



Spring Semester 2020

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# ADMISSION GUIDELINES FOR INTERNATIONAL STUDENTS





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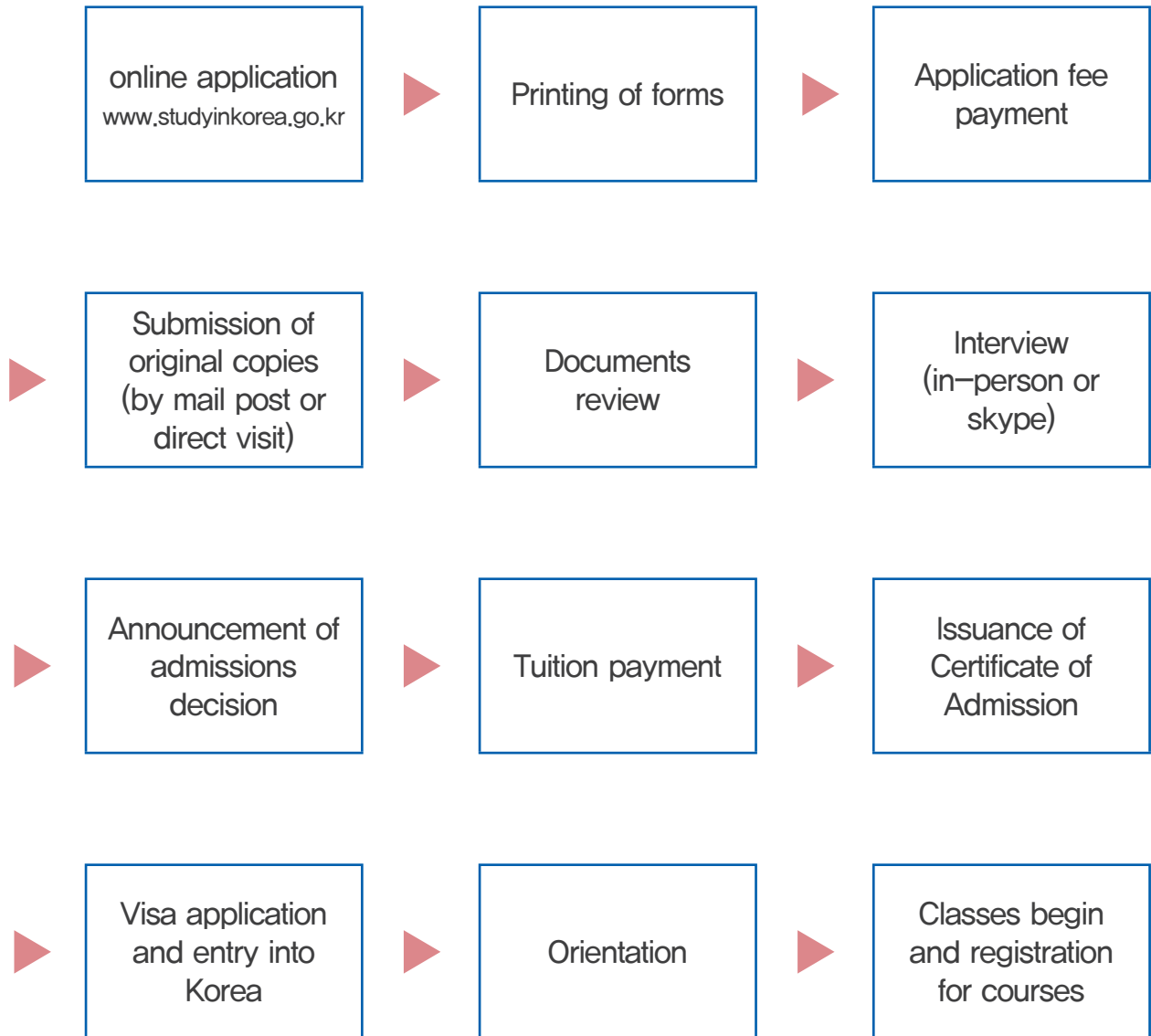
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## | Application Forms |

- Checklist for Application Documents (Form 1-1~4)
- Application Form (Form 2)
- Personal Statement/Study Plan (Form 3)
- Recommendation Letter (Form 4)
- Financial Certification (Form 5)
- Agreement for Verification of Academic Record (Form 6)

\* Admission for international students is based on the admission guidelines in Korean. The English translation is provided for the convenience of applicants.

# 1. Application Procedure



## 2. Admission Schedule

### A. Undergraduate school

Application Procedure	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	Notes
Eligibility	Non-Korean residing in either Korea or elsewhere	Non-Korean residing in Korea	
Online Application	October 1, Tuesday ~ October 25, Friday, 2019	January 2, Thursday ~ January 8, Wednesday, 2020	<ul style="list-style-type: none"> <li>- Apply on the website <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a></li> <li>- Download application forms <a href="http://admission.seoultech.ac.kr">http://admission.seoultech.ac.kr</a> <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a></li> </ul>
Application Fee Payment	October 1, Tuesday ~ October 25, Friday, 2019	January 2, Thursday ~ January 8, Wednesday, 2020	<ul style="list-style-type: none"> <li>- Bank remittance (The depositor's name must be the applicant's name. Refer to p.15)</li> </ul>
Application Submission (in person or via mail)	October 1, Tuesday ~ October 25, Friday, 2019	January 2, Thursday ~ January 8, Wednesday, 2020	<p style="text-align: center;">〈In person〉</p> <ul style="list-style-type: none"> <li>- Time : 09:00 ~ 18:00 (weekdays only)</li> <li>- Place : Office of International Education Room 115 (Building No.38)</li> </ul> <hr/> <p style="text-align: center;">〈Via Mail〉</p> <p>Office of International Education (Building #38), Seoul Tech, 232 Gongneung-ro, Nowon-gu, Seoul, 01811, Republic of Korea</p>
Interview	Early December	Mid January	Schedule will be informed by email.
Announcement of Admissions Decision	End of December	End of January	The result will be informed by email.
Registration (Tuition Payment)	Mid January, 2020	Early February	Designated bank by SeoulTech (Those who do not register will be considered as not wanting to register and processed as disqualified without separate notice.)
Admission Certificate	After tuition payment		By post or in person
X-ray Certificate Submission	When moving into dormitory		Only for dormitory applicants (Refer to p.17)
Classes Begin	March 2, Monday, 2020		

#### Please Note

- ※ Please make sure to provide accurate contact information (email and telephone number) so that you can be reached concerning the submission of documents, interviews, announcements of admission decisions, etc.
- ※ Online application, submission of application documents and application fee must be completed by the deadline. If not, your application will be rejected.
- ※ Only those whose sojourn period ends after February 14, 2020 can apply for the 2<sup>nd</sup> round and the applicants must participate in in-person interview.
- ※ The venue for document submission is expected to draw large crowds close to deadline. To ensure proper handling of your case, please submit your documents as early as possible.
- ※ The dates above are subject to change.

## B. Graduate school

Application Procedure	Time Period	Notes
Eligibility	Non-Korean residing in either Korea or elsewhere	
Online Application	October 1, Tuesday ~ October 25, Friday, 2019	<ul style="list-style-type: none"> <li>- Apply on the website <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a></li> <li>- Download application forms <a href="http://admission.seoultech.ac.kr">http://admission.seoultech.ac.kr</a> <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a></li> </ul>
Application Fee Payment	October 1, Tuesday ~ October 25, Friday, 2019	<ul style="list-style-type: none"> <li>- Bank remittance (The depositor's name must be the applicant's name. Refer to p.15)</li> </ul>
Application Submission (in person or via mail)	October 1, Tuesday ~ October 25, Friday, 2019	<p style="text-align: center;">〈In person〉</p> <ul style="list-style-type: none"> <li>- Time : 09:00 ~ 18:00 (weekdays only)</li> <li>- Place : Office of International Education Room 115 (Building No.38)</li> </ul> <hr/> <p style="text-align: center;">〈Via Mail〉</p> <p>Office of International Education (Building #38), Seoul Tech, 232 Gongneung-ro, Nowon-gu, Seoul, 01811, Republic of Korea</p>
Interview	Early December	Schedule will be informed by email. (Refer to p.10)
Announcement of Admissions Decision	End of December	The result will be informed by email.
Registration (Tuition Payment)	Mid January, 2020	Designated bank by SeoulTech (Those who do not register will be considered as not wanting to register and processed as disqualified without separate notice.)
Admission Certificate	After tuition payment	By post or in person
X-ray Certificate Submission	When moving into dormitory	Only for dormitory applicants (Refer to p.17)
Classes Begin	March 2, Monday, 2020	

### Please Note

- ※ Please make sure to provide **accurate contact information** (email and telephone number) so that you can be reached concerning the submission of documents, interviews, announcements of admission decisions, etc.
- ※ **Online application, submission of application documents and application fee must be completed by the deadline. If not, your application will be rejected.**
- ※ The venue for document submission is expected to draw large crowds close to deadline. To ensure proper handling of your case, please submit your documents as early as possible.
- ※ The dates above are subject to change.

### 3. Admission Units

#### A. Undergraduate

(☎Phone : +82-2-970-Extension)

College	Major		Extension	Freshman	Transfer	Remarks
College of Engineering	★Department of Mechanical System and Design Engineering		6351, 6385	○	○	
	★Department of Mechanical & Automotive Engineering		6334, 6303	○	○	
	Department of Safety Engineering		6372, 6382	○	○	
	Department of Materials Science & Engineering		6613, 6637	○	○	
	★Department of Civil Engineering		6501, 6585	○	○	
	School of Architecture	★Architectural Engineering program	6551	○	○	
◆Architecture Program		6562, 6563	○	○	5 years	
College of Information and Communication Engineering	★Department of Electrical and Information Engineering		6402, 6471	○	○	
	★Department of Electronic and IT Media Engineering		6452, 6480	○	○	
	★Department of Computer Science and Engineering		6707, 6721	○	○	
College of Energy and Biotechnology	★Department of Chemical and Biomolecular Engineering		6601, 6680	○	○	
	★Department of Environmental Engineering	Environmental Engineering	6623, 6683	○	○	
		Major in Environmental Policy				
	Department of Food Science and Technology		6732, 6733	○	○	
	Department of Fine Chemistry		6682, 6689	○	○	
	Department of Optometry		6225, 6226	○	○	
Department of Sports Sciences		6367, 6368	○	○		
College of Art & Design	Department of Design(Industrial Design)		6667	○	○	
	Department of Design(Visual Design)		6650	○	○	
	Department of Ceramic Arts & Design		6618	○	○	
	Department of Metal Art & Design		6664, 6675	○	○	
	Fine Arts		6635, 6640	○	○	
College of Humanities & Social Sciences	Department of Public Administration	Public Administration	6489, 6490	○	○	
	Department of English Language and Literature		6377, 6378	○	○	
	Department of Creative Writing		6291, 6292	○	○	TOPIK 6 required
College of Business & Technology	Department of Industrial & Systems Engineering	Industrial & Information Systems Engineering	6465, 6482	○	○	
		ITM (IT Management)	7279	○	×	TOPIK 3 & Certificate of English Test required
	Department of MSDE (Manufacturing Systems and Design Engineering)		6932, 7277	○	×	Certificate of English Test required (English Track)
	Department of Business Administration	Business Administration	6477, 6488	×	○	
		Business Administration(AMS program)	6477, 6488	○	×	freshmen and sophomores
	GTM(Global Technology Management)	7284	○	×	TOPIK 3 & Certificate of English Test required	

#### Please Note

- ※ Majors with ★ offer the ABEEK(Accreditation Board for Engineering Education of Korea)\* program.
- \* ABEEK : Internationally recognized engineering education programs through evaluation of the Accreditation Board for Engineering Education of Korea (ABEEK)
- ※ Major with ◆, Architecture Program is a 5-year course and offer the KAAB(Korea Architectural Accrediting Board)\*\* program.
- \*\* KAAB : A professional degree program in architecture with the accredited by Korea Architectural Accrediting Board(KAAB)
- ※ All of the courses of MSDE(Manufacturing Systems and Design Engineering) are offered in English.
- ※ MSDE & ITM receive students only in spring semester.
- ※ Courses in Business Administration (AMS program \*AMS : Asian Management Studies) are offered in Korean language.
- ※ Department Introduction: <http://www.seoultech.ac.kr/univ/univ/intro/>

## B. Master's / Doctoral / Combined Master's and Doctoral programs

Classify	Major	Extension	M.S.	PhD.	Combi ned	Note	
Graduate School	Dept. of Mechanical Design and Robot Engineering	6351, 6385	○	○	○		
	Dept. of Mechanical Engineering	6303	○	○	○		
	Dept. of Safety Engineering	6372, 6382	○	○	○		
	Dept. of Mechanical Design and Manufacturing Engineering	6306, 6386	○	○	○		
	Dept. of Data Science	6465	○	×	×	TOPIK LEVEL3 required	
	Dept. of Materials Science & Engineering	6613, 6637	○	×	×		
	Dept. of Automotive Engineering	6334, 6335	○	○	○		
	Dept. of Civil Engineering	6501, 6585	○	○	○		
	Dept. of Architecture	Architectural Engineering	6551	○	○	○	
		Architectural Design	6562, 6563	○	○	○	
	Dept. of Electrical and Information Engineering	6471	○	○	○		
	Dept. of Electronic Engineering	6452, 6480	○	○	○		
	Dept. of Computer Science and Engineering	6707, 6721	○	○	○		
	Dept. of Media IT Engineering	6425, 6427	○	×	×		
	★Dept. of Integrated IT Engineering (English Track)	6431	○	○	○	language exemption	
	Dept. of Manufacturing Systems and Design Engineering	7277	○	×	×		
	Dept. of Chemical Engineering	6601, 6680	○	×	×		
	Dept. of Environmental Engineering	6623, 6683	○	×	×		
	Dept. of Food Science and Technology	6732, 6733	○	×	×		
	Dept. of Fine Chemistry	6682, 6689	○	○	○		
	Dept. of Industrial Design	6667	○	×	×		
	Dept. of Visual Design	6650	○	×	×		
	Dept. of Ceramic Arts & Design	6618	○	×	×		
	Dept. of Metal Arts & Design	6664	○	×	×		
	Dept. of Fine Arts	6635	○	×	×		
	Dept. of Business Administration	6477, 6488	○	×	×	TOPIK LEVEL3 required	
	Dept. of English Language and Literature(TESOL)	6377, 6378	○	×	×		
	Dept. of Creative Writing	6291, 6292	○	×	×	TOPIK LEVEL6 required	
	Dept. of Optometry	6225, 6226	○	○	○		
	Dept. of Sports Science	6367, 6368	○	×	×		
	〈Convergence Porgram〉 Convergence Institute of Biomedical Engineering and Biomaterials	Convergence Program of Biomedical Engineering and Biomaterials	6603	○	○	×	
		Program of New Materials Engineering	6613, 6637	×	○	×	
Architecture Program		6551, 6562	×	○	×		
Electrical and Information Program		6538	×	○	×		
Bio IT Program		6452, 6480	×	○	×		
Electronic Engineering Program			×	○	×		
〈Convergence Porgram〉 Nano Bio Engineering (Participating Department : Food Scicence and Technology, Chemical Engineering, Manufacturing Systems and Design Engineering )	7277	×	○	×			
〈Convergence Porgram〉 Humanities–Based Management (Participating Department : Business Administration, TESOL)	6488	×	○	×	TOPIK LEVEL3 required		

Classify	Major	Extension	M.S.	PhD.	Combined	Note
Graduate School of Railroad	Dept. of Rolling Stock System	6877	○	○	○	
	Dept. of Electrical and Signaling Engineering	6874	○	○	○	
	Dept. of Railway Construction Engineering	6584	○	○	○	
	Dept. of Railway Management and Policy	6875	○	○	○	TOPIK LEVEL3 required
	Dept. of Railway Safety Engineering	6876	○	○	○	
Graduate School of Public Policy & information Technology	Dept. of Public Policy	6866	○	○	○	TOPIK LEVEL3 required
	Dept. of Industrial Information Systems	6448	○	○	○	TOPIK LEVEL3 required
	Dept. of Broadcasting & Communication Policy	6869	○	○	○	TOPIK LEVEL3 required
	Dept. of Digital & Cultural Policy	6872	○	○	○	TOPIK LEVEL3 required
Graduate School of Energy & Environment	Dept. of New Energy Engineering	6805	○	○	○	
	Dept. of Energy and Environment	6595	○	○	○	
	Dept. of Energy System Engineering	6320	○	○	○	
	Dept. of Energy Policy	6596	○	○	○	TOPIK LEVEL3 required
Graduate School of Nano IT Design Fusion	Dept. of Nano IT Fusion Engineering	6596	○	○	○	
	Dept. of IT Design Fusion	6647	○	○	○	
	Dept. of Information Technology & Media Engineering	6425	○	○	○	
	Dept. of Design Engineering	6812	○	×	×	

**Please Note**

- ※ Major with ★, Dept. of Integrated IT Engineering (English Track) is offered in English and applicants are exempt from submission of official language score reports.
- ※ Department Introduction(Graduate School): <http://www.seoultech.ac.kr/univ/com/intro/intro/>
- ※ Department Introduction(Professional Graduate Schools): <http://www.seoultech.ac.kr/univ/expert/intro/>

## 4. Number of Admissions (Supernumerary Application)

- The available number of supernumerary seats shall be given on the basis of academic achievement(documents review and interview).



## 5. Eligibility for Application

Type	Eligibility	Selection Process
Undergraduate Freshman Applicants	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens.</p> <ul style="list-style-type: none"> <li>※ Acknowledged as a non-Korean applicant if both parents and applicant acquired non-Korean citizenship before entry into high school.</li> <li>※ If an applicant has multiple citizenships, he or she is acknowledged as a non-Korean applicant when both parents and applicant have lost their Korean citizenship before entry into high school.</li> </ul> <p><b>(Academic Requirements)</b> Applicant must have completed or expect to complete high school prior to admission.</p> <p><b>(Language Requirements)</b> Applicants must meet a or b.</p> <ol style="list-style-type: none"> <li>a. Applicants must have obtained TOPIK level 3 or above</li> <li>b. Applicants must have completed Level 4 of SeoulTech Korean Language Courses.</li> </ol> <p>※ <b>(Exceptions)</b></p> <ol style="list-style-type: none"> <li>1. Applicants to <u>English Track (MSDE)</u> are exempt from the Korean Language requirements, but must have obtained TOFEL iBT 80, IELTS 5.5, TEPS 550 or above. Students from countries where English is an official language are also exempt from this English proficiency requirements.</li> <li>2. Applicants to <u>ITM</u> and <u>GTM</u> must have obtained TOPIK 3 and TOFEL iBT 80, IELTS 5.5, TEPS 550 or above, or other certificate of commensurate level.</li> <li>3. Applicants to the <u>Department of Creative Writing</u> must have obtained TOPIK Level 6.</li> </ol>	Application Screening and Interview
Undergraduate Transfer Applicants (junior)	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens.</p> <ul style="list-style-type: none"> <li>※ Acknowledged as a non-Korean applicant if both parents and applicant acquired non-Korean citizenship at least three years before the start of the application procedure.</li> <li>※ If an applicant has multiple citizenships, he or she is acknowledged as a non-Korean applicant when both parents and applicant have acquired non-Korean citizenship at least three years before the start of the application procedure.</li> </ul> <p><b>(Academic Requirements)</b> Applicants must meet a or b.</p> <ol style="list-style-type: none"> <li>a. Applicants must have completed or expect to complete at least two years of a degree program at a four-year university.</li> <li>b. Applicants must have completed or expect to complete 2–3 years at a community college. <ul style="list-style-type: none"> <li>※ Applicants must have completed at least 50% of their previous program's credits to qualify as a transfer student.</li> </ul> </li> </ol> <p><b>(Language Requirements)</b> Applicants must meet a or b.</p> <ol style="list-style-type: none"> <li>a. Applicants must have obtained TOPIK level 3 or above</li> <li>b. Applicants must have completed Level 4 of SeoulTech Korean Language Courses.</li> </ol> <p>※ <b>(Exception)</b> Applicants to the <u>Department of Creative Writing</u> must have obtained TOPIK Level 6.</p>	Application Screening and Interview
Graduate Program Applicants	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens.</p> <ul style="list-style-type: none"> <li>※ Acknowledged as a non-Korean applicant if both parents and applicant acquired non-Korean citizenship at the start of the application procedure.</li> <li>※ If an applicant has multiple citizenships, he or she is acknowledged as a non-Korean applicant when both parents and applicant have lost their Korean citizenship at the start of the application procedure.</li> </ul> <p><b>(Academic Requirements)</b> Applicants must have or expect to have a Bachelor's degree (and Master's degree for Doctoral program).</p> <p><b>(Language Requirements)</b> <u>Exempted</u></p> <p>※ <b>(Exceptions)</b></p> <ol style="list-style-type: none"> <li>1. Applicants must have obtained TOPIK level 3 or above, or must have completed Level 4 of SeoulTech Korean Language Courses for Department of Data Science, Department of Business Administration, Department of TESOL, Department of Railway Management and Policy, Public Policy Major, Industrial Information System Major, Broadcasting and Communication Policy Major, Digital Culture Policy Major, and Department of Energy Policy</li> <li>2. Applicants to the <u>Department of Creative Writing</u> must have obtained TOPIK Level 6.</li> </ol>	Application Screening and Interview

- ※ **(Conditional Admission – students of SeoulTech Korean Language Courses only)** Applicants who do not meet the minimum requirements for Korean proficiency may be granted conditional admission. If granted conditional admission, the student will be required to enroll in Korean language program of Seoul Tech and to receive TOPIK Level 3 within a year or complete Level 4 of SeoulTech Korean language courses. The Language program registration confirmation should be submitted after paying the tuition fee.
- ※ Korean citizens who hold dual citizenship are not eligible to apply as international applicants.
- ※ The eligibility for application can be decided from the admission committee of OIE (Office of International Education) considering unusual cases and an applicant's individual circumstances.
- ※ If the parents of the applicant have been divorced, remarried or deceased, the applicant is required to submit additional documents such as birth certificate, divorce, and death certificate, etc.
- ※ When legally acknowledged as having only one parent, either father or mother, the citizenship of only the relevant parent is reflected when assessing the qualification for application as a non-Korean citizen. (The applicant must submit the document certifying it.)
- ※ The results of the 66<sup>th</sup> TOPIK(2019.10.20.) and the fall term of Korean Language Program can be accepted for admission to Spring semester, 2020(1<sup>st</sup> round).

