

*Fall Semester 2017*

# **ADMISSIONS GUIDELINES** **FOR INTERNATIONAL STUDENTS**

Seoul National University of  
Science and Technology  
(Office of International Affairs)

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## <Application Forms>

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

# 1. Admission Schedule

Application Procedure	Time Period	Notes
<b>Online Application</b>	Mar.27(Mon), 2017 ~ April. 21(Fri), 2017	<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>
<b>Application Submission (in person or via mail)</b>	Mar.27(Mon), 2017 ~ April. 21(Fri), 2017	<b>&lt;In person&gt;</b> <ul style="list-style-type: none"> <li>•Time : 09:00 ~ 16:00(weekdays only)</li> <li>•Place : Office of International Affairs Room 115(Building No.38)</li> </ul>
		<b>&lt;Via Mail&gt;</b> <ul style="list-style-type: none"> <li>•Office of International Affairs(Building #38), Seoul Tech, 232 Gongneung-ro, Nowon-gu, Seoul, 01811, Republic of Korea</li> </ul>
<b>Application Fee Payment</b>	Mar.27(Mon), 2017 ~ April. 21(Fri), 2017	<ul style="list-style-type: none"> <li>• Bank remittance (The depositor's name must be the applicant's name. Refer to p.9.)</li> </ul>
<b>Confirmation on Application fee payment</b>	Mar.27(Mon), 2017 ~ April. 21(Fri), 2017	<ul style="list-style-type: none"> <li>•Confirmation email will be sent.</li> </ul>
<b>Interview</b>	Late May to Early June	<ul style="list-style-type: none"> <li>• Interview schedule will be informed by email.</li> </ul>
<b>Announcement of Admissions Decision</b>	Late June to Early July	<ul style="list-style-type: none"> <li>•The result will be informed by email.</li> </ul>
<b>Registration (Tuition Payment)</b>	Mid July	<ul style="list-style-type: none"> <li>• Designated bank by SeoulTech</li> </ul>
<b>X-ray Certificate Submission</b>	Mid Aug.	<ul style="list-style-type: none"> <li>• Only for dormitory applicants (Refer to p.8)</li> </ul>
<b>Classes Begin</b>	Sep. 1(Fri), 2017	

## 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 admissions decisions, etc.
- **Applications are only processed after application fees are paid in full.**
- **Online application, submission of application documents and application fee must be completed by the deadline. If not, applicants 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.

## 2. Admission Units

### A. Undergraduate

(☎Phone : +82-2-970-Extension)

College	Major	Freshman	Transfer	Extension	Remarks	
College of Engineering	*Department of Mechanical System and Design Engineering	0	0	6351,6385		
	*Department of Mechanical & Automotive Engineering	0	0	6334,6303		
	Department of Safety Engineering	0	0	6372,6382		
	Department of Materials Science & Engineering	0	0	6613,6637		
	*Department of Civil Engineering	0	0	6501,6585,6579,6582		
	School of Architecture	*Architectural Engineering Program	0	0	6551	
Architectural Design Program		0	0	6562,6471	5years	
College of Information and Communication Engineering	*Department of Electrical and Information Engineering	0	0	6402,6471		
	*Department of Electronic and IT Media Engineering	0	0	6452,6480,6425,6427		
	*Department of Computer Science and Engineering	0	0	6707,6721		
College of Energy and Biological Science	*Department of Chemical and Biomolecular Engineering	0	0	6601,6680		
	*Department of Environmental Engineering	0	0	6623,6683		
	Department of Food Science and Technology	0	0	6732,6733		
	Department of Fine Chemistry	0	0	6682,6689		
	Department of Optometry	0	0	6225,6226		
	Department of Sports Sciences	0	0	6367,6368	language exemption	
College of Art & Design	Department of Design	0	0	6667,6678,6650,6652	language exemption	
	Department of Ceramic Arts & Design	0	0	6618	language exemption	
	Department of Metal Art & Design	0	0	6664,6675	language exemption	
	Fine Arts	0	0	6635,6640	language exemption	
College of Humanities & Social Sciences	Department of Public Administration	0	0	6489,6490		
	Department of English Language and Literature	0	0	6377,6378		
	Department of Creative Writing	0	0	6291,6292	TOPIK 6 required	
College of Business & Technology	Department of Industrial & Systems Engineering	Industrial & Information Systems Engineering	0	0	6465,6482	
		MSDE (Manufacturing Systems and Design Engineering) <b>(English Track)</b>	0	X	6932,7277	Certificate of English Test required
		ITM (IT Management) <b>(English Track)</b>	0	X	7279	Certificate of English Test required
	Department of Business Administration	Business Administration	0	0	6447,6488	
		GTM(Global Technology Management)	0	X	7284	

