae University.

Mailing Address: **Taejae University, Student Recruitment & Admissions Team**
22-8 Changdeokgung 5-gil Jongno-gu, Seoul 03051, Republic of Korea

Registered mail or Overseas Express Mail is strongly recommended. We recommend mailing documents as soon as possible to account for unexpected circumstances and delays in delivery/processing.

A. Required documents

All documents must be in English (or submitted with notarized English translations) and submitted within six months of being issued.

1. All international students

- a. Scanned copy of Signed Letter of Consent
- b. Scanned copy of the applicant parents' passports: To apply for the international student position, applicants and their parents must not hold Korean citizenship. Therefore, we require copies of legal documents that verify the nationality of both parents.
- c. Proof of eligibility: If either the applicant or any of their parents have renounced their Korean citizenship in the past, the applicant must upload a copy of the certificate of renunciation and certificate of family relationships in the corresponding section on Common App.
- d. Proof of familial relationship: One notarized copy of the applicant's birth certificate or notarized legal documentation that verifies the relationship between the applicant and his/her parents (If the applicant's domestic government does not issue documents for this purpose, they must include other valid documents such as birth or adoption certificates.)
- e. Official high school transcript of all obtained academic grades with Apostille authentication or Korean Consulate Confirmation (depending on country of residence)
- f. Official certificate of high school graduation (or confirmation of expected graduation)² with Apostille authentication or Korean Consulate Confirmation (depending on country of residence)
- g. Bank statements proving possession of at least 20,000 USD.
 - Statement must be issued within the last 30 days
 - Statement must be for bank account in applicant's name, or else in parents/legal guardians name with documents verifying relationships (birth/adoption certificate etc).

2. Additional documents for Non-Korean citizens residing in Korea

- a. Applicant's and parents' Certification of Alien Registration (외국인등록사실증명 in Korean)

3. Additional documents for Non-Korean citizens with Korean ethnicity

- a. Legal documentation that verifies the renunciation of the applicants' and parents' Korean citizenships, such as 국적상실사실 확인증명 issued from a Korean consul or 국적이탈신고 확인증명³ issued from the Ministry of Justice, and notarized copy of Alien Registration Card

² 국적상실(이탈)사실신고 접수증 및 신고서 is not acceptable.

³ Students who submitted certificates of expected high school graduation must submit official graduation certificates and final transcripts with Apostille authentication before the start of their first semester.

4. **Additional documents required for students who attended/graduated high school in the People's Republic of China**
 - a. Verification Report of China Secondary Education Student's Academic Transcript (高考成绩表的认证) issued by China Higher Education Student Information (CHSI/学信网) in English
 - b. Verifications of Report of China Secondary Education Qualification Certificate (中等教育学历验证报告) issued by China Higher Education Student Information (CHSI/学信网) in English

B. Apostille / Consulate Authentication

All state and institutional documents (birth certificates, high school transcript(s) and certificate of high school graduation) must be validated through one of the following methods, depending on nationality and country where the applicant attended school:

1. Apostille stamps and/or seals on the documents issued by the government or public institution of the country where the school is located **(required if the student has attended/graduated from school(s) in a country that is a member of The Hague Convention).**
2. Certifications of the documents, such as Korean Consulate Confirmation and Foreign Education Validation Confirmation from the Korean Embassy or Consular Office in the country where student's school is located **(only for countries that are not members of the Hague Convention).**
3. China Qualifications Verification of China Academic Degrees and Graduate Education Development Center **(required if the student has attended or graduated from school(s) in the People's Republic of China).**

※ Please refer to the [HCCH guide to apostilles](#) for Hague Convention Status and more information on Apostilles.

5 Important Precautions for Applicants

1. Taejae University does not accept transfer credits from other institutions. In order to maintain Taejae's unique educational structure and Global Rotation system, it is required that all students enroll as first-year students.
2. Applicants must apply under their full name as it appears on legal documents, such as passport, social security card, birth certificate etc. If the name of the applicant on any of submitted documents, including academic transcripts and test scores, is different from the legal full name, the applicant is required to submit an explanation with legal proof.
3. All documents must be in English. Applicants must submit notarized English-language translations for documents issued in other languages (other than Korean).
4. Documents submitted for admission will not be returned, please do not submit anything that cannot be replaced.
5. Changes to written applications and documents are not acceptable after an application is submitted.
6. No extensions will be granted. ***If the applicant fails to submit the completed application and required documents by the posted deadlines, their application will be disqualified from consideration.***

Appendix 1 Tuition and Scholarships for International Students

※ Full information on tuition and scholarships will be provided to admitted students before enrollment.

Annual Cost of Taejæ University's Program	
Academic Tuition	~15,000 USD
Residence and Global Engagement expenses (variable by global location)	~19,000 USD
TOTAL	~34,000 USD

The tuition for international students is \$15,000 per year. The costs for residences and other programs will vary somewhat by global location and circumstance. For the Seoul location, the residence and its associated programs cost approximately \$19,000. All international students receive full funding of tuition fees for their **first semester of enrollment**.

Taejæ University is committed to meeting students' academic financial needs as much as possible to ensure that our students can fully exploit all the educational advantages our school offers. Taejæ thus provides considerably more opportunities for financial support and scholarships than most higher education institutions around the world. This includes extensive Work-Study scholarships to provide our students with additional assistance in covering personal expenses incurred during the school year.

Appendix 2 Taejae University's Rights

Taejae University reserves the following rights during the application and admissions process:

1. The applicant will be disqualified if the applicant does not conform to the processes and regulations or fails to submit all the required documents by all posted deadlines.
2. Taejae University retains the right to revoke an admission if the applicant does not graduate from high school, does not submit the Statement of Intent to Register.
3. Admission and/or enrollment can be revoked at any time if any applicant is found to submit false documents or information.
4. Admission and/or enrollment can be revoked at any time if the applicant employs a substitute for an examination or does not meet the specific qualifications provided in this guideline.
5. Admission and/or enrollment can be revoked at any time if any applicant is found to commit any crime, misdemeanor, harmful or inappropriate behavior not in line with Taejae's values at any point during the admissions or enrollment process.
6. If any of the cases mentioned above are disclosed after an admission offer, Taejae will cancel the admission offer and the applicant will be prohibited from applying to Taejae University in following years. This applies even after the Statement of Intent to Enroll has been received or course registration has been completed.
7. Taejae University is not required to provide explanations or justifications regarding admissions decisions.

Taejae University

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