## 6. Application Submission

### A. Undergraduate freshman

No	Required Documents	Note
1	Application Documents Checklist (Form 1-1)	- Check required documents (Form1-1) and submit them (Refer to P.20)
2	Application form (Form 2)	- <u>Access online</u> at <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a> , <u>print out and submit</u> (Refer to P.24)
3	Personal statement and study plan (Form 3)	- Prepare the personal statement and study plan in English or Korean
4	Financial certification (Form 5)	- Prepare (Form 5) and submit (Refer to P.30)
5	Certificate of bank deposits (with minimum of USD 20,000)	- Must be issued within the last 3 months with the deposit for over a month - The name of sponsor (Form 5) and the depositor's name on the certificate of bank deposit must be the same. - Copy of bank book is not acceptable.
6	Agreement of verification of academic records (Form 6)	- Fill out the latest academic records in (Form 6) and submit (Refer to P.31)
7	Official high school graduation (expected) certificate	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> - It should be Apostilled or certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant's country. - For applicants residing in Korea, it should be certified by the applicant's country's embassy in Korea.
8	Official high school transcripts	<u>&lt;For Chinese citizen applicants&gt;</u> - It should be certified by the consulate of the Embassy of the Republic of Korea
9	Score report of language proficiency (TOPIK) * English track applicants : English test reports (TOEFL iBT 80 or above)	- Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above - intermediate level) completion (expected) at SeoulTech Korean language program - Validity of grades: only grades valid as of the start of application procedure can be acknowledged.
10	A copy of Alien Registration Card by the Korean Ministry of Justice	<Only those with Alien Registration Card are to submit>
11	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	- If the parents do not have a passport, applicants can submit other documents proving their nationality.
12	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate)	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> - Submit original copy of birth certificate with notarized translation in Korean or English <u>&lt;For Chinese citizen applicants&gt;</u> - Official document indicating parent-child relationship with notarized translation (in Korean or English) - <u>Must submit additional copies of the Certificate of Household Register of applicant and parents</u>
13	Additional materials (portfolio, photographs of works, recordings of performances, etc.)	<Only applicants to the College of Art and Design should submit>

※ All documents submitted for application must be prepared in Korean or English.

※ Check P.12-14 before preparing the documents.

## B. Undergraduate Transfer

No	Required Documents	Note
1	Application Documents Checklist (Form 1–2)	– Check required documents (Form1–2) and submit them (Refer to P.21)
2	Application form (Form 2)	– <u>Access online</u> at <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a> , <u>print out and submit</u> (Refer to P.24)
3	Personal statement and study plan (Form 3)	– Prepare the personal statement and study plan in English or Korean
4	Financial certification (Form 5)	– Prepare (Form 5) and submit (Refer to P.30)
5	Certificate of bank deposits (with minimum of USD 20,000)	– Must be issued within the last 3 months with the deposit for over a month – The name of sponsor (From 5) and the depositor’s name on the certificate of bank deposit must be the same. – Copy of bank book is not acceptable.
6	Agreement of verification of academic records (Form 6)	– Fill out the latest academic records in (Form 6) and submit (Refer to P.31)
7	Official high school graduation (expected) certificate	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> – It should be Apostilled or certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country. – For applicants residing in Korea, it should be certified by the applicant’s country’s embassy in Korea.
8	Official high school transcripts	<u>&lt;For Chinese citizen applicants&gt;</u> – It should be certified by the consulate of the Embassy of the Republic of Korea
9	Graduation (enrollment) certificate of university transferring from	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> – It should be Apostilled or certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country. – For applicants residing in Korea, it should be certified by the applicant’s country’s embassy in Korea.
10	Official transcripts of university transferring from	<u>&lt;For Chinese citizen applicants&gt;</u> – Four-year university: should be certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country. – Two or three-year community college: should be certified by the China Credentials Verification (in English) or by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country.
11	Certificate of credits required for graduation at university transferring from (Four-year university only)	– Should submit document stating the credits required for graduation at the university transferring from (in English or Korean) – Should submit certificate from university transferring from or print-out of content on the university’s Website
12	Score report of language proficiency (TOPIK) * English track applicants : English test reports (TOEFL iBT 80 or above)	– Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above – intermediate level) completion (expected) at SeoulTech Korean language program – Validity of grades: only grades valid as of the start of application procedure can be acknowledged.
13	A copy of Alien Registration Card by the Korean Ministry of Justice	<u>&lt;Only those with Alien Registration Card are to submit&gt;</u>
14	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	– If the parents do not have a passport, applicants can submit other documents proving their nationality.
15	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate)	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> – Submit original copy of birth certificate with notarized translation in Korean or English <u>&lt;For Chinese citizen applicants&gt;</u> – Official document indicating parent-child relationship with notarized translation (in Korean or English) – <u>Must submit additional copies of the Certificate of Household Register of applicant and parents</u>
16	Additional materials (portfolio, photographs of works, recordings of performances, etc.)	<u>&lt;Only applicants to the College of Art and Design should submit&gt;</u>

※ All documents submitted for application must be prepared in Korean or English.

※ Check P.12–14 before preparing the documents.

## C. Graduate master's (master's and doctoral combined) program

No	Required Documents	Note
1	Application Documents Checklist (Form 1–3)	– Check required documents (Form1–3) and submit them (Refer to P.22)
2	Application form (Form 2)	– <u>Access online</u> at <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a> , <u>print out and submit</u> (Refer to P.24)
3	Personal statement and study plan (Form 3)	– Prepare the personal statement and study plan in English or Korean
4	A letter of recommendation from a professor (Form 4)	– Have a professor fill out the letter of recommendation (Form 4) of your undergraduate university (Refer to P.28) – The professor should put it in a separate envelope, sign and seal the envelope, and submit it to the applicant. – Letters of recommendation that haven't been sealed are not effective
5	Financial certification (Form 5)	– Prepare (Form 5) and submit (Refer to P.30)
6	Certificate of bank deposits (with minimum of USD 20,000)	– Must be issued within the last 3 months with the deposit for over a month – The name of sponsor (Form 5) and the depositor's name on the certificate of bank deposit must be the same. – Copy of bank book is not acceptable.
7	Agreement of verification of academic records (Form 6)	– Fill out the latest academic records in (Form 6) and submit (Refer to P.31)
8	Official undergraduate degree (expected) certificate	– If transferred to and graduated (expected) from a Korean university after studying at a university overseas for two years, the applicant should additionally submit the relevant foreign university's transcripts certified by the consulate of an embassy of the Republic of Korea. <u>&lt;For applicants of non-Chinese citizenship&gt;</u> – It should be Apostilled or certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant's country. – For applicants residing in Korea, it should be certified by the applicant's country's embassy in Korea.
9	Official undergraduate transcripts	<u>&lt;For Chinese citizen applicants&gt;</u> – Degree certificate : should be certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant's country and by the China Academic Degrees and Graduate Education Information (in Chinese) – Transcript : should be certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant's country.
10	Score report of language proficiency (TOPIK) * English track applicants : English test reports (TOEFL iBT 80 or above)	– Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above – intermediate level) completion (expected) at SeoulTech Korean language program – Validity of grades : only grades valid as of the start of application procedure can be acknowledged.
11	A copy of Alien Registration Card by the Korean Ministry of Justice	<Only those with Alien Registration Card are to submit>
12	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	– If the parents do not have a passport, applicants can submit other documents proving their nationality.
13	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate)	<u>&lt;For applicants of non-Chinese citizenship&gt;</u> – Submit original copy of birth certificate with notarized translation in Korean or English <u>&lt;For Chinese citizen applicants&gt;</u> – Official document indicating parent-child relationship with notarized translation (in Korean or English) – <u>Must submit additional copies of the Certificate of Household Register of applicant and parents</u>
14	Additional materials (portfolio, photographs of works, recordings of performances, etc.)	<Only applicants to the College of Art and Design should submit>

※ All documents submitted for application must be prepared in Korean or English.

※ Check P.12–14 before preparing the documents.

## D. Graduate doctoral program

No	Required Documents	Note
1	Application Documents Checklist (Form 1–4)	– Check required documents (Form1–4) and submit them (Refer to P.23)
2	Application form (Form 2)	– <u>Access online</u> at <a href="http://www.studyinkorea.go.kr">http://www.studyinkorea.go.kr</a> , <u>print out and submit</u> (Refer to P.24)
3	Personal statement and study plan (Form 3)	– Prepare the personal statement and study plan in English or Korean
4	A letter of recommendation from a professor (Form 4)	– Have a professor fill out the letter of recommendation (Form 4) of your Master’s university (Refer to P.28) – he professor should put it in a separate envelope, sign and seal the envelope, and submit it to the applicant. – Letters of recommendation that haven’t been sealed are not effective
5	Financial certification (Form 5)	– Prepare (Form 5) and submit (Refer to P.30)
6	Certificate of bank deposits (with minimum of USD 20,000)	– Must be issued within the last 3 months with the deposit for over a month – The name of sponsor (From 5) and the depositor’s name on the certificate of bank deposit must be the same. – Copy of bank book is not acceptable.
7	Agreement of verification of academic records (Form 6)	– Fill out the latest academic records in (Form 6) and submit (Refer to P.31)
8	Official master’s degree (expected) certificate	<u>〈For applicants of non–Chinese citizenship〉</u> – It should be Apostilled or certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country. – For applicants residing in Korea, it should be certified by the applicant’s country’s embassy in Korea. <u>〈For Chinese citizen applicants〉</u>
9	Official master’s transcripts	– Degree certificate : should be certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country and by the China Academic Degrees and Graduate Education Information (in Chinese) – Transcript : should be certified by the consulate of an embassy of the Republic of Korea (in Korean or English) in the applicant’s country.
10	Score report of language proficiency (TOPIK) * English track applicants : English test reports (TOEFL iBT 80 or above)	– Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above – intermediate level) completion (expected) at SeoulTech Korean language program – Validity of grades: only grades valid as of the start of application procedure can be acknowledged.
11	A copy of Alien Registration Card by the Korean Ministry of Justice	〈Only those with Alien Registration Card are to submit〉
12	A copy of the applicant’s passport and copies of both parents’ passports (or other official document indicating their nationality)	– If the parents do not have a passport, applicants can submit other documents proving their nationality.
13	Official document indicating parent–child relationship between the applicant and his/her parents (usually birth certificate)	<u>〈For applicants of non–Chinese citizenship〉</u> – Submit original copy of birth certificate with notarized translation in Korean or English <u>〈For Chinese citizen applicants〉</u> – Official document indicating parent–child relationship with notarized translation (in Korean or English) – <u>Must submit additional copies of the Certificate of Household Register of applicant and parents</u>
14	Additional materials (portfolio, photographs of works, recordings of performances, etc.)	〈Only applicants to the College of Art and Design should submit〉

※ All documents submitted for application must be prepared in Korean or English.

※ Check P.12–14 before preparing the documents.

## E. Important Notes for Document Submission

1. All documents should be in English or Korean. Documents in another language should be accompanied by a notarized English or Korean translation.
  - ※When submitting the notarized documents, put the original ones right before the notarized ones.
2. Original document must be submitted.
  - ※Should they be unavailable, however, photocopies must be authorized by the originating institution before they are submitted.
3. Application documents must be submitted in an envelope in the order of the list of required documents.
  - ※When submitting documents, put the “Checklist (form,1)” on the first page.
4. Transcripts, certificates of enrollment, and diplomas issued by non-Korean academic institutions must be “verified and certified by the consulate” of the Korean Embassy in the applicant’s country or in the applicant’s country’s embassy in Korea.
  - ※If the institution is located in a member state that recognizes Apostille Verification, “apostilled documents” may be attached.
5. Applicants who have not graduated at the time of application must submit a certificate of graduation within 15 days after their enrollment at Seoul Tech.
  - ※If not submitting it, the admission will be cancelled.
6. The admissions staff reserves the right to require additional documents from the applicant, should a need arise to verify the authenticity of submitted materials
7. Submitted documents become property of Seoul Tech and will not be returned to the applicants. If not admitted to the university for the current semester, applicants must submit all documents again if applying for an other semester.
8. Admissions scores remain undisclosed.
9. If there is a problem with the document authenticity, eligibility, exam cheating, etc., admission will be revoked.
10. All kinds of test grade and award certificates will be taken into consideration during the documents review, if submitted.
  - ※Documents in another language should be accompanied by a notarized English or Korean translation.
11. Applicants need to know and understand the information about the department in advance and cannot change department and degree program.
12. According to the regulations by Korean Council for University Education, School Qualification Exam, Home-schooling and Cyber learning are not acceptable.

### 〈Additional Notes〉

1. Those who will stay at a dormitory must submit achest X-ray result for tuberculosis screening when moving into the dormitory.
2. Medical Insurance for International Students.
  - All international students should purchase medical insurance upon entry into Korea.
  - SeoulTech international students can purchase medical insurance in group.
  - If you already have medical insurance as an international student, you must submit a photocopy of the insurance certificate after admission to the university

## F. Information on the issuance of degree (academic credentials) certificates – for non-Chinese citizen applicants

### ■ Apostille

- Apostille Convention: The Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents
- Apostilled documents of states party to the convention have the same effect as documents confirmed by the consulate of a country's embassies overseas
- Current states that are party to the Apostille Convention

As of 2017.09.21.

Region	Total no. of countries	States party to the convention
Asia	7	Republic of Korea, Mongolia, Brunei, Japan, India, part of China (Macau and Hong Kong), and Tajikistan
Middle East	4	Oman, Israel, Bahrain, and Morocco
Europe	46	Albania, Austria, Belarus, Belgium, Bosnia–Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italia, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Lichtenstein, San Marino, Kazakhstan, Uzbekistan, and Kosovo
America	31	United States, Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Dduras, Colombia, Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Uruguay, Costa Rica, Nicaragua, Paraguay, Brazil, Chile, and Guatemala
Africa	11	South African Republic, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, and Seychelles
Oceania	11	New Zealand, Niue, Marshall Islands, Mauritius, Vanuatu, Samoa, Seychelles, Cook Islands, Tonga, Fiji, and Australia

※ You can see the latest information on the Hague Conference on Private International Law's Website ([www.hcch.net](http://www.hcch.net)).

- Process for Apostille issuance



- Note (example)

- A Chinese student has acquired an academic degree in the United States: The student has the document Apostilled, confirmed by the consulate of the Korean Embassy in the United States or the consulate of the U.S. Embassy in Korea, and then submits it.
- A U.S. student has acquired an academic degree (credits) in China: The student has a center certifying academic records and degrees managed by the Ministry of Education of the People's Republic of China and then submits them (refer to p.14)

## G. Information on the issuance of academic degree (records) –certificates – For Chinese citizen applicants

### ■ China Academic Degrees and Graduate Education Information (学位网)

- Applicants : Those who have graduated (or expect to) from a university in China among applicants to SeoulTech’s master’s and doctoral degree programs
- Certifying agency : China Academic Degrees and Graduate Education Information
- How to request : degree certifying center of the Ministry of Education of the People’s Republic of China (<http://www.cdgd.edu.cn>)
  - ※ You can also request it through the Confucius Institute in Seoul (<http://www.cis.or.kr>), which is the ministry’s official agency in Korea (inquiries: +82-2-554-2688)

### ■ China Credentials Verification (学信网)

- Applicants : Those who have graduated (or expect to) from two- or three-year community college in China among those applying to transfer to SeoulTech’s undergraduate school
- Certifying agency : China Credentials Verification
- How to request : degree certifying center of the Ministry of Education of the People’s Republic of China(<http://www.chsi.com.cn>)

## 7. Application Fee

- Application fee: KRW 100,000 (USD 100)
- Bank Name : Nong-hyup (NH bank)
- Account Number : 301-0079-6618-71
- Beneficiary's Name : Seoul National University of Science and Technology
- Swift Code : NACFKRSE
- Depositor’s Name : Applicant’s Name (The depositor’s name have to be the applicant’s name)
  - ※ If the depositor’s name is different from applicant’s name, the applicant should directly submit or send by email the wire transfer receipt to the Office of International Education.
  - ※ An application number will be normally issued only after application fees are paid in full after starting the application procedure.
  - ※ The International remittance charge is on each applicant’s responsibility. The applicant should pay the full application fee in addition to the remittance charge.
  - ※ If giving up admission for personal reasons after the submission deadline, the application fee is not refundable.

## 8. Admissions Criteria

Application	Evaluating Method
Documents review	Evaluation of candidates' personal statement, study plan, letter of recommendation, transcripts, accomplishments, papers (doctoral program), and other documents (academic achievement, other items related to studies, language proficiency and practical skills, etc.)
Interview	<ul style="list-style-type: none"> <li>○ Applicants residing in Korea: in-person interview</li> <li>○ Applicants residing abroad: telephone or skype</li> <li>※ The applicants of the 2<sup>nd</sup> round must participate in in-person interview.</li> </ul>



## 9. Tuition Fees (as of 2019)

### A. Undergraduate

(Unit : won(KRW))

College		Total	
College of Humanities & Social Sciences		2,362,940(Approx.\$2,300)	
College of Engineering, Energy & Biotechnology, Information & Communication Engineering		2,770,210(Approx.\$2,700)	
College of Art & Design		2,872,710(Approx.\$2,800) 【Tuition 2,815,710 + Studio fee 57,000】	
Architecture Program of School of Architecture		2,815,710(Approx.\$2,800)	
College of Business and Technology	Global Business Administration	Business Administration	2,362,940(Approx.\$2,300)
		Business Administration (AMS program)	3,362,940(Approx.\$3,300) 【Tuition 2,362,940 + Program fee(4 semesters) 1,000,000】
		GTM(Global Technology Management)	5,562,940(Approx.\$5,500) 【Tuition 2,362,940 + Program fee(1 semester) 3,200,000】 program fee : Short study tour to the US in summer
	Industrial Engineering	Industrial & Information Systems Engineering	2,770,210(Approx.\$2,700)
		ITM(IT Management)	5,100,210(Approx.\$5,000) 【Tuition 2,770,210 + Program fee(8 semesters) 2,330,000】
	MSDE(Manufacturing Systems and Design Engineering)		5,100,210(Approx.\$5,000) 【Tuition 2,770,210 + Program fee(8 semesters) 2,330,000】

※ Entrance fee is exempted. ※ Scholarships do not cover program fee and studio(College of Art&Design) fee.

### B. Graduate

(Unit : won(KRW))

Graduate	Type	Total	
Graduate School	Master's Program	Engineering Programs	3,540,000(Approx.\$3500)
		Humanities & Social Sciences Programs	3,280,000(Approx.\$3300)
		Art & Design Programs	3,500,000(Approx.\$3500)
	Doctoral Program	Engineering Programs	3,987,000(Approx.\$4000)
Graduate School of Railroad	Master's Program	Engineering Programs	3,579,000(Approx.\$3600)
	Doctoral Program	Engineering Programs	3,639,000(Approx.\$3600)
Graduate School of Public Policy & Information Technology	Master's Program	Humanities & Social Sciences Programs	3,359,000(Approx.\$3400)
	Doctoral Program	Humanities & Social Sciences Programs	3,419,000(Approx.\$3400)
Graduate School of Energy & Environment	Master's Program	Engineering Programs	3,579,000(Approx.\$3600)
	Doctoral Program	Engineering Programs	3,639,000(Approx.\$3600)
Graduate School of Nano IT Design Fusion	Master's Program	Engineering Programs	3,579,000(Approx.\$3600)
	Doctoral Program	Engineering Programs	3,639,000(Approx.\$3600)

※ Entrance (approx. \$20) is not included.

※ The undergraduate, graduate and departmental fees may differ.

## 10. Scholarships

### A. For the 1<sup>st</sup> semester only

Type	Requirement	Benefits
Undergraduate	TOPIK level 4 or TOEFL iBT 80 <sup>1)</sup> + Documents review and interview results: Level B	50% of Tuition fee
	TOPIK level 5 or TOEFL iBT 90 <sup>2)</sup> + Documents review and interview results: Level B	Full Tuition fee
	TOPIK level 6 or TOEFL iBT 100 <sup>3)</sup> + Documents review and interview results: Level A	Full Tuition fee + Full Boarding fees
Graduate	International Scholarships for Outstanding Students – Based on the candidates' academic achievements, Language Score, etc.	50 to 100% of Tuition fee ※ 75% on average for each department ※ Department of IT Fusion Engineering: 85% on average

- ※ Documents review: Decisions of documents review are based on the language ability, the academic achievements, study plan, etc. as A (Excellent), B (Normal), C (Unsatisfactory).
- ※ The English Proficiency scores of applicants of MSDE (Manufacturing Systems and Design Engineering) and ITM (IT Management) apply to scholarship criteria.
- ※ Scholarships **do not cover the program fee and the studio (College of Art&Design) fee**. Therefore, even if you get a scholarship, an additional fee may be charged.
- ※ The selection criteria of students for scholarships and benefits are subject to change.

### B. After students' enrollment at SEOULTECH

Type	Requirement	Benefits	Note
Undergraduate	Freshman (2 <sup>nd</sup> semester) ~ Senior	GPA 3.0 or above	50% of Tuition fee
		GPA 3.5 or above	Full Tuition fee
		GPA 3.8 or above	Full Tuition fee + Full Boarding fees
Graduate	GPA 3.5 or above	50 to 100% of Tuition fee	<ul style="list-style-type: none"> <li>• Must complete at least 12 credits without receiving an F grade</li> <li>• Must have at least TOPIK level 4 (or above) or TOEFL iBT 80 (or above) or equivalent official English tests</li> <li>• Boarding fees is for quad (four beds) room, and will be provided except vacation time</li> <li>• Must complete 6 credits at least with C grades or above</li> <li>• Additional scholarships for Student Teaching Assistant may be given</li> <li>• Scholarships for 1 additional semester in Master's program can be given to students who can't complete their degree within 4 semesters</li> <li>• Scholarships for 2 additional semesters in PhD program can be given to students who can't complete their degree within 4 semesters</li> </ul>

- ※ Scholarships **do not cover the program fee and the studio (College of Art&Design) fee**.
- ※ The selection criteria of students for scholarships and benefits are subject to change.

### C. SeoulTech African Leaders Scholarship (Graduate School only)

- Applicants must have or expect to have a Bachelor's degree for Master's degree or a Master's degree for Doctoral program at one of the partner universities of SeoulTech
- ※ Partner universities : Beni Suef University (Egypt), Adama Science and Technology University (Ethiopia), Bahir Dar University (Ethiopia), etc.
- Quota : 2
- Scholarship : Tuition fee and monthly allowance (900,000 KRW) during study period
  - ※ Must have GPA 3.5/4.5 or above to keep the scholarship
- How to apply : When submitting the application documents on page 10~11, submit an additional recommendation letter written by the Dean or the President of the partner university. Students will be selected based on the total score.

1) TOEIC 780 / TEPS 557 / IELTS Band 6.0 / TOEFL iBT 80 or equivalent level  
 2) TOEIC 850 / TEPS 680 / IELTS Band 6.5 / TOEFL iBT 90 or equivalent level  
 3) TOEIC 900 / TEPS 780 / IELTS Band 7.0 / TOEFL iBT 100 or equivalent level

## 11. Dormitory

### A. Housing Fees

(Unit : won (KRW))

Room Options		Fee (one semester*)
Sung Lim dormitory male hall	Quad Room	619,000(Approx.\$600)
Sung Lim dormitory female hall	Double Room	765,500(Approx.\$750)
Sung Lim dormitory International hall	Single Room	1,637,000(Approx.\$1600)
	Double Room	1,124,900(Approx.\$1000)
	Quad Room	876,500(Approx.\$840)

\*Duration of stay of one semester: March 2.(Mon.)~June. 19.(Fri.), 2020 / subject to change

※ Move-in date: ※ possible from February 27.(Thur), 2020 / subject to change

– Move-in time : 9:00 A.M. to 6:00 P.M. (can check in only during these hours)

※ Select your room type preference on your application.

– Although we try to allocate accommodation based upon your preferences, it is not always possible to assign your choices of room types.

– In case of dormitory cancellation after application, students must notify the office of Dormitory or the office of International Education.

※ There is no additional fee and the payment should be made in a lump sum after move-in.

### B. Meal Fee

(Unit : won (KRW))

Meal Plan	Fee (Per semester)
No Meal	–
1 meal per day	385,000(Approx.\$350)
2 meals per day	638,000(Approx.\$600)
3 meals per day	891,000(Approx.\$850)

※ Sung Lim dormitory International hall has cooking facilities. Sung Lim dormitory male/female hall have shared kitchen.

※ The fee should be paid in a lump sum and the meal plan you have chosen cannot be changed or cancelled after submitting the application.

### C. Facilities

Category	Housing facilities	Convenient facilities
Sung Lim Dormitory Male/Female Hall	Desk, chair, bed, wardrobe, bathroom, air conditioner, washing machine, shared kitchen	Seminar room, Cafe, Table tennis room, Convenience store, Fitness center
Sung Lim Dormitory International Hall	Desk, chair, bed, wardrobe, bathroom, air conditioner, washing machine, kitchen	

## 12. Contact Information

### ■ Office of International Education

- Inquiry about Admission
  - Address : #115, Bldg #38, Seoul National University of Science and Technology, 232 Gongneung-ro, Nowon-gu, Seoul, 139-743, Republic of Korea
  - Tel : +82-2-970-9221~9222
  - Fax : +82-2-970-9229
  - E-mail : admission@seoultech.ac.kr
  - Website
    - eoul National University of Science and Technology : <http://www.seoultech.ac.kr>
    - Admission : <http://admission.seoultech.ac.kr>
    - Study in Korea : <http://www.studyinkorea.go.kr>
- nquiry about Korean Language Program
  - Tel : +82-2-970-9220
  - Website : Office of International Education <http://global.seoultech.ac.kr>

### ■ Inquiry about Scholarships

- Undergraduate program : Scholarship & Welfare Team of Office of Student Affairs +82-2-970-6055
- Graduate program : Office of Graduate School +82-2-970-6793  
Office of Professional Graduate School +82-2-970-6797

### ■ Inquiry about Course Enrollment

- Refer the contact number of each department on page 4-6.

### ■ Inquiry about Housing

- Office of Dormitory Affairs
  - Tel : +82-2-970-9142
  - E-mail : snut016@seoultech.ac.kr
  - Website : <http://dormitory.seoultech.ac.kr>

〈Form 1-1〉

## Checklist for Application Documents – Undergraduate Freshman

- Name :
- Desired College :
- Desired Department :

\* Write the exact name of college and department referring to the guidelines. (ex, College of Engineering / Mechanical Systems and Design Engineering)

- ※ Please organize your documents by the following order and submit this form with the other required documents. (Put a tick ✓ in the table below.)
- ※ Please submit the application documents after completing the online application at the Study in Korea website. (<http://www.studyinkorea.go.kr>)

No.	Required Documents	Submission Status <input type="checkbox"/>
1	Checklist (Form 1-1)	
2	Application form (Form 2)	
3	Study plan and personal statement (Form 3)	
4	Financial certification (Form 5)	
5	Certificate of bank deposits (with minimum \$20,000)	
6	Agreement for verification of academic record (Form 6)	
7	Official high school graduation certificate	
8	Official high school transcript	
9	Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above) completion at SeoulTech Korean language program *English track applicants: English Test Reports (iBT 80 or above)	
10	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)	
11	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	
12	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate)	
13	Supplementary materials (only if available)	

<Form 1–2>

## Checklist for Application Documents – Undergraduate Transfer

- Name :
- Desired College :
- Desired Department :

\* Write the exact name of college and department referring to the guidelines, (ex. College of Engineering / Mechanical Systems and Design Engineering)

- ※ Please organize your documents by the following order and submit this form with the other required documents. (Put a tick ✓ in the table below.)
- ※ Please submit the application documents after completing the online application at the Study in Korea website. (<http://www.studyinkorea.go.kr>)

No.	Required Documents	Submission Status <input type="checkbox"/>
1	Checklist (Form 1–2)	
2	Application form (Form 2)	
3	Study plan and personal statement (Form 3)	
4	Financial certification (Form 5)	
5	Certificate of bank deposits (with minimum \$20,000)	
6	Agreement for verification of academic record (Form 6)	
7	Official high school graduation certificate	
8	Official high school transcripts	
9	Certificate of graduation(or enrollment) of former university	
10	Official Transcript of former university	
11	Proof of former university’s required credits for graduation	
12	Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above) completion at Seoul Tech Korean language program *English track applicants: English Test Reports (iBT 80 or above)	
13	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)	
14	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	
15	Official document indicating parent–child relationship between the applicant and his/her parents (usually birth certificate)	
16	Supplementary materials (only if available)	

〈Form 1–3〉

## Checklist for Application Documents – Master / Combined Master’s and Doctoral programs

- Name :
- Desired College :
- Desired Department :

\* Write the exact name of college and department referring to the guidelines.(ex. Graduate School of Railroad / Dept. of Rolling Stock System)

- ※ Please organize your documents by the following order and submit this form with the other required documents. (Put a tick ✓ in the table below.)
- ※ Please submit the application documents after completing the online application at the Study in Korea website. (<http://www.studyinkorea.go.kr>)

No.	Required Documents	Submission Status <input type="checkbox"/>
1	Checklist (Form 1–3)	
2	Application form (Form 2)	
3	Study plan and personal statement (Form 3)	
4	A letter of recommendation from a professor (Form 4)	
5	Financial certification (Form 5)	
6	Certificate of bank deposits (with minimum \$20,000)	
7	Agreement for verification of academic record (Form 6)	
8	Bachelor degree or Certificate of the expected graduation	
9	Official transcript of Bachelor degree	
10	Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above) completion at Seoul Tech Korean language program *English track applicants: English Test Reports (iBT 80 or above)	
11	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)	
12	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	
13	Official document indicating parent–child relationship between the applicant and his/her parents (usually birth certificate)	
14	Supplementary materials (only if available)	

<Form 1–4>

## Checklist for Application Documents – Doctoral

- Name :
- Desired College :
- Desired Department :

\* Write the exact name of college and department referring to the guidelines.(ex. Graduate School of Railroad / Dept. of Rolling Stock System)

- ※ Please organize your documents by the following order and submit this form with the other required documents. (Put a tick ✓ in the table below.)
- ※ Please submit the application documents after completing the online application at the Study in Korea website. (<http://www.studyinkorea.go.kr>)

No.	Required Documents	Submission Status <input type="checkbox"/>
1	Checklist (Form 1–4)	
2	Application form (Form 2)	
3	Study plan and personal statement (Form 3)	
4	A letter of recommendation from a professor (Form 4)	
5	Financial certification (Form 5)	
6	Certificate of bank deposits (with minimum \$20,000)	
7	Agreement for verification of academic record (Form 6)	
8	Master degree or Certificate of the expected graduation	
9	Official transcript of Master degree	
10	Score report of language proficiency (TOPIK Level 3 or above) or Certificate of Level 4 (or above) completion at Seoul Tech Korean language program *English track applicants: English Test Reports (iBT 80 or above)	
11	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)	
12	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	
13	Official document indicating parent–child relationship between the applicant and his/her parents (usually birth certificate)	
14	Supplementary materials (only if available)	



〈Form 2〉 Apply Online and Print out

## Application Form for International Students (Spring 2020)

\*Please, apply online first(<http://www.studyinkorea.go.kr>), print out the online application form and submit it.  
(Only in English or Korean)

<b>Application Category</b>	<input type="checkbox"/> Undergraduate Freshmen <input type="checkbox"/> Undergraduate Transfer <input type="checkbox"/> Master's program <input type="checkbox"/> Doctoral program <input type="checkbox"/> Combined Master's & Doctoral				
<b>Desired College/ Graduate School</b>	Ex) College of Engineering		<b>Desired Major</b>	Ex) Department Materials Science & Science	
<b>Information Personal</b>	<b>Name</b>	English	Write your name exactly as shown in your passport		(Photo)
		Korean	(If you have)		
	<b>Passport Number</b>		<b>Date of Birth</b>	mm/dd/yyyy	
	<b>Alien Registration Number (If you have)</b>		<b>Gender</b>	F / M	
	<b>Place of Birth</b>		<b>Nationality</b>		
	<b>Cell Phone</b>	Country code included	<b>Phone</b>	Country code included	
	<b>Home Address</b>				
	<b>Address for getting post</b>	Write Postal Code			
<b>E-mail</b>	Clarify 0 and zero.(Write number 0 to Ø) / Do not Write "qq.com"				
<b>Family Information</b>		<b>Father</b>		<b>Mother</b>	
	<b>Full Name</b>				
	<b>Date of Birth</b>				
	<b>Nationality</b>				
<b>Financial Sponsor</b>	<b>Name</b>	Name of Financial Guarantor = Name on Certificate of Bank Balances		<b>Relationship</b>	Ex) Self, Father, Mother, Professor
<b>Korean Language Study</b>	<b>Institute</b>	Ex) Seoul Tech		<b>Korean Language Student No.</b>	Ex)16290040 (Only for Seoul Tech Students)
<b>Proficiency Language</b>		Korean		English	
	<b>Test</b>				
	<b>Score/Level</b>				
	<b>Date of Acquisition</b>				

Academic Information	Elementary School			
	School Name		Country	
	Phone #		F A X #	
	Dates Attended	Ex)1998. 3. ~ 2004. 2. ~		
	Address			
	Middle School			
	School Name		Country	
	Phone #		F A X #	
	Dates Attended	Ex)1998. 3. ~ 2004. 2. ~		
	Address			
	High School			
	School Name		Country	
	Phone #		F A X #	
	Dates Attended	Ex)1998. 3. ~ 2004. 2. ~		
	Address			
	Undergraduate School (University)			
	School Name		Country	
	Phone #		F A X #	
	Dates Attended	Ex)1998. 3. ~ 2004. 2. ~		
	Address			
Graduate School				
School Name		Country		
Phone #		F A X #		
Dates Attended	Ex)1998. 3. ~ 2004. 2. ~			
Address				
Housing & Meal	Dormitory	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Room Type Preference	Building & Room Type		Dormitory
		Sung Lim dormitory male hall Quad Room		
		Sung Lim dormitory female hall Double Room		
		Sung Lim dormitory International hall	Single Room (M/F)	
			Double Room (M/F)	
	Quad Room (M/F)			
* rank the room types in order of your preference.(Refer to p.18)				
Meal Plan	<input type="checkbox"/> 3 meals per day <input type="checkbox"/> 2 meals per day (Breakfast, Lunch) <input type="checkbox"/> 2 meals per day (Lunch, Dinner) <input type="checkbox"/> 2 meals per day (Breakfast, Dinner) <input type="checkbox"/> No Meal			
Medical Insurance	Medical Insurance	<input type="checkbox"/> Purchase Insurance in Group <input type="checkbox"/> already have Insurance *If you have Insurance, submit the certificate of insurance.		

<Form 3> Apply Online and Print out

## Personal Statement & Study Plan

\*Please, complete this online first(<http://www.studyinkorea.go.kr>), print it out and submit it. (Only in English or Korean)

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*mm/dd/yyyy*

Desired College(Graduate School) \_\_\_\_\_

Desired Department(Major) \_\_\_\_\_

### 1. Personal Statement

The personal statement helps the university learn more about you as an individual beyond your grades and test scores, and other objective data. You should present your thoughts, ideas and views in a focused and convincing manner. Please write a statement in Korean or English. If needed, you may attach your statement on separate sheets.

## 2. Study Plan

Please explain in some detail your purpose in studying at Seoul National University of Science and Technology and your plans for study. Be as specific as you can describe your academic interests and the curriculum you expect to follow in achieving your goals.

※ For example, your motivation, goal, study plan, career plan after graduation, etc.

## 3. Signature

*I certify that all information submitted in the admissions process – including the application, the personal essay, any supplements, and any other supporting materials – is my own work, factually true and honestly presented. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.*

Date : 2019. . .

Applicant's Signature \_\_\_\_\_

## <Form 4>

# RECOMMENDATION LETTER

- Please type or print in English or Korean. This form is two pages in length.
- Mail the completed form to the following address by the application deadline.
- An enclosed letter of recommendation in the application packet is permissible, however, it must be sealed in another envelope signed on the rear flap by the recommender.

Office of International Education  
Seoul National University of Science and Technology  
232 Gongneung-ro, Nowon-gu, Seoul, 01811, Republic of Korea  
Tel: +82-2-970-9214, Fax: +82-2-970-9229

### TO BE COMPLETED BY THE APPLICANT

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's name : \_\_\_\_\_

Current/Last School : \_\_\_\_\_

Passport No : \_\_\_\_\_ Date of Birth (DD/MM/YY) : \_\_\_\_\_

Proposed Dept/Program : \_\_\_\_\_ E-mail : \_\_\_\_\_

1. I request that this recommendation be treated confidentially by the officers and faculty members of SeoulTech.
2. I waive my right of access to this recommendation
3. I take full responsibility for any falsity in the submitted materials
4. I hereby affirm that all the contained information is true and complete

Date : 2019. . .

Applicant's signature : \_\_\_\_\_

### TO BE COMPLETED BY THE RECOMMENDER

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name : \_\_\_\_\_ E-mail : \_\_\_\_\_

Institution and Position : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

How long have you known the applicant and in what context?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please rate the applicant by checking(✓) the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for judgment
Academic achievement						
Academic motivation						
Future academic potential						
Leadership / Influence						
Emotional maturity						
Written expression						
Oral expression						
Creativity/Originality						
Respect for differences						

- Please comment on the nature and quality of the applicant's academic performance and potential and also about your impression of the applicant as a person. Is there anything else we should know about this applicant?

Date : 2019. . .

Recommender's signature : \_\_\_\_\_

<Form 5>

## FINANCIAL CERTIFICATION

### 1. 지원자 인적사항

NAME		DATE OF BIRTH (YYMMDD)	
Desired Department(Major)			

I certify that I have sufficient funds for the studies of above applicant at SEOULTECH and the information provided on this form is accurate. I understand that any untrue or misleading information may result in the applicant's disqualification from further consideration.

### 2. SPONSOR'S INFORMATION

- Relationship to Applicant :  
【Applicant's parents only (For graduate school applicants, the supervisor also can be their sponsor.)】
- Name : (Sponsor's signature)
- Occupation :
- Address :
- Email :
- Tel :

Date : 2019. . .

Attachment – Submit either 1) or 2)

- 1) Sponsor's Bank statement with \$20,000 or more \*issued within the last 3 months of application period  
(The account holder and the financial sponsor must be the same person.)
- 2) Sponsor letter from the supervisor (Graduate school students only)

<Form 6>

## AGREEMENT FOR VERIFICATION OF ACADEMIC RECORD

■ Education Information

Language	Name of Institution	Address	Education Period (YYYY.MM)	Website	Tel
				e-mail	Fax
Official Language					
English					
Official Language					
English					
Official Language					
English					

By making application for admission to Seoul National University of Science and Technology, I hereby authorize administrator or other persons to confer with others to obtain and verify my credentials and qualifications as a provider. I understand that falsification of any information on this form will void my application for admission.

Date : 2019. . .

Applicant's Name : \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_