#### **Please Note**

- Majors with asterisks(\*) offer the ABEEK(Accreditation Board for Engineering Education of Korea) program.
- Architectural Design Program is a 5-year course and offer the KAAB(Korea Architectural Accrediting Board) program.
- All of the courses of English Track majors(MSDE, ITM) are offered in English.
- Names of departments and programs are subject to slight variation.

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

Classify	Major	Extension	M.S.	Ph.D.	Combined	Note	
Graduate School	Dept. of Mechanical Design and Robot Engineering	6351, 6385	o	o	o		
	Dept. of Mechanical Engineering	6303	o	o	o		
	Dept. of Safety Engineering	6372, 6382	o	o	o		
	Dept. of Mechanical Design and Manufacturing Engineering	6306, 6386	o	o	o		
	Dept. of Materials Science & Engineering	6613, 6637	o	x	x		
	Dept. of Automotive Engineering	6334, 6335	o	o	o		
	Dept. of Civil Engineering	6501, 6585	o	o	o		
	Dept. of Architecture	Architectural Engineering	6551	o	o	o	
		Architectural Design	6562, 6563	o	o	o	
	Dept. of Electrical and Information Engineering	6471	o	o	o		
	Dept. of Electronic Engineering	6452, 6480	o	o	o		
	Dept. of Computer Science and Engineering	6707, 6721	o	o	o		
	Dept. of Media IT Engineering	6425, 6427	o	x	x		
	Dept. of Integrated IT Engineering	6431	o	o	o	Certificate of English Test required	
	Convergence Institute of Biomedical Engineering and Biomaterials	Convergence Program of Biomedical Engineering and Biomaterials	6603	o	o	x	
		Program of New Materials Engineering	6613, 6637	x	o	x	
		Architecture Program	6551,6562	x	o	x	
		Electrical and Information Program	6538	x	o	x	
	Dept. of Smart Manufacturing Systems	7277	o	x	x		
	Dept. of Interdisciplinary Bio IT Materials	Bio IT Program	6452, 6480	x	o	x	
		Electronic Engineering Program		x	o	x	
	Dept. of Chemical Engineering	6601, 6680	o	x	x		
	Dept. of Environmental Engineering	6623, 6683	o	x	x		
	Dept. of Food Science and Technology	6732, 6733	o	x	x		
	Dept. of Fine Chemistry	6682, 6689	o	o	o		
	Dept. of Industrial Design	6667	o	x	x		
	Dept. of Visual Design	6650	o	x	x		
	Dept. of Ceramic Arts & Design	6618	o	x	x		
	Dept. of Metal Arts & Design	6664	o	x	x		
	Dept. of Fine Arts	6635	o	x	x		
	Dept. of Business Administration	6477, 6488	o	x	x	TOPIK LEVEL3 required	
	Dept. of English Language and Literature(TESOL)	6377, 6378	o	x	x	TOPIK LEVEL3 required	
Dept. of Creative Writing	6291, 6292	o	x	x	TOPIK LEVEL6 required		
Dept. of Optometry	6225, 6226	o	o	o			
Dept. of Sports Science	6367, 6368	o	x	x			

