

Spring, 2018 Admissions Guide Special Procedures for New and Transfer International Students

SOONGSIL UNIVERSITY



Applicants are supposed to understand all the content and details contained in this Admissions Guide and are solely responsible for any problems or disadvantages resulting from a failure to do so.

※ The University, founded on Christian principles, requires all students to take a certain number of Christianity-related courses and to attend the University chapel.

■ Contents

1.	Departments and number of students to admit	3
2.	The process (flow-chart)	4
3.	The timeline	5
4.	Qualifications	6
5.	Evaluation procedures	7
6.	Required documents	7
7.	Remarks on document submission	11
8.	Remarks on Internet application	12
9.	Scholarships	13
10.	Residence Hall (a dormitory)	13
11.	Special notes	13
12.	Internet application procedures	15
13.	Personal Statement Form	16
14.	The campus map and transportation information	17

1. Departments and number of students to admit

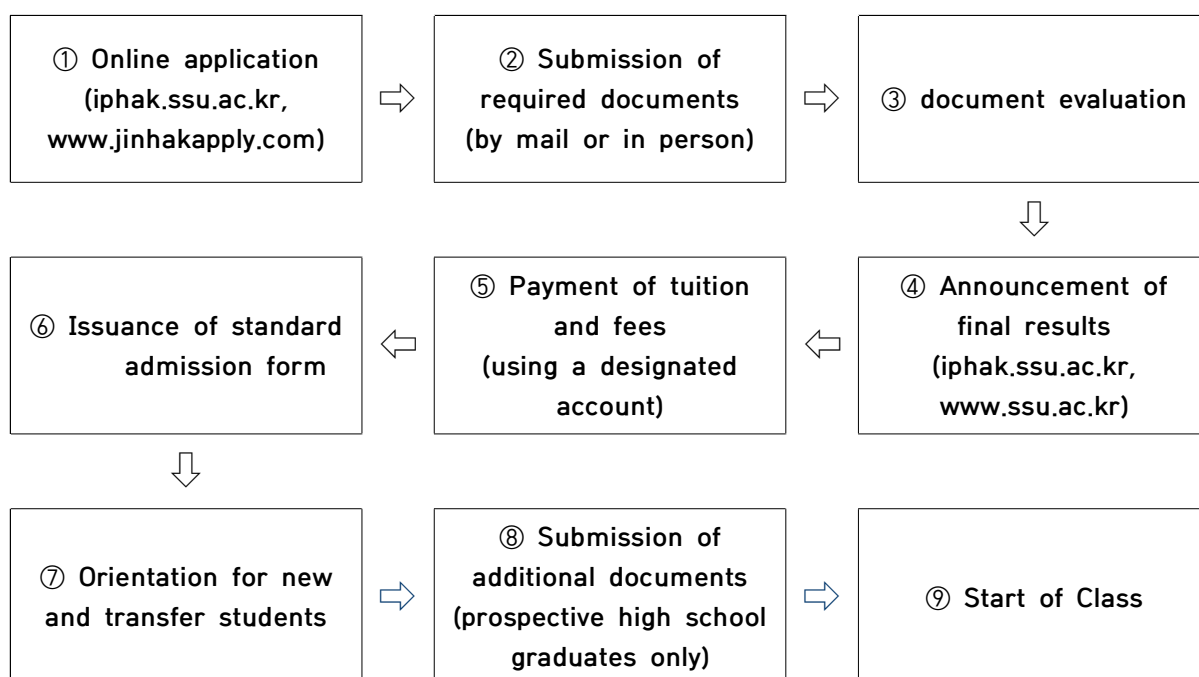
College	Department or School	Major	Number of students
Humanities	Christian Studies		The exact numbers will be determined with the consideration of the aptitudes of the applicants
	Korean Language and Literature		
	English Language and Literature		
	German Language and Literature		
	French Language and Literature		
	Chinese Language and Literature		
	Japanese Language and Literature		
	Philosophy		
	History		
Law	Law		
	International Legal Affairs		
Social Sciences	Social Welfare		
	Public Administration	Public Administration, Administrative Information Management	
	Political Science and Diplomacy		
	Information Sociology		
	Mass Communication		
	Lifelong Education		
Economics and International Commerce	Economics		
	International Commerce		
Business Administration	Business Administration	Business Administration	
	Accounting		
	Entrepreneurship & Small Business		
	Finance		
Natural Sciences	Mathematics		
	Physics		
	Chemistry		
	Statistics and Actuarial Science		
	Medical-biosystematics		

※ Major in Architectural Design & Architectural Engineering, Computer Science and Engineering, Software Engineering and Global School of Media admit New students only.

Engineering	Chemical Engineering			Depends on aptitudes of applicants (exact number unspecified)
	Organic Materials and Fiber Engineering			
	Electrical Engineering		Electrical Systems, Information Control and Measurement	
	Mechanical Engineering			
	Industrial & Information Systems Engineering			
	Major in Architectural Design & Architectural Engineering (No transfer available)			
Information Technology	Computer Science and Engineering (No transfer available)			
	Electronic and Information Engineering	Major in Electronic Engineering		
		Major in IT Convergence		
	Software Engineering (No transfer available)			
	Global School of Media (No transfer available)			
School of Sport Science				

※ Major in Architectural Design & Architectural Engineering, Computer Science and Engineering, Software Engineering, and Global School of Media admit New students only.

2. The process (flow-chart)



3. The timeline

What	When	Where	Remarks
Internet application	Nov. 1(Wed) 10:00 ~ Nov. 15(Wed) 17:00 , 2017	www.jinhakapply.com (official third-party agency) www.iphak.ssu.ac.kr	<ul style="list-style-type: none"> ▶ Application fee ₩100,000 ▶ Online application only
Korean proficiency test	Nov. 21(Tue), provisional	Soongsil University	<ul style="list-style-type: none"> ▶ Test sites and time to be announced ▶ No test fee required ▶ Not applicable to those who have submitted an official test score
Announcement of Korean proficiency test result	Nov. 29(Wed), provisional	Internet sites	<ul style="list-style-type: none"> ▶ iphak.ssu.ac.kr (Admissions office)
Submission of required documents	Nov. 27(Mon) 10:00 ~ Dec. 8(Fri) 17:00	Address:(Postal Code 06978) Admissions Office (International Student Admissions), Shinyang Hall 1 st floor, Soongsil University, Seoul Dongjak-gu Sangdo-ro 369	<ul style="list-style-type: none"> ▶ By mail or in person (Late arrivals to be disqualified) ▶ Saturdays and Sundays closed ▶ Incomplete documents to be disqualified (No supplementary submission allowed)
Announcement of admission (final result)	Jan. 4(Thu), 2018	www.ssu.ac.kr iphak.ssu.ac.kr	<ul style="list-style-type: none"> ▶ Posted on University homepages ▶ No individual notification
Payment of the tuition and fees	Jan. 8(Mon) ~ Jan. 12(Fri) , 2018	Designated bank account	<ul style="list-style-type: none"> ▶ Obtain a tuition bill from the University Internet site and pay the bill to a designated bank account within the period. ▶ Saturdays and holidays closed
Issuance of Standard Admission Form	Jun. 19(Fri), 2018~	Admissions office (Shinyang Hall, 1st floor)	<ul style="list-style-type: none"> ▶ Applicants must, in principle, receive the admission form in person. (To overseas applicants, the admission form will be mailed by the University.)
Additional documents	Feb. 19(Mon) ~ Feb. 28(Wed) , 2018	Admissions office (Shinyang Hall, 1st floor)	<ul style="list-style-type: none"> ▶ Applicable to prospective graduates only (diploma/official transcripts of academic records)
Start of Class	Mar. 2(Fri), 2018		

※ All the dates and times in Korean Standard Time.

4. Qualifications: All the following conditions must be met.

1) The applicant and his or her parents must be foreign nationals.

- ※ Exception: A Taiwanese student with one Korean and one Taiwanese parent (exceptionally) qualifies as an international student.
- ※ A naturalized citizen of a foreign country qualifies as an international student if both the applicant and his or her parents have acquired the citizenship before the applicant begins a high school curriculum that is equivalent to the high school curriculum of Korea.
- ※ Dual nationality is NOT honored.

2) Other qualifications

- ▶ New admissions: Foreign nationals qualify who have completed all the curricula of elementary and secondary schools (middle school and high school) or their equivalents in Korea or overseas.
- ▶ Transfer admissions: Foreign nationals qualify who have completed all the curricula of elementary and secondary schools (middle school and high school) or their equivalents AND who have completed at least two academic years of college education (in terms of credit-hours) in Korea or overseas. Transfer students will be admitted to junior class. (Transfer to sophomore class is not allowed.)

- * Students are not eligible to apply for transfer who have attended private colleges or universities that are not authorized by educational authorities or whose diplomas do not bear degree numbers. In these cases, admissions will be canceled even after they are admitted and enrolled.
- * In the case of two-year(or three-year) colleges, only those who have acquired a college degree can apply for transfer. Prospective graduates are also eligible.
- * Applicants who have passed a high school diploma qualification examination in foreign countries cannot apply for admission.

3) Language proficiency: The following conditions must be met.

Departments and schools	Minimum qualifications (At least one condition must be met among the following.)
All	a. TOPIK Grade 3 or better b. Soongsil Korean proficiency test Grade 4 or better c. Completed the level 5 course or higher at a Korean language institute affiliated with a four-year Korean university.
	* Admitted students must acquire TOPIK Grade 4 or better in order to graduate from Soongsil University. * Applicants who have not acquired TOPIK Level 3 or better before their admission, they must attend special courses arranged by the unversity. (Details will be announced during the orientation)

5. Evaluation procedures: exclusively based on document evaluations

- ▶ A personal statement (or a letter of self-introduction) and a language proficiency score(s) submitted by the applicant will be comprehensively evaluated.
- ▶ Details related to this procedure will not be made public.
- ▶ If submitted documents turn out to be false or incomplete, then the applicant will be excluded from the assessment process.

6. Required documents

1) New admission

No.	Documents	Original	Copy	Translation/ Notarization	Diploma certification	Remarks
1	Personal statement (A letter of self-introduction)	1				※ must be written in Korean (1 copy) : <u>After completing the online application and paying the application fee, print out the Agreement form and complete it.</u>
2	Language proficiency score (TOPIK, Soongsil Korean proficiency test, Diploma from a Korean language institute)	1				※ Language proficiency test certificate should be the one issued within the last two years. ※ Applicants who take Soongsil Korean language proficiency test are not required to submit a certificate.
3	Certificate of high school graduation		1		1	※ Chinese nationals may submit the certificate of 高考 or 会考 for this purpose. ※ An apostille certified by a Korean consulate in a foreign country may be used for this purpose.
4	Academic transcript for the whole high school years			1		※ A transcript issued in English by school may be directly submitted without notarization.

5	Certificate of family relations(issued by a government agency) that shows the relationship between the applicant and the parents		1	1		<p>※ Chinese nationals:</p> <ul style="list-style-type: none"> - Notarized family register (户口本) if all the family members are included in the same register and one of the parents is the head of the family - Notarized certificate of kinship relations (亲属关系公证书) AND notarized family register of each family member if each family member has a separate family register or if the applicant's parent is not the head of the family <p>※ Other nationals: Either the family register or the certificate of family relations or the birth certificate</p> <p>※ In case the applicant needs to prove that his or her parent(s) is/are divorced, dead, or remarried, corresponding documents must be also submitted.</p>
6	The applicant's and parent's/guardian's national ID card : 1 copy each		1			
7	The applicant's passport: 1 copy		1			
8	The alien registration card: 1 copy (both sides)		1			※ Applicable only to those who stay in Korea
9	Korean or overseas bank statement with the balance information : 1 copy	2	1			<p>※ A minimum balance of \$20,000 must be continuously maintained for more than a month from the first day of the semester.</p> <p>※ Applicants staying in Korea must submit a balance statement certificate of their own bank account issued by a bank in Korea.</p>
10	Agreement on verification service for academic records : 1 copy	1				<p>※ Use the University form. (After the online application, print out the form, fill in the information, and submit it.)</p>
11	Affidavit of financial support : 1 copy	1				
12	Certificate of diploma or enrollment from a Korean language institute	1				※ Applicable only to students of Soongsil International Education Institute
13	Certificate of employment and certificate of annual income(for any parent of the applicant)		1	1		<p>※ Documents must be the ones that have been issued within 3years as of the submission date.</p> <p>※ Applicable applicants only</p>

2) Transfer admission

No.	Documents	Original	Copy	Translation/ Notarization	Diploma certification	Remarks
1	Personal statement (A letter of self-introduction)	1				※ must be written in Korean (1 copy) : <u>After completing the online application and paying the application fee, print out the Agreement form and complete it.</u>
2	Language proficiency score (TOPIK, Soongsil Korean proficiency test, Diploma from a Korean language institute)	1				※ Language proficiency test certificate should be the one issued within the last two years. ※ Applicants who take Soongsil Korean language proficiency test are not required to submit a certificate.
3	Certificate of college/ university graduation, including 2(or 3)-year colleges		1		1	※ In the case of 4-year colleges, a certificate of completion of 2-year studies or a certificate of enrollment may be used for this purpose. ※ An apostille certified by a Korean consulate in a foreign country may be used for this purpose.
4	Certificate of scheduled college graduation		1			※ If applicable.
5	Academic transcript for the whole college years			1		※ The transcript must include the information on required number of semesters, required number of credit-hours, and the conditions for the calculation of one credit-hour. ※ Academic transcripts issued in English by school may be directly submitted without notarization.

6	Certificate of family relations(issued by a government agency) that shows the relationship between the applicant and the parents		1	1		※ Chinese nationals: - Notarized family register (户口本) if all the family members are included in the same register and one of the parents is the head of the family - Notarized certificate of kinship relations (亲属关系公证书) AND notarized family register of each family member if each family member has a separate family register or if the applicant's parent is not the head of the family ※ Other nationals: Either the family register or the certificate of family relations or the birth certificate ※ In case the applicant needs to prove that his or her parent(s) is/are divorced, dead, or remarried, corresponding documents must be also submitted.
7	The applicant's and parent's/guardian's national ID card : 1 copy each		1			
8	The applicant's passport: 1 copy		1			
9	The alien registration card: 1 copy (both sides)		1			※ Applicable only to those who stay in Korea
10	Korean or overseas bank statement with the balance information : 1 copy	2	1			※ A minimum balance of \$20,000 must be continuously maintained for more than a month from the first day of the semester. ※ Applicants staying in Korea must submit a balance statement certificate of their own bank account issued by a bank in Korea.
11	Agreement on verification service for academic records : 1 copy	1				※ Use the University form. (After the online application, print out the form, fill in the information, and submit it.)
12	Affidavit of financial support : 1 copy	1				
13	Certificate of diploma or enrollment from a Korean language institute	1				※ Applicable only to students of Soongsil International Education Institute
14	Certificate of employment and certificate of annual income(for any parent of the applicant)		1	1		※ Documents must be the ones that have been issued within 3years as of the submission date. ※ Applicable applicants only

- ▶ All documents must be originals.
- ▶ Should you not be able to submit the additional document(s) (Apostille, academic certificate by Chinese Ministry of Education, certificate by a Korean consulate) within the designated date, you must submit them by Jan. 12, 2018. A failure to do so would result in cancelation of admission.
- ▶ When making the online application, the application fee of KRW 100,000 must be paid in full. The fee and the submitted documents will not be returned.
- ▶ Modification of the application form is not possible once the application fee has been paid.
- ▶ In principle, original documents should be submitted. However, in the case of language proficiency test certificate, certificate of scheduled graduation, transcript issued before graduation are also acceptable. In these cases, the applicant should bring original documents to prove their validity.

※ Additional information on the certificates

Document to be submitted	Country (applicant's)	Issuing party	Remarks
Academic certificate of Chinese Ministry of Education	China (PRC)	<ul style="list-style-type: none"> ▶ www.cdgd.edu.cn ▶ www.chsi.com.cn 	<p>The following institutions are designated as legitimate agencies.</p> <p>▶ 서울공자아카데미 : 02-3452-6775 : http://www.cis.or.kr</p>
Apostille certificate	apostille convention countries (Japan, Hong Kong, etc.)	respective government departments	
Certificate by a Korean consulate	non-apostille convention countries (except China)	overseas Korean consulates	

7. Remarks on document submission

- a. All the documents must be submitted in full by the designated time.
- b. If there is a problem with the data provided, submitted documents turn out to be false or incomplete, or the emergency contact person provided cannot be reached in an emergency situation, then the applicant may be excluded from the assessment process, in which case the applicant is solely responsible for the disadvantage.
- c. If there is a mismatch between names on different documents, the applicant must submit verification documents issued by his or her government.
- d. Language proficiency test certificate should be issued within the last two years.

- e. Documents in languages other than Korean or English must be notary-certified in Korean or in English. The certificates must be the ones that have been issued later than May. 1, 2017.
- f. After the names of students to be admitted are announced, the University will begin the authentication process based on Agreement on Verification completed by the students. In case there is no reply from the student's former school within two months after the start of class, the student is supposed to arrange the authentication process. Should there be no reply from the school after all, the admission may be canceled even after the start of class.
- g. The students who have applied as prospective students must submit a certificate of graduation and transcripts of academic records reflecting the last semester within the designated time, a failure of which may result in cancelation of admission.
- h. If you submit your documents by mail, please confirm their arrival by calling at (02) 820-0050~4.
- i. Once documents are submitted, they will not be returned to applicants. If the University requests supplementary documents for verification that are not specified in this Guide, students must submit them.


8. Remarks on Internet application

- a. You must provide an email address and a phone number so that the University may be able to contact you in an emergency situation. Should there be any problems or disadvantages resulting from failing to provide them, the University would not be held responsible for that.
: In case you change your contact information during the admission process, please call the admissions office at (02) 820-0050~4.
- b. Once you have paid the application fee, it is impossible to revise or cancel the application. Since there will be no refund for any reason, please pay the fee only when you are 100% sure that everything is correct and complete.
- c. In case you do not have a foreigner's registration card, your residence number consists of your birthday and 5000000 (for male) or 6000000 (for female) in the following manner.
Example: A male whose birthday is May 11, 1996 has the residence number of 960511-5000000.

9. Scholarships

- The first semester for international students: depending on your admission score, your tuition will be partially waived.
- After the first semester: Scholarship rate will be decided depending on the following criteria.

Category	Criterion		Scholarship rate
<u>new student</u> (1st semester)	Admission scholarship (A) [Excellence in language 1]	TOPIK Grade 4 or better	Tuition 70% waived
		TOPIK Grade 3	Tuition 40% waived
		Excellent grades in Soongsil Korean Proficiency Test	Tuition 30% waived
	Admission scholarship (B) [Excellence in language 2]	Applicants who have completed level 4 or higher of Korean language course at Soongsil International Education Institute (Average 80% or higher attendance rate required)	Tuition 40% waived
		Applicants who have completed 1 or more than 1 semester of Korean language course at Soongsil International Education Institute (Average 80% or higher attendance rate required)	Entrance fee waived
<u>continuing student (after 2nd semester)</u>	minimum of 12 credits required in the previous semester	Excellent academic performance (GPA) in the previous semester	Tuition 25% ~ 100% waived

 maximum eligible number of semesters for scholarship

: 8 semesters for New admissions and 4 semesters for Transfer admissions

- ※ This schedule can be changed depending on the University policy.
- ※ Admission scholarship is effective for the first semester only.
- ※ Only one type of admission scholarship is awarded to a student. Still, in the case of admission scholarship (B) (Excellence in language 2) entrance fee waiver can be combined with another scholarship.

10. Residence Hall (dormitory) : Dormitory information will be announced with the admission result.

11. Special notes

1. No double application

It is not permitted to be registered for two different universities, including two-year colleges, at the same time.

2. Important remarks

- a. Documents must be submitted in full within the designated time. **Applications with missing information or document(s) will be excluded from assessment and thus disqualified. The University does not receive supplementary documents for an incomplete application. As for the photo on the online application form, it must be a portrait type and you are not allowed to wear sunglasses or a cap or hat for the photo. Violation of this requirement may result in disqualification.**
- b. Applicants are solely responsible for problems or disadvantage resulting from incomplete, false, or missing information on the application form.
- c. Admissions may be canceled if it is found that applicants have not met the admission qualifications, documents are false or forged, or there were other illegal activities, even after they have been officially admitted to the University.
- d. Once the online application is completed with payment of the application fee, there will be absolutely no change or cancelation of the application, nor is refund possible.
- e. You must provide an email address and a phone number so that the University may be able to contact you in an emergency situation. Should there be any problems or disadvantage resulting from failing to provide them, the University would not be held responsible for that. (Please do not use admission agency's or language institute's phone numbers.)
- f. **In case you change your contact information during the admission process, please call the admissions office at (02) 820-0050~4. The University will not be held responsible for problems arising from a failure to do so.**
- g. The final result of the admission process will be posted on the University Internet homepage. There will be NO individual notification, by mail or by phone. Applicants are solely responsible for confirming their admission status.
- h. Admission scores or assessment criteria are not made public.
- i. If follow-up verification finds false information, forgery, change of documents, submission of false certificates, or any other illegal activities, or if the immigration office denies the entry visa, then admission may be canceled even after the admission is officially announced or classes start. (In case the admission is canceled after the start of class, tuition and fees may not be refunded in full.)
- j. When you directly remit the application fee or tuition and fees from overseas, should there arise any foreign exchange losses, you are solely responsible for the losses. Any transactions with the University must be based on the Korean currency, KRW. In case you have sent more amount of money than is required, if the refundable amount is less than the projected remittance fee, it would not be refunded.
- k. General policies and regulations of the University will be applied for situations that are not specified in this Guide.

3. Health insurance Information

All international students are required to have health insurance during the study period. The insurance charge will be applied to the tuition bill of the first semester.

12. Internet application procedures <http://www.jinhakapply.com>

Item	
Selecting the application type	▶ Select <송실대학교 순수외국인 전형 (International Admissions, Soongsil University)>.
Obtaining a new online account	▶ Obtain a new online account by entering your email address.
Checking notes	▶ Check out all the notes for the online application.
Selecting department/school	▶ Select the department/school of your choice.
Name	▶ Enter your name in Hangul, Chinese characters, AND Roman alphabets, and the spellings must be exactly the same as on your passport.
Photo	▶ Your personal portrait photo (3cm x 4cm) must be uploaded. (Photos with a cap on or non-portrait photos are not allowed. Illegitimate photos may result in disqualification because they mean incomplete submission of documents.)
Country of birth	▶ Student's country of birth (e.g. China)
Nationality	▶ Student's nationality (e.g. China or Chinese)
Language proficiency	▶ Enter test scores (or grades) for TOPIK, TOEFL, etc.
Residency (Citizenship) Number	▶ Foreign residents (citizens) must enter the number and the acquisition date.
Alien Registration Number	▶ Enter the alien registration number. It must be the same as in official documents.
Passport number	▶ Enter the number exactly as in the passport.
Visa type	▶ Enter the correct type of visa if you retain valid Korean visa.
Visa expiry date	▶ Enter the current visa expiry date in the format of yyyy/mm/dd.
High school attended	▶ Enter the school name and the (prospective) graduation date.
Applicant's address	▶ Enter your current postal address.
Emergency contact	▶ Enter valid contact information for an emergency situation, such as regular phone number(s), cell phone number(s) and email address(es). ▶ Do not enter admission agency's or language institute's numbers.
Guardian	▶ Enter information on your parents or other guardians.
Paying application fee	▶ Make sure every entry is correct and complete before paying the application fee. Once the payment is made, no change is allowed.
Printing out address label	▶ Place the printed address label on the document envelope for in-person submission or by-mail submission.

<Personal Statement Form>

2018-1 Personal Statement, International Student

Department/School			
Name in Full		Application number	

※ Write in Korean if you submit a Korean proficiency score; write in English if you submit an English proficiency score.

1. Describe your personal backgrounds and upbringing briefly. (within 500 letters)

--

2. Describe your specific efforts for the study while you are in high school (or in college if you are a transfer student). (within 1,000 letters)

--

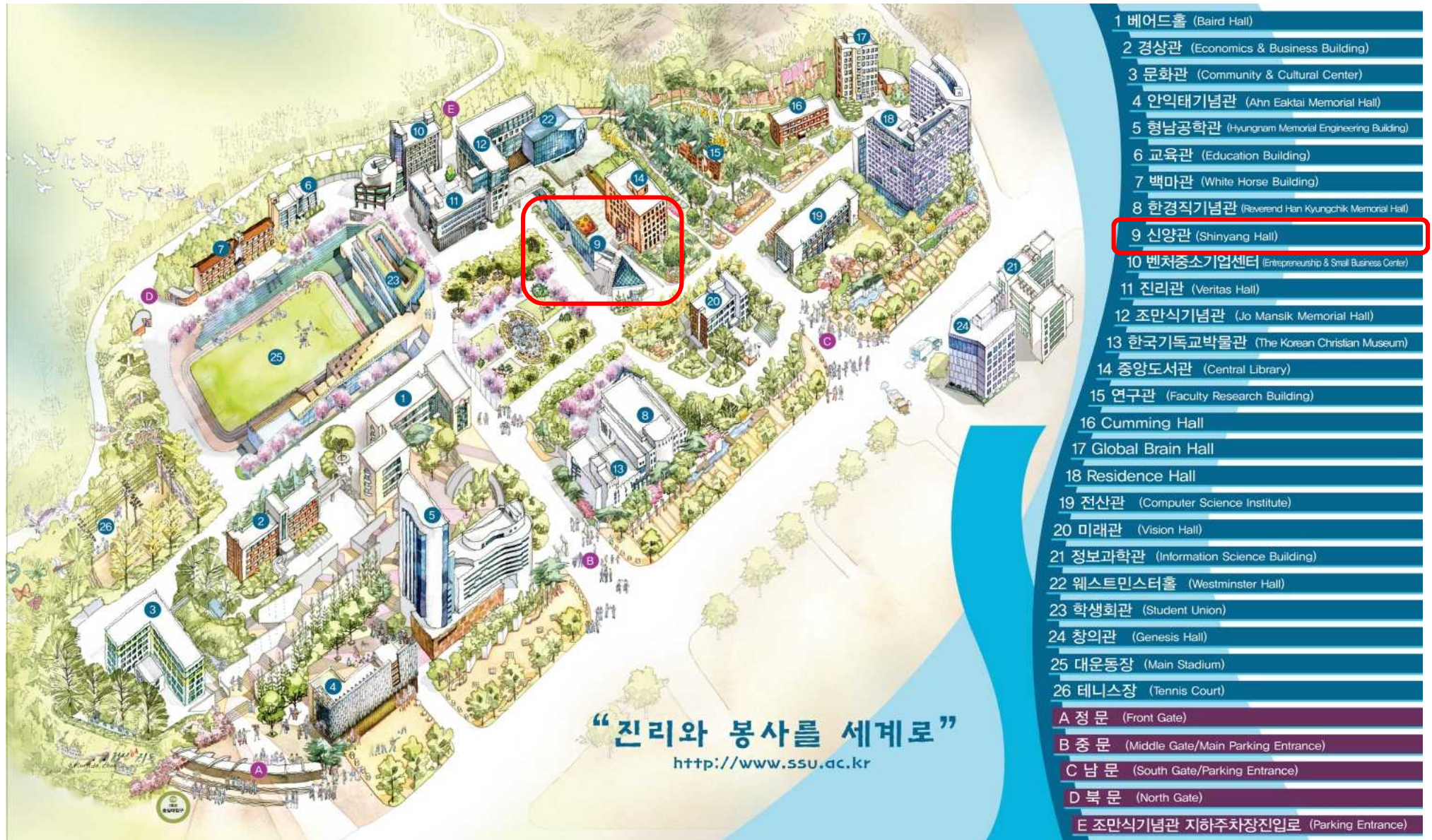
3. Describe your motivation for applying for the Department or School you have chosen. (within 500 letters)

--

4. Describe in detail what is your study plan in college and what you would like to do or achieve after graduation. (within 1,000 letters)

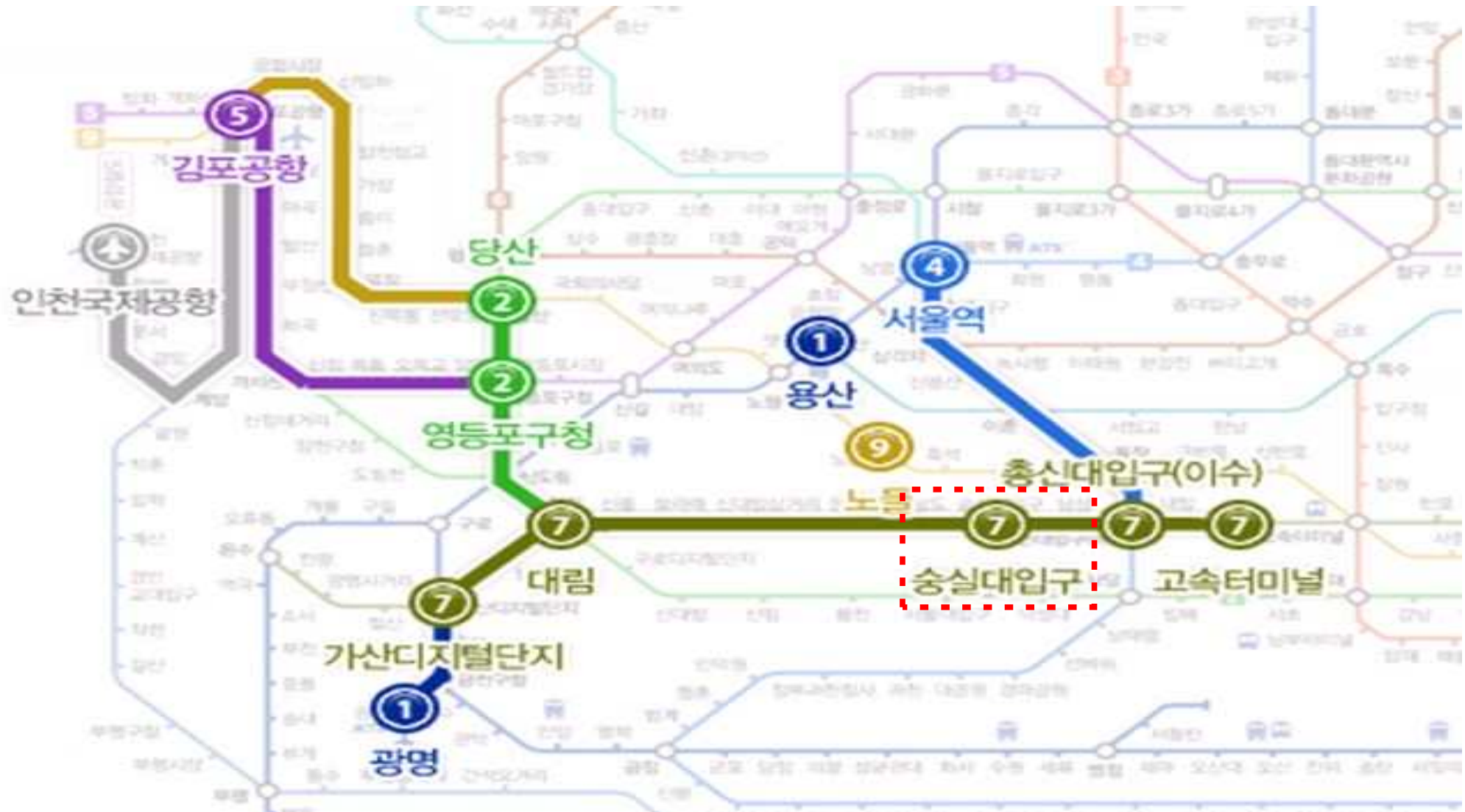
--

[Campus Map]



【Transportation(subway)】

Use Exit ④ of Soongsil University Station, Subway Line 7.[Exit ③ is temporarily closed for construction]



Soongsil University
Admissions Office
06978 Seoul Dongjak-gu Sangdo-ro 369
TEL (02)820-0050~4(Admission info)
FAX (02)820-0022
e-mail : iphak@ssu.ac.kr

<http://iphak.ssu.ac.kr>