

2024 FALL SEMESTER

# ADMISSION GUIDE

## FOR INTERNATIONAL STUDENTS

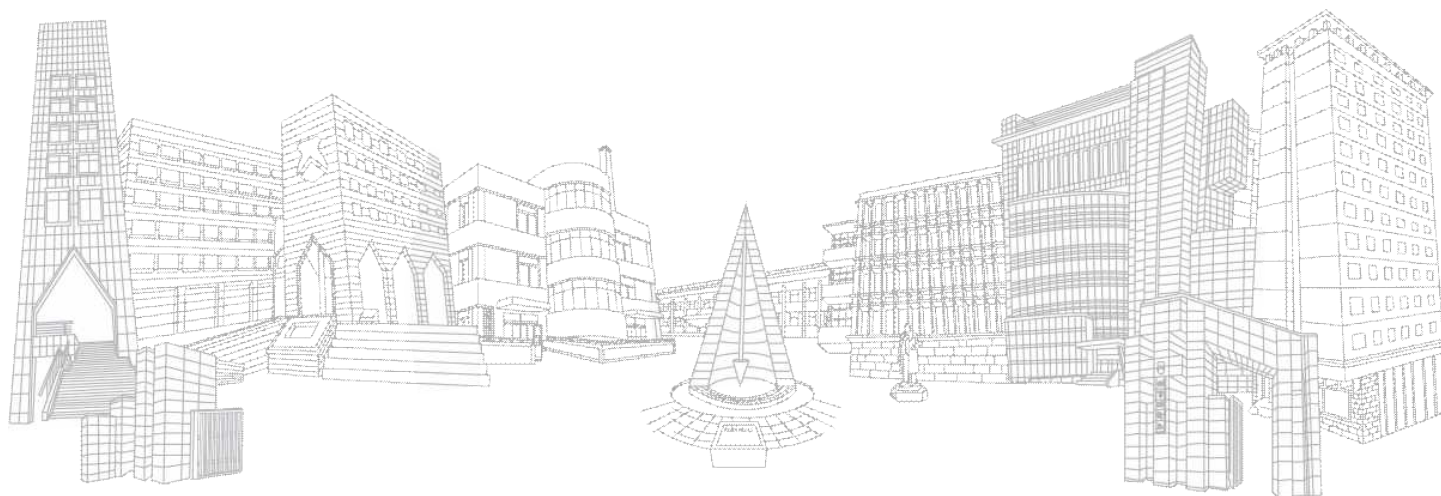


SOGANG UNIVERSITY

This recruitment guideline is for Sogang University's General Graduate School.  
If you wish to apply for the Professional Graduate schools  
or the Special Graduate Schools that offer classes in the evening,  
please refer to the respective graduate school's recruitment guidelines directly.

## [ Contents ]

1. Admission Schedule	03
2. Eligibility	04
3. Recruitment Departments and Programs	06
4. Admission Procedure	08
5. How to Apply and Important Notes regarding Application	09
6. Required Documents	10
7. Registration and Scholarships	14
8. Visa Application Guide	17
9. Office Address and Related Information	18



# 1. Admission Schedule

Admission Procedure	Dates	Notes
Online Application Period	09:00 June 5(Wed) ~ 17:00 June 12(Wed), 2024	<ul style="list-style-type: none"> <li>Access to Graduate School website: <a href="http://gradsch.sogang.ac.kr">http://gradsch.sogang.ac.kr</a> [English]</li> <li>-&gt;Click the <u>Online Application Page (Jinhak-sa)</u> on the application notice</li> <li>Application fee: ₩120,000</li> <li>Online application is completed only when the application fee payment is completed by the deadline. <b>No late application will be allowed after the application deadline.</b></li> <li><b>No further change can be made to your personal information</b> after the application fee is paid.</li> <li><b>If all application documents are not submitted by the specified deadline, the application will be canceled</b> and application fee will not be refunded.</li> </ul>
Application Documents Submission	09:00 June 5(Wed) ~ 17:00 June 13(Thu), 2024	<ul style="list-style-type: none"> <li>Use the parcel service or international express with a tracking number in order to check the delivery status - <b>direct visit is not allowed except the specific cases</b></li> <li><b>Incomplete application documents will not be accepted</b> and application fee is non-refundable in any case.</li> <li>Submitted documents will not be returned for any reasons.</li> <li>※Address: [Graduate School of Sogang University, A307, Administration Building, 35 Baekbeom-ro, Mapo-gu, Seoul 04107, Korea]</li> </ul>
Interview for Admission	June 28(Fri) or June 29(Sat), 2024 ▶Time designated by each department	<ul style="list-style-type: none"> <li>Locations designated by each department or by ZOOM(<b>Allowed for overseas residents only</b>)</li> <li><u>Around June 24(Tue)</u>, general notice regarding interview will be posted on the “Admission” bulletin board of the Graduate School website and also, the specific information will be sent to individual emails by each department.</li> <li>ID (Passport) is needed.</li> </ul>
Announcement of Successful Candidates	14:00, July 11(Thu), 2024	<ul style="list-style-type: none"> <li>Admission Results will be noticed through “Admission” bulletin board of the Graduate School website.</li> <li>The Graduate School does not notify applicants individually.</li> </ul>
Registration (Tuition Payment)	09:00 July 15(Mon) ~ 23:30 July 16(Tue), 2024	<ul style="list-style-type: none"> <li>Virtual bank account will be provided by Sogang University.</li> <li><b>Those who do not pay the tuition within the registration period will forfeit their admission.</b></li> <li>After being admitted, you will be given further details.</li> </ul>

※ The schedule above is based on local standard Korean time (KST).

※ The admission schedule is subject to change due to the circumstances.

## 2. Eligibility

An applicant who wishes to apply for the admission for international students must satisfy at least one of the requirements below.

**(1) Both the applicant and applicant's parent(s) must be non-Korean citizens**

- If an applicant or an applicant's parent(s) is a dual nationality holder with a Korean citizenship, the applicant will not be allowed to apply for the international student admission. (If you have acquired a foreign nationality through immigration, you should apply for the domestic student admission.)

**(2) Overseas Korean applicants or international applicants who have completed their entire elementary, middle school, high school and undergraduate education outside Korea. (+16 years)**

- An applicant who satisfies both requirements will be sorted into (1).
- An applicant who does not meet the conditions above must apply through the domestic student admission, not through the international student admission.

### A. Academic Standards

**(1) Master / Integrated Master & PhD program applicant**

- ① An applicant who holds a bachelor's degree
- ② An applicant who is scheduled to receive a bachelor's degree by the end of August 2024 (February 2024 for Universities in Japan).  
※ If the applicants get accepted with a status of expected graduation and fail to present their degree certificate by the certain deadline, the admission will be canceled.
- ③ An applicant who is recognized by the relational statute as having the equivalent academic experience to a Bachelor's degree.

*[ Master's degree applicants can apply for majors that differ from their undergraduate major ]*

**(2) PhD program applicant**

- ① An applicant who holds a master's degree
- ② An applicant who is scheduled to receive a master's degree by the end of August 2024 (September 2024 for Universities in Japan).  
※ If the applicants get accepted with a status of expected graduation and fail to present their degree certificate by the deadline, the admission will be canceled.
- ③ An applicant who is recognized by the relational statute as having the equivalent academic experience to a Master's degree.

## B. Language Proficiency Requirements for Application

### (1) Submission of Official Language Test Report

Even the departments which don't have the language proficiency standards, [submitting a valid official English Test Report \(TOEFL, IELTS, NEW TEPS, TOEIC\) or TOPIK is mandatory for ALL international applicants](#), however there is no bottom line required for application. TOEFL Best Score is accepted. ITP TOEFL is not acceptable.

[ETS TOEFL Institution code: D576]

[Applicants should submit the valid Language Test Report at the time of application.](#)

*\* Submission of English Test Report can be exempted in the following cases:*

- 1) If English is an applicant's native language (NOT Official language) or
- 2) If an applicant graduates from a country where English is the native language

[**Countries where English is the native language:** United States, United Kingdom, Australia, Canada, New Zealand, South Africa, Ireland (7 countries only)]

- 3) If an applicant who has completed the degree program 100% in English

*\* Submission of TOPIK report can be exempted for those who:*

- 1) were graduated (or are expected to graduate) from a Korean undergraduate or graduate school,  
or
- 2) have the certificate of level 5 or higher from the Korean Language Education Center of a four-year university in Korea,  
or
- 3) Applicants whose major was/is the "Korean Language" in overseas.

★ [Even if submission of Language Test Report can be exempted for the above reasons when applying, submitting it later may be needed to receive a Sogang Global Scholarship, and for the further information, refer to the scholarship information page on this guidebook.](#)

### (2) Language Proficiency Requirements for each department

[Please check the departments \(page 6-7\) which require the certain level of Language proficiency requirements at the time of application.](#) (For example, Psychology department requires level 5 or higher in TOPIK)

[Applicants should submit Language Test Report at the time of application.](#)

- (3) Applicants for Humanities & Social Science except 100% English programs who can speak only English need to have a preliminary consultation with the department chair before applying.

## C. Other Important Notes for Eligibility

- (1) [A graduate-to-be must get an official degree by the end of August 2024 \(Except Japan\) and is required to submit the original certificate of graduation \[with apostille or consular confirmation \(overseas universities\)\] & original final transcript during the certain period before the semester starts. If he or she fails to do so, the admission will be canceled.](#) Documents written in a language other than English or Korean must be submitted together with a certified translation. In this case, an applicant can obtain apostille or consular confirmation on either original document or certified translation.
- (2) Applicants who received their degree from a country other than South Korea are accepted only when their universities (or graduate school) are accredited by the government. If not, their admission will be canceled even after the applicant has finished the enrollment and the tuition fee will not be refunded.
- (3) Applicants who cheat, make others take the interview in their place, fill out the wrong information in the application form, or forge documents will be unqualified. When it is discovered that the applicant was admitted under false pretenses or when a former degree (Bachelor's, Master's) cannot be accounted for after academic inquiry, admission will be canceled with no tuition refund even after in the middle of the semester.

### 3. Recruitment Departments and Programs

Colleges	Departments	Programs			Detailed Majors / Tracks	Proof of Language Proficiency (must be submitted when applying, refer to page 5 for more details)	Teaching Language (it may vary depending on semesters)
		MA	Combined MA&PhD	PhD			
Humanities and Social Sciences	Korean Language and Literature	○	X	○	Literature/Linguistics	TOPIK Level 4 or higher	Korean 100%
	#English Language and Literature	○	X	○	Literature/ Linguistics/ TESOL/ American Cultural Studies (MA only)/ TETL (PhD only)	TOPIK Level 4 or TOEFL iBT71 or IELTS 5.5 or higher *For TETL applicants, check the details on page 7	*American Cultural Studies: English 100%
	German Language and Literature	○	○	○	Literature/Linguistics	TOPIK Level 4 or higher	Korean and German
	French Language and Literature	○	○	○	Literature/Linguistics		Korean and French
	Chinese Language, Literature and Culture	○	○	○			Korean and Chinese
	History	○	○	○	Korean History/ Asian History/ Western History		Korean 100%
	Philosophy	○	○	○		TOPIK Level 4 or TOEFL iBT 71 or IELTS 5.5 or higher	Most of the classes are conducted in Korean
	Religious Studies	○	X	○			
	Sociology	○	X	○			
	Psychology	○	X	○	<b>Fields:</b> Counseling& Clinical Psychology / Cognitive Psychology / Development Psychology / Social Psychology / Industrial Psychology / Quantitative Psychology	TOPIK Level 5 or higher	
	Mass Communications	○	X	○	Journalism&Information / Strategic Communication / Theater&Film / Digital Media&Contents		
	#Political Science	○	○	○		TOPIK Level 4 or higher	
	Economics	○	○	○		TOPIK Level 4 or higher	Korean and English
	Global Korean Studies	○	○	○	Global Korean Studies	*Submitting English Test Report is mandatory, however there is no limit for the scores	English 100% (English Track)
					Korean Language Education	TOPIK Level 4 or higher	All courses offered by the program are taught in Korean. English options can be taken if approved by the department.
	Gender Studies	○	X	X		TOPIK Level 4	Most of the classes are conducted in Korean
	Southeast Asian Studies	○	X	○		TOPIK Level 4 or TOEFL iBT71 or IELTS 5.5 or higher	Korean and English
	Critical Global Studies	○	X	○			
	Counseling Psychology (EIC)	○	○	○		TOPIK Level 5 or higher	Korean 100%

Colleges	Departments	Programs			Detailed Majors / Tracks	Proof of Language Proficiency (must be submitted when applying, refer to page 5 for more details)	Teaching Language (it may vary depending on semesters)
		MA	Combined MA&PhD	PhD			
Natural Sciences	#Mathematics	○	○	○		* Submitting Official Language Test Report is mandatory, however there is no limit for the scores	Korean and English
	Chemistry	○	○	○			
	#Life Science	○	○	○			
	#Physics	○	○	○		TOEFL iBT 71 or IELTS 5.5 or higher	English 100% (English Track)
Engineering	#Electronic Engineering	○	○	○		* Submitting Official Language Test Report is mandatory, however there is no limit for the scores	Korean and English
	#Chemical and Biomolecular Engineering	○	○	○			
	#Computer Science and Engineering	○	○	○			
	#Mechanical Engineering	○	○	○			
	Semiconductor Engineering	○	○	○			
	Integrative Bioengineering	○	○	○			Most of the classes are conducted in Korean
Integrated Knowledge	Art & Technology	○	X	○	At the time of admission, only 'Media Art & Technology' major will be assigned automatically, but changing major to other majors (Cinematic Arts, Media Technology) will be allowed during the certain period after admission	TOPIK Level 4 or higher	Most of the classes are conducted in Korean

※ O: Recruiting, X: Not recruiting

※ TETL in the English Language and Literature Department is an acronym for Teaching English Through Literature.

※ The number of students accepted is subject to change according to the decision of the Admission Council of Sogang Graduate School. (There is no set quota per major)

※ Departments with #mark are (supposed to be) selected to run the Brain Korea21 (BK21) programs. (Refer to the page 19)

※ Departments with (EIC) is a new program starting from 2023 and the thesis and the graduation exam for MA may not be required for graduation.

※ Submitting an official language test report can be exempted in several circumstances. Please check the page 5 for more information. No late submission for the official language test report will be allowed.

## ◎ Important Notes regarding application for certain departments:

- As a rule, religious Studies Department applicants should be students who majored or minored in Theology at their undergraduate or graduate programs. Students from other majors are required to have a preliminary consultation with the Chair of the Religious Studies Department before applying.
- The Gender Studies Program gives advantages to those with experiences in organizations related to women.
- Applicants for the combined MA&PhD program in Philosophy must have bachelor's degree of philosophy. Even if applicants don't have a bachelor's degree in philosophy, they can apply for the PhD in philosophy if they have master's degree.
- Candidates admitted by the French Department may earn a dual degree from the University of Lyon II.
- Applicants of TETL (PhD) Program in English Language and Literature Department must meet all three following conditions.**
  - An applicant should have one of the following degrees : MA degree in English Literature / Linguistics with a focus on the English language / English Education / in Humanities or Social Sciences from an English speaking country
  - CGPA of 3.0 or above (on a 4.3 scale), at both BA and MA levels.
  - A minimum English Test Score report of TOEFL IBT 100, NEW TEPS 419, TOEIC 875, IELTS 7.0

※ For specific inquiries regarding the curriculum, please contact the chair or head of the department by e-mail.



## 4. Admission Procedure

### A. Document Screening and Interview Test

- All applicants must attend the oral/interview test. **If not, they will be automatically rejected from the admission.** However, for the 'Psychology' and 'Counseling Psychology' departments, a list of successful candidates for the interview will be released through the graduate school website [admission notice board] after the document screening process. If the applicants fail to pass the first screening process, the partial amount of application fee will be returned only to those who have their own Korean bank accounts.
- **Applicants may not be able to participate in the interview if they have not submitted some essential documents by the document submitting deadline. The application fee will non-refundable in this case.**
- The information regarding the interview test will be released on the graduate website 'admission notice board' before the interview date and also, the specific information will be sent to individual emails by each department.
- Only for the international students residing outside Korea, other means of communication (such as Zoom) can be used for the interview.

### B. Score Distribution

- Document screening - 100 points
- Interview test - 100 points **(Total 200 points)**

### C. Selection Standards

- Successful candidates will be selected based on the combined score of their document screening process and interview test.
- If two or more applicants receive the same score, the selection will be made based on the general admission policies of our graduate school.
- It is not allowed to apply to several majors or several degree programs of our graduate school in duplicate.
- **Concerning the following cases, admission may be denied or revoked:**
  - 1) Applicant who does not submit required documents or submits insufficient/incomplete documents
  - 2) Applicant who does not submit documents within the designated period
  - 3) Applicant who fraudulently carries out the application process
  - 4) Applicant who does not meet the eligibility criteria
  - 5) Applicant who is considered to lack the required academic skills
- **Admission evaluation details or reasons regarding the final result will not be disclosed in any case.**



## 5. How to Apply and Important Notes regarding Application

### A. How to Apply Online

- Read the Admission Guidelines carefully → Access to the online application website through Sogang University Graduate School website (<http://gradsch.sogang.ac.kr>) → Sign up as a user → Fill in the online application and upload a photo → Check and confirm the information entered is correct → Make the application fee payment (120,000 KRW) → Print out the application form & test verification slip, etc. → Submit all the required documents by express mail (after attaching the mailing label to your application envelope)

### B. Important Notes regarding Application

- Online Application must be made personally by each applicant. **Sending documents through email will not be allowed.**
- If you upload another person's photo, you will be considered fraudulent and disqualified from the admission procedure. Photograph must have been taken within the last three months. It will be used as the student ID card photo later.
- Enter the exact name of graduate school, undergraduate school, and department (major) as it is written in your transcript or certificate of graduation. Only when there is no adequate school name among input options, you can choose 'other' and type the name directly.
- You cannot enter multiple majors, but only your first major can be entered. If you want to enter an additional major, please hand-write your double major next to your first major after the final print-out of the application form.
- **If you have a history of transferring universities, a column to fill in the university before transfer will be created after the final print-out of the application form, and you need to hand-write your previous school information.**
- **Your name and date of birth must be identical with what appears on the passport.** If not, it can cause some serious problem when issuing some visa documents after you are admitted, and school does not bear any responsibility regarding that.
- **Contact information such as 'phone number' and 'email address' must be accurate so that the school may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.**
- You are not allowed to cancel/change your application information (major, degree, etc) after you pay the application fee, so please inspect the information on the application carefully before the application fee payment is made.
- **Application will be successfully completed only when the application fee is fully paid within the deadline of the application period.**
- **Be aware that once online application is completed and application fee is paid, it cannot be canceled or refunded.**
- Sogang University is not responsible for any disadvantages caused due to errors on the application form or improper preparation of required documents.

***※ Submitted application package with all the required documents are accepted only when they arrive at once by the document submission deadline. Applicants should bear their responsibilities for the delay in delivery, and the application fee is non-refundable for the delayed document submission.***

## 6. Required Documents

### <Important Notes regarding Documents Submission>

- After completion of the online application, print out the application form and, along with the required documents, submit them to the graduate school office before 17:00 on the final day of document submission.
- Hard copies of all application package with all the required documents will be accepted only if they arrive by 17:00 at our office on the final day of document submission. Application with missing documents will be disqualified for the interview. (Application fee is non-refundable)
- Basically, all the documents should be original.
- Documents that are not written in Korean or English must be accompanied by notarized translations into either language.
- Original copy of documents published within 3 months are acceptable. However, the valid date for the notarized documents are 12 months. There's no expiration date for a consular confirmed or apostille documentation.
- If the contents of the documents differ following the academic background check, admission may be revoked even after enrollment. If any reason for disqualification is discovered during the document screening or even after the enrollment, the application will be rejected and the tuition fee will not be refunded.
- All submitted documents must be clear and legible. If not, the applicant may be responsible for any disadvantages that may occur as a consequence.
- Every document should be in A4 format and submitted in the order specified in the document submission list.
- Applicants can be requested to submit further documentation in order to confirm the accuracy of relevant qualifications.
- All submitted documents including supporting materials will NOT be returned to the applicants in any case. We advise applicants to prepare additional documentation for visa application.

*※ Stapler, clear file, tape, and paste are prohibited when submitting documents. You must file it with a clip and tongs and submit it in a document submission envelope.*

## A. Required Documents for All applicants (Submit in order according to the table below)

Documents to be submitted	Program			Details
	MA	Combined MA&PhD	PhD	
Copy of Application Form [Form1]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Complete the online application and payment, then you can print this form / You need to sign the printed form</li> <li>- A jpg photo file must be uploaded to your online application, which will be used for your student ID card upon admission.</li> </ul>
Additional Application Form [Form2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- An additional application form provided by school</li> <li>- Submit together with [Form1]</li> </ul>
Certificate of (Expected) Master's Degree			<input type="radio"/>	<ul style="list-style-type: none"> <li>- Applicants should get apostille stamps or consular authentication on the official graduation certificate. If there's only one original degree certificate, apostilled or consular confirmed on a notarized copy is acceptable. Simple photocopies or notarized copies of the apostilled or consular confirmed documents are NOT accepted. However, a certified true copy (등본 인증) issued by a Korean embassy or a government agency that initially issued the original apostilled document is accepted.</li> <li>*If it is impossible to submit an apostilled or consular confirmed document at the time of application, the original copy of the certificate of graduation can be submitted at the time of application, and the certificate of graduation with apostille or consular confirmation must be submitted within the informed period after acceptance.</li> </ul>
Certificate of (Expected) Bachelor's Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Applicants who graduated from universities in China need to submit either apostilled graduation certificate or 'ONLINE VERIFICATION OF HIGHER EDUCATION DEGREE CERTIFICATE' &amp; 'ONLINE VERIFICATION OF HIGHER EDUCATION QUALIFICATION CERTIFICATE' (issued by CHSI).</li> <li>- For the expected graduation certificate, it should indicate the month/date of graduation. Certificate of enrollment without expected graduation is NOT accepted.</li> <li>- If 'Expected to Graduate' applicants get the admission, they must submit the original and official certificate of graduation with apostille or consular confirmation (For Chinese, two certificates issued by CHSI can be accepted) right away to the office. If not, the issuance of 'Certificate of Admission' will be restricted and the admission will be canceled.</li> <li>- Notarized translation is required if the language is not in English or Korean.</li> </ul>
Academic Transcript (Master's Program)			<input type="radio"/>	<ul style="list-style-type: none"> <li>- Applicants should get apostille stamps or consular authentication on the official transcript. Apostilled or consular confirmed on notarized copies are acceptable. However, simple photocopies or notarized copies of the apostilled or consular confirmed documents are NOT accepted.</li> <li>*If it is impossible to submit an apostilled or consular confirmed document at the time of application, the original copy of the transcript can be submitted at the time of application, and the final transcript with apostille or consular confirmation must be submitted within the informed period after acceptance.</li> <li>- Transfer students must submit official transcripts from all institutions they attended. (No need to be apostilled or consular confirmed)</li> </ul>
Academic Transcript (Bachelor's Program)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- If 'Expected to Graduate' applicants get the admission finally, they must submit the final original transcript with the final semester grade. (No need to be apostilled or consular confirmed) If not, the issuance of 'Certificate of Admission' will be restricted and the admission will be canceled.</li> <li>- Notarized translation is required if the language is not in English or Korean.</li> <li>- Official transcripts should include the CGPA either as a percentage or on a scale (4.0/4.3/4.5/5.0)</li> <li>- If there is no CGPA information as a percentage or scale, the student should submit additional supporting documents issued by the university, or documents printed from the online website(s) as wer.org or scholaro.com (including the full input grade)</li> </ul>

Documents to be submitted	Program			Notes
	MA	Combined MA&PhD	PhD	
Study plan [Form3]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	- A Form provided by school
Recommendation Form [Form4]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- A Form provided by school</li> <li>- If this form is not submitted, the application will not be accepted.</li> <li>- Must be from a professor from of one's previous university (Only when it's not possible to get this from a professor, a supervisor from the workplace could be a recommender)</li> <li>- It should be sealed by a recommender</li> </ul>
Release of Information form [Form5]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	- A Form provided by school
Official Language Test Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Original authorized language proficiency test score of English or Korean (TOEFL iBT, IELTS, TOEIC, NEW TEPS, TOPIK) within the validity period</li> <li>- Refer to the page 5 regarding the conditions for exemption</li> </ul>
Copy of Passport of the applicant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Passport copy should be printed in color</li> <li>- If there are no citizenship written on the birth certificate or family register, the passport copies of their parents should be submitted. Non-passport holders can submit their ID cards (except the driving license) that can prove their citizenship instead.</li> </ul>
Birth Certificate or Family Register (Notarized Document : issued after March, 2022)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>• Applicants other than Chinese: <ul style="list-style-type: none"> <li>- Original Birth Certificate of Family register issued by a government that proves ①family relationship between an applicant and his/her parent parents and ②their citizenship</li> </ul> </li> <li>• Chinese Applicants: <ul style="list-style-type: none"> <li>- Submit BOTH of the following documents,</li> <li>- Family Relation Certificate with notarized translation (Korean or English)</li> <li>- Copies of applicants and both parents family book (issued after Jan. 1st, 2017) (If the family book is issued before Jan. 1st, 2017, those documents must be notarized with translation (English or Korean) for submission)</li> </ul> </li> <li>※ If the family relations certificate does not verify relationship between applicants and both parents because of their divorce or death, an additional certificate of divorce or death must be submitted with notarized translation in Korean or English.</li> <li>※ Ethnic group, birth place, or current residency in the submitted documents are not accepted as a proof of citizenship</li> </ul>
Proof of Bank Balance issued by a bank	Required later			<ul style="list-style-type: none"> <li>※ To be submitted at a later date <u>only for the accepted applicants.</u> (Find more details from the 'notice for the successful candidates' on the Graduate School website later after the admission result announcement)</li> <li>- A proof of bank balance in the applicant's or parent(s)' name with the minimum <b>balance of KRW20,000,000</b> or the same amount of the applicant's home country's currency</li> <li>- If a bank balance is not in the applicant's name, additional form should be accompanied.</li> <li>- If an applicant fails to submit the bank statement later after getting the admission, school cannot issue the Certificate of Admission.</li> </ul>

※ Download 'Required Documents for Admission' (Form 2~5) :  
Sogang Graduate School website (<http://gradsch.sogang.ac.kr>) → Admission  
→ Admission Guide for International Students → download forms

## B. Additional Required Documents by Majors

Departments	Documents to be submitted	Program			Notes
		MA	Combined MA&PhD	PhD	
English Language and Literature Department	All applicants: English self introduction letter (1 copy)	○		○	
	<ul style="list-style-type: none"> <li>All TESOL applicants: English self-introduction letter (1 copy)</li> <li>TESOL applicants who are not native speakers of English: English self-introduction letter and English Test Score report (1 copy each)</li> </ul>	○		○	TESOL applicants who are not native speakers of English are required to submit official scores for one of the following certified English level exams: TOEFL, TOEIC, TEPS, or IELTS
	TETL (PhD) applicants: English self-introduction letter, English Test Score report (TOEFL, TOEIC, TEPS, IELTS), English writing sample			○	<ul style="list-style-type: none"> <li>* TETL applicants must submit an original score of the report of a certified English level exam that meets the following minimum requirement: TOEFL iBT 100, NEW TEPS 419, TOEIC 875, IELTS 7.0</li> <li>* The English writing sample should be 5~10 pages long</li> </ul>
Global Korean Studies	<ul style="list-style-type: none"> <li><u>Global Korean Studies major</u>: English self-introduction letter (1copy) and English essay (1 copy)</li> </ul>	○	○	○	Submit an English self-introduction letter (2 pages or less, A4 size) along with an English academic essay (5 pages or more, A4 size) about Korean Studies * Subfield subjects: Korea Development/Korean Culture and History/ Data Science for Korean Studies
	<ul style="list-style-type: none"> <li><u>Korean Language Education major</u>: Korean self-introduction letter (1copy) and study plan (1 copy)</li> </ul>	○	○	○	Submit a Korean self-introduction letter (2 pages, A4 size) along with a Korean study plan outlining applicants' areas of interest in Korean language education (2 pages, A4 size)
Gender Studies	A paper on the applicant's life story (1 copy)	○			Submit a 2-page paper on your 'life story' from a gender studies perspective which includes reasons for applying to the program
Critical Global Studies	Statement of Purpose in English (1 copy)	○	X	○	The SoP (1000 words or less) should clearly indicate proposed area of specialization and professional goals.
Counseling Psychology (EIC)	Personal Statement - Korean	○	○	○	Personal Statement should include your strengths and challenges as a counseling professional, reasons for applying, relevant experiences or career goals. (maximum 3 pages)
	Reference letter [Form4_1]	△	○	○	A Form provided by school / Combined MA&PhD or PhD applicants should submit this [Form4_1] and do not need to submit [Form4] instead / It should be sealed by a recommender
	Curriculum Vitae	△	△	○	Free Template (*For applicants for PhD program, indicate the name of your MA program advisor)
	Counseling-related certificates	△	△	△	
	MA Thesis			△	Submit the cover and abstract of your MA thesis (or research paper equivalent to MA thesis, report)
Art&Technology	Portfolio (1 copy)	△		△	Advantages can be given if applicant submits portfolio within 10 pages

※ ○ : Required documents, △ : relevant applicants only

## 7. Registration and Scholarships

### A. Tuition

(Year 2024, Unit: KRW)

College / Department	Admissions Fee	Tuition	Student Association Fee	Total
Humanities and Social Sciences	1,042,000	5,526,000	15,000	6,313,000
Natural Sciences	1,042,000	6,269,000	15,000	7,326,000
Engineering / Integrated Knowledge	1,042,000	6,977,000	15,000	8,034,000
Counseling Psychology (EIC)	1,042,000	6,190,000	15,000	7,247,000

\* The amount above is that of 2024 and is subject to change every year.

\* If registration is not made within the designated period, the admission will be canceled automatically.

### B. Refund Policy

Application Period	Refund Rate	Required documents	Submission
Before the 1 <sup>st</sup> day of Semester	Full Refund (except overseas remittance fee)	- Admission Withdrawal Form (download from the Graduate School website) - A copy of Bank Book	Graduate School Office (Visit Main Building A307 or email to <a href="mailto:gradsch@sogang.ac.kr">gradsch@sogang.ac.kr</a> )
From the 1 <sup>st</sup> day of Semester	Partial Refund based on University Policy (Admission Fee is not refundable) (except overseas remittance fee)	- Voluntary Withdrawal Form (download from the Graduate School website) - A copy of Bank Book	

\* The newly admitted students are not allowed to have Temporary Leave for their first semester. However, only in certain cases (e.g. disease, military service, maternity leave) Temporary Leave may be allowed with the required documents.

## B. Scholarships

### [Sogang Global Scholarship]

※ The amount of scholarship can be changed according to decision of Graduate School Scholarship Committee within the school budget.

※ The following scholarships are not applicable for EIC departments/majors students since EIC departments/majors have separate scholarship programs.

Class	Requirements (Korean or English proficiency)		Amount
	Korean	English	
Sogang Global Scholarship(S)	<ul style="list-style-type: none"> <li>- TOPIK Level 6</li> <li>- Completion of Level 6 or higher in Sogang University KLEC</li> </ul>	<ul style="list-style-type: none"> <li>- TOEFL IBT 100 or higher</li> <li>- NEW TEPS 419 or higher</li> <li>- IELTS 7.0 or higher</li> <li>- Students whose native language is English [United States, United Kingdom, Australia, Canada, New Zealand, South Africa, Ireland (7 countries only)]</li> </ul> <p><i>*TOEIC is not applicable to the scholarship requirement</i></p>	80% of tuition
Sogang Global Scholarship(A)	<ul style="list-style-type: none"> <li>- TOPIK Level 5</li> <li>- Completion of Level 5 in Sogang University KLEC</li> </ul>	<ul style="list-style-type: none"> <li>- TOEFL IBT 80 or higher</li> <li>- NEW TEPS 352 or higher</li> <li>- IELTS 6.0 or higher</li> </ul> <p><i>*TOEIC is not applicable to the scholarship requirement</i></p>	50% of tuition
Sogang Global Scholarship(B)	<ul style="list-style-type: none"> <li>- TOPIK Level 4</li> <li>- Completion of Level 4 in Sogang University KLEC</li> </ul>	—	30% of tuition

### ※ Notes

1. This scholarship is only for the international students.
2. Sogang Global Scholarship will be awarded up to 4 semesters for Master's and Doctoral degree courses and 8 semesters for integrated Master's and Doctoral degree courses.
3. There is no application procedure for this scholarship, and the scholarship will be given automatically.
4. If a student's GPA goes below 3.5/4.3 during the regular semester, scholarships will not be awarded for the following semester. And students must take more than or equal to 3 credits for every semester excluding the last semester of regular enrollment.
5. If students submit their "Language Proficiency Test Score" before the tuition payment of their 1st semester, the scholarship will be awarded from the first semester. If they submit their "Language Proficiency Test Score" during the semester, the scholarship will be awarded from the following semester.
6. Students who participate in research projects of professors can be to be awarded a scholarship of a higher class.



## [Other Scholarships]

- **TA Scholarship**

- Awarded to students assisting professors of affiliated department or in-school institutions in relation to lectures, research and practice. Scholarship will be decided according to working hours and etc. It will be decided later after the admission by the department chairs.

- **RA Scholarship**

- Awarded to students (full-time student) working as a researcher who have been recommended by their advisors. Submission of the application form should be made on announced dates of each semester to affiliated department. Scholarship will be given within the range of the remaining 50% of tuition. It will be decided later after the admission by the department chairs.

- **International Excellent Academic Achievement Scholarship**

- Awarded to students who publish a paper in SCI(E), SSCI, A&HCI, SCOPUS as the single, first, or corresponding author. (Only implemented semesters with relevant notices)

- **Domestic Academic Achievement Scholarship**

- Awarded to students who publish a paper in a Korean journal as the single, first, or co-author. (Only implemented semesters with relevant notices)

- **International Student Mentoring Scholarship**

- Awarded to students who mentor foreign students about study and campus life. (Only implemented semesters with relevant notices)

- **Albatross Fellowship**

- Awarded to students who graduate Sogang University (undergraduate) within 10% CGPA of each department and enters Graduate School within 3 years of graduation. Tuition and the admission fee will be exempted. (It is required to maintain CGPA 3.7/4.3 during the regular semesters)

- **Sogang Scholarship**

- Awarded to students from the undergraduate program of Sogang University who graduated with a CGPA over 3.7 and are selected by Graduate School. 70% of the tuition will be awarded. (It is required to maintain CGPA 3.7/4.3 during the regular semesters)

- **Bachelor's · Master's Degree Fast track Program Scholarship**

- Awarded to students admitted to graduate school by fast track program during undergraduate studies at Sogang University. The admission fee and tuition for the first semester will be exempted.

- **Master's · Doctoral Degree Fast track Program Scholarship**

- Awarded to students enrolled in Doctoral degree program right after completion of Master's degree program at Sogang University Graduate School. The admission fee and tuition for the first semester will be exempted.

- **Contribution Scholarship**

- Awarded to partial members of the Graduate School Student Association.

※ **Restriction for scholarship : To get any of the above scholarships on this page, CGPA should be 3.0 or higher (out of 4.3) every semester. However, for Sogang Global Scholarship, if a student's GPA goes below 3.5/4.3 during the regular semester, scholarships will not be awarded for the following semester.**

※ For more information regarding scholarships, visit the graduate school website  
(Go to Academic Affairs→ Scholarships)

## 8. Visa Application Guide

### D. Visa Application Guide

#### (1) Visa Application Procedure



#### (2) Certificate of Admission (CoA)

- All international students who need to apply for a D-2 visa or change their current visa status must receive a CoA issued by Sogang University.
- A CoA will be issued to the applicants who completed full tuition payment and submitting all the additional required documents including the bank balance.

If an applicant submits the certificate of expected graduation when application, he/she should submit the final Apostilled or consular verified diploma and the final original transcript before August 2024. School can issue CoA for those only who submit these documents by the express mail. If students fail to submit all the needed documents by August 2024, the admission will be canceled.

- (3) Guidelines regarding visa issuance are getting stronger by countries and our school does not bear any responsibility for any visa delay or visa rejection from the immigration or the Korean embassies.

## 9. Office Address and Related Information

### A. Admissions Information Inquiries

- Website : <http://gradsch.sogang.ac.kr>
- Telephone : 82-2-705-8168 or 8169
- E-mail : [gradsch@sogang.ac.kr](mailto:gradsch@sogang.ac.kr)

### B. Document Submission Address

- Zip Code : 04107
- Address : Graduate School of Sogang University, Administration Hall A307,  
35 Baekbeom-ro, Mapo-gu, Seoul, Korea

※ Use the parcel service or international express with a tracking number in order to check the delivery status - **direct visit is not allowed except the specific cases**

※ Applicants can check the arrival status of their packages at the individual application page of Jinhak-sa.

### C. Contact Numbers of Department Offices

Department	Telephone	Department	Telephone
Korean Language and Literature	+82-2-705-8278	Global Korean Studies	+82-2-3274-4882
English Language and Literature	+82-2-705-8290	Gender Studies	+82-2-705-8363
German Language and Literature	+82-2-705-8307	Southeast Asian Studies	+82-2-705-8227
French Language and Literature	+82-2-705-8317	Critical Global Studies	Please contact by email (cgsgrad@sogang.ac.kr)
Chinese Language, Literature and Culture	+82-2-705-8551	Mathematics	+82-2-705-8413
History	+82-2-705-8325	Physics	+82-2-705-8426
Philosophy	+82-2-705-8338	Chemistry	+82-2-705-8438
Religious Studies	+82-2-705-8348	Life Science	+82-2-705-8452
Sociology	+82-2-705-8364	Electronic Engineering	+82-2-717-8017
Psychology	+82-2-705-8833	Chemical and Bio-molecular Engineering	+82-2-705-8474
Counseling Psychology	Please contact by email (cpeic@sogang.ac.kr)	Computer Science and Engineering	+82-2-705-8485
Mass Communications	+82-2-705-8376	Mechanical Engineering	+82-2-705-8631
Political Science	+82-2-705-8387	Integrative Bioengineering	+82-2-705-7893
Economics	Please contact by email (gy1503@sogang.ac.kr)	Semiconductor Engineering	+82-2-705-8570
		Art & Technology	+82-2-705-8031

※ Refer to the graduate website for the email address and more information regarding the departments (<http://gradsch.sogang.ac.kr>)

#### D. On-Campus Dormitory (Gonzaga)

- Website: <http://gonzaga.sogang.ac.kr>
- Contact: [gonzaga@sogang.ac.kr](mailto:gonzaga@sogang.ac.kr)
- Application: New international students should apply by email to our graduate school, not through the online application of Gonzaga individually. Further notices will be sent in July 2024.

#### E. Brain Korea21 FOUR Department & Team

Subject	Department	Team
Core Project	Electronic Engineering	Mobile Blockchain based Intelligent Healthcare Solution Education and Research Team for Disaster and Emergency
	Electronic Engineering	Innovative Graduate Program for Future Brain-Inspired Intelligence System Semiconductor
	Computer Science and Engineering	The World's Best Practical Applied Big Data Science Team
	Business Administration	Business Talent Training Project Converges Human and Technology in the Digital Age
Core Team	Political Science	Evidence-based Political Science: Empirical Test of Falsifiable Theories
	Life Science	Stress-Responding Biomolecules Center (SRBC)
	Chemical and Biomolecular Engineering	Center for Molecular-scale Control in Chemical and Biological Engineering
	Mechanical Engineering	Pioneering Center for Smart Technology in Mechanical Engineering to Create Social Values
	Mathematics	Creative and Converged Mathematical Science Talent Training Team
	Physics	New Material Development and Physical Education Research Team
	English Language and Literature	Interface design education research team for smooth communication between humans and machines

※ The departments and teams above have been selected to run the BK21 FOUR programs (The Forth Phase of Brain Korea 21 Program for Leading Universities & Students) that foster exceptional creative researchers. Depending on each team's policy, the students who participate in the programs may receive financial support from the program.



**Be as proud of Sogang  
as Sogang is proud of you**