Classify	Major	Extension	M.S.	Ph.D.	Combined	Note
<b>Graduate School of Railroad</b>	Dept. of Rolling Stock System	6877	o	o	o	
	Dept. of Electrical and Signaling Engineering	6874	o	o	o	
	Dept. of Railway Construction Engineering	6584	o	o	o	
	Dept. of Railway Management and Policy	6875	o	o	o	TOPIK LEVEL3 required
	Dept. of Railway Safety Engineering	6876	o	o	o	
<b>Graduate School of Public Policy &amp; Information Technology</b>	Dept. of Public Policy	6866	o	o	o	TOPIK LEVEL3 required
	Dept. of Industrial Information Systems	6448	o	o	o	TOPIK LEVEL3 required
	Dept. of Broadcasting & Communication Policy	6869	o	o	o	TOPIK LEVEL3 required
	Dept. of Digital & Cultural Policy	6872	o	o	o	TOPIK LEVEL3 required
<b>Graduate School of Energy &amp; Environment</b>	Dept. of New Energy Engineering	6805	o	o	o	
	Dept. of Energy and Environment	6595	o	o	o	
	Dept. of Energy System Engineering	6320	o	o	o	
	Dept. of Energy Policy	6596	o	o	o	TOPIK LEVEL3 required
<b>Graduate School of Nano IT Design Fusion</b>	Dept. of Nano IT Fusion Engineering	6596	o	o	o	
	Dept. of IT Design Fusion	6647	o	o	o	
	Dept. of Information Technology & Media Engineering	6417	o	o	o	
	Dept. of Design Engineering	6395	o	x	x	

### 3. Number of Admissions (Supernumerary Application)

The available number of supernumerary seats shall be given on the basis of academic achievement

## 4. Eligibility for Application

- Applicants must meet Nationality, Academic and Language Requirements.

Type	Eligibility	Selection Process
<b>Undergraduate Freshman Applicants</b>	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens. If the parents of the applicant have been divorced, remarried or deceased, the applicant is required to submit additional documents such as birth certificate, death certificate, etc.</p> <p><b>(Academic Requirements)</b> Applicant must have completed or expect to complete high school prior to admission.</p>	Application Screening and Interview
<b>Undergraduate Transfer Applicants</b>	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens. If the parents of the applicant have been divorced, remarried or deceased, the applicant is required to submit additional documents such as birth certificate, death certificate, etc.</p> <p><b>(Academic Requirements)</b> Applicants must meet a or b. a. Applicants must have completed or expect to complete at least two years of a degree program at a four-year university. b. Applicants must have completed or expect to complete 2-3 year community college. ※ Applicants must have completed at least 50% of their previous program's credits to qualify as a transfer student.</p>	Application Screening and Interview
<b>Graduate Program Applicants</b>	<p><b>(Nationality Requirements)</b> Applicant and both parents must be non-Korean citizens. If the parents of the applicant have been divorced, remarried or deceased, the applicant is required to submit additional documents such as birth certificate, death certificate, etc.</p> <p><b>(Academic Requirements)</b> Applicants must have or expect to have a Bachelor's degree (and Master's degree for Doctoral program).</p>	Application Screening and Interview
<b>Common requirements for all programs</b>	<p><b>(Language Requirements)</b> Applicants must meet a or b. a. Applicants must have obtained TOPIK level 3 or above b. Applicants must have completed Level 4 of SeoulTech Korean Language Courses. ※ <b>(Exceptions)</b> 1. Applicants to <u>English Track (ITM, MSDE, Integrated IT Engineering)</u> are exempt from the Korean Language requirements, but must have obtained TOFEL iBT 80 (CBT 210, PBT 550), IELTS 5.5, TEPS 550 or above. Students from countries where English is an official language are also exempt from this English proficiency requirements. 2. Applicants to <u>the College of Art &amp; Design of Undergraduate</u> are exempt from the language proficiency requirements. 3. Applicants to <u>Graduate School of Art &amp; Design or Graduate School of Engineering</u> are exempt from the language proficiency requirements. 4. Applicants to the <u>Department (Major) of Creative Writing</u> must have obtained TOPIK Level 6.</p>	

※ **(Conditional Admission)**

- 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.
  - ※ Seoul Tech does not generally acknowledge international schools located in Korea as foreign schools.
  - ※ The eligibility for application can be decided from the admission committee of OIA(Office of International Affairs) considering unusual cases and an applicant's individual circumstances.

## 5. Application Submission

### A. List of Required Documents for Application

No	Required Documents	Undergraduate		M.S	Ph.D	Note
		Freshman	Transfer			
1	Checklist (Form 1)	○	○	○	○	
2	Application form(Form 2) * Check to apply Dormitory and Meal, Attach ID Picture	○	○	○	○	
3	Study plan and personal statement (Form 3)	○	○	○	○	
4	A letter of recommendation from a professor(Form 4)	/	/	○	○	
5	Official high school transcripts and graduation certificate.	○	○	/	/	Documents (5-8) must be certified by <u>Korean Embassy or Apostilled.</u>
6	Official undergraduate transcripts and certificate of enrollment (Graduation certificate if graduated from junior colleges)	/	○	/	/	
7	Official transcripts, graduation certificate, and notarized certificate of bachelor's degree	/	/	○	○	
8	Official transcripts, graduation certificate, and notarized certificate of master's degree	/	/	/	○	
9	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)	○	○	○	○	
10	Financial certification (Form 5)	○	○	○	○	
11	Certificate of bank deposits (with minimum \$15,000) * Issued within past 3 months, sponsor's name = depositor's name	○	○	○	○	
12	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)	○	○	○	○	
13	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)	○	○	○	○	
14	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate) If the parents have been divorced, remarried or deceased, submit additional documents such as birth certificate, death certificate, etc.	○	○	○	○	
15	Certificate of Household Register(only for Chinese, original certificate and a notarized English translation)	○	○	○	○	
16	Agreement for verification of academic record (Form 6)	○	○	○	○	
17	Verification from the China Academic Degree & Graduate Education Development Center (for applicants who graduated from universities in China)	/	/	○	○	
18	Supplementary materials (only if available) *refer to p.8	○	○	○	○	
19	Additional materials (portfolio, photographs of works, recordings of performances, etc.) * only for applicants to Art & Design Programs * Photos showing the process of work must be submitted and an applicants must be included in the photos.	○	○	○	○	

※ All documents must be in English or Korean.

※ Documents in another language must be accompanied by a notarized English or Korean translation.

※ The name of sponsor (No.10) and the depositor's name on the certificate of bank deposit (No.11) must be the same.



## B. Important Notes

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 documents 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 the order of the list of required documents on page 6.
  - ※ When submitting documents, put the "Checklist (p.14)" on the first page.
4. Transcripts and diplomas issued by non-Korean academic institutions must be verified and certified by 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. An enclosed letter of recommendation in the application packet is permissible.
  - ※ Applicants must get **a sealed recommendation letter** from their recommenders. Letters with broken seals at the time of applying will be considered invalid.
6. 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.
7. Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academic Degree & Graduate Education Development Center. Refer to the website <http://www.cdgd.edu.cn>
8. All transfer applicants who have completed at least two years of a degree program at a four-year university must submit documentation that verifies that their current institution is equivalent to a four-year university.
9. The admissions staff reserves the right to require additional documents from the applicant, should a need arise to verify the authenticity of submitted materials
10. Be sure to make and keep photocopies of all completed forms. Submitted documents become property of Seoul Tech and will not be returned to the applicants.
11. Admissions scores remain undisclosed.
12. If there is a problem with the document authenticity, eligibility, exam cheating, etc., admission will be revoked.
13. Those applicants who were previously admitted to Seoul Tech through international admissions and intend to apply to a Master's or Doctoral program are exempt from submitting the following: official certificates of graduation and transcripts from institutions outside of Korea. The applicants must submit the Certificate of Attendance or Graduation at Seoul Tech instead.

## C. Supplementary Materials

### 1. Applicants to undergraduate programs

Records of tests and various awards attained in high school will be considered in the admissions decision if submitted.

- *The relevant country's qualifying test for high school graduation or university admission test:* British GCE A-Level, Japanese Admission Center Exam, Chinese Unified Exam, German Abitur, French Baccalaureate, etc.
- *Standardized tests and other indicators of academic achievement:* IB Diploma, IB Certificate, AP, SAT, AICE, AEA, etc.
- *Records of accelerated and rigorous coursework:* AP, IB, Honors, etc.
- *Official letter or other document* by the high school that indicates the applicant's class rank or percentile (if not stated in applicant's academic transcript)
- *Proof of language proficiency:* HSK, JLPT, DELF, ZD, DELE etc.

### 2. Applicants to graduate programs

- *Proof of language proficiency* such as HSK, JLPT, DELF, ZD etc.
- Academic awards, certificates, test reports (GRE, GMAT, etc.)

## D. Additional Notes

1. Those who will stay at dormitory must submit a chest X-ray result for tuberculosis screening by email.

- The chest X-ray result must be taken after July 2017
- Submission Period: Mid August
- The x-ray result should be in Korean or English.

2. Medical Insurance for International Students.

All the international students should purchase medical insurance. Seoul Tech international students purchase medical insurance in group. If you already have medical insurance, you must submit the photocopy of the insurance certificate.

\* Notice regarding Insurance will be given on the orientation day.

## E. Application Fee: 100,000KRW (US \$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, application confirmation can be delayed.
- ※ Application will be completed only after application fees are paid in full.
- ※ **The International remittance charge is on each applicant's responsibility.**
- ※ Application fee is not refundable after the interview.

## 6. Admissions Criteria

Admissions decisions are based on the candidates' academic achievements, potential, his or her personal accomplishments as well as interviews. Applicants residing abroad may interview by telephone or online. (However, they may be exempt from interviews.)

## 7. Tuition Fees (as of spring 2017)

### ○ Undergraduate

(Unit : won(KRW))

College			Total
College of Humanities & Social Sciences			2,362,940(Approx.\$2400)
College of Engineering, Energy & Biotechnology, Information & Communication Engineering			2,770,210(Approx.\$2800)
College of Art & Design			2,815,710(Approx.\$2800)
Architecture Program of School of Architecture			2,815,710(Approx.\$2800)
College of Business and Technology	Global Business Administration	Business Administration	2,362,940(Approx.\$2300)
		GTM	2,362,940(Approx.\$3900) + 1,500,000 (Approx.\$1500, program fee)
	Industrial Engineering	Industrial & Information Systems Engineering	2,770,210(Approx.\$2800)
		MSDE/ ITM	2,770,210(Approx.\$2800) + 2,330,000 (Approx.\$2300, program fee)

※ Entrance fee (approx. \$20 ) is not included.      ※ Scholarships do not cover program fees.

### ○ Graduate

(Unit : won(KRW))

Graduate	Type		Total
Graduate School	Master's Program	Engineering Programs Master's Program	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 fee (approx. \$20) is not included.

※ The amount of fee is subject to change due to a studio laboratory, specific programs, etc.

## 8. Scholarships

### ○ For the 1<sup>st</sup> semester only

Type	Requirement	Benefits
Undergraduate	TOPIK level 4 or TOEFL iBT 80 <sup>1</sup> + Documents review result :Level B	50% of Tuition fee
	TOPIK level 5 or TOEFL iBT 90 <sup>2</sup> + Documents review result :Level B	Full Tuition fee
	TOPIK level 6 or TOEFL iBT 100 <sup>3</sup> + Documents review result :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% for each department)

- ※ Screening Documents: Decisions of Screening Documents are based on the language ability, the academic achievements, study plan, SAT, etc. as A(Excellent), B(Normal), C(Unsatisfactory).
- ※ Scholarships **do not cover the entrance fee and program fees.** Therefore, even if you get a scholarship, an additional fee may be charged.
- ※ The requirements and Benefits are subject to be changed.

### ○ After students' enrollment at SEOULTECH

Type	Requirement	Benefits	Note	
Undergraduate	Freshman	GPA 2.0 or above	50% 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> </ul>
		GPA 2.5 or above	Full Tuition fee	
		GPA 3.0 or above	Full Tuition fee + Full Boarding fees	
	Sophomore	GPA 2.5 or above	50% of Tuition fee	
		GPA 3.0 or above	Full Tuition fee	
		GPA 3.5 or above	Full Tuition fee + Full Boarding fees	
	Junior ~ 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 6 credits at least with C grades or above.</li> <li>• Additional scholarships for TA or RA may be given.</li> </ul>	

- ※ **Scholarships do not cover program fees.**
- ※ The requirements and Benefits are subject to be changed.

<sup>1</sup>TOEIC 780 / TEPS 557 / IELTS Band 6.0 / TOEFL iBT 80, PBT 550, CBT 213 or above.

<sup>2</sup>TOEIC 850 / TEPS 680 / IELTS Band 6.5 / TOEFL iBT 90, PBT 577, CBT 233 or above.

<sup>3</sup>TOEIC 900 / TEPS 780 / IELTS Band 7.0 / TOEFL iBT 100, PBT 597, CBT 250 or above.

## 9. Dormitory

### ○ Housing Fees (as of spring 2017)

(Unit : won (KRW))

Room Options		Fee (Per 4 months)
Sung Lim dormitory male hall(Quad Room)		608,700(Approx.\$600)
Sung Lim dormitory female hall (Double Room)		752,800(Approx.\$740)
Sung Lim dormitory International hall	Single Room	1,637,000(Approx.\$1600)
	Double Room	1,106,100(Approx.\$1000)
	Quad Room	862,000(Approx.\$830)

- ※ Duration of Stay : Sep. 1 (Fri), 2017 ~ Dec. 21 (Thur), 2017 (subject to change)
- ※ Move-in date : From Aug. 28 (Mon), 2017 (subject to change)  
Move-in time : 9:00 A.M. to 6:00 P.M. (Check in)
- ※ 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.
- ※ There is no additional fee and the payment should be made in a lump sum.
- ※ The dormitory fee should be paid after you arrive at school.

### ○ Meal Fee (as of spring 2017)

(Unit : won (KRW))

Meal Plan	Fee (Per 4 months)
No Meal	-
14 meals per week	633,920(Approx.\$600)
21 meals per week	883,680(Approx.\$820)

- ※ Sung Lim dormitory male/female hall is not equipped with cooking facilities.
- ※ 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.

### ○ Facilities

Category	Sung Lim Student Dormitory Male/Female Hall	Sung Lim Student Dormitory International Hall
In-room	Desk, Chair, Bookshelf, Bed, Wardrobe, Shoe Closet, Bathroom, Air Conditioner, Intercom	
	-	Microwave, Sink, Refrigerator, Washing machine, TV, Table
Common Area	Vending Machine, Water Purifier, Fitness Center, Study Room, Cafe, Table Tennis Room, Convenience Store	

## 10. Contact Information

### Contacts

#### ○ Office of International Affairs

- **Inquiry about Admission**

- **Address** : Office unit# 115, Bldg.# 38, Seoul National University of Science and Technology, 232Gongneung-ro, Nowon-gu, Seoul, 139-743, Republic of Korea

- **Tel** : +82-2-970-9220

- **Fax** : +82-2-970-9229

- **E-mail** : [admission@seoultech.ac.kr](mailto:admission@seoultech.ac.kr)

- **Website**

- Seoul National University of Science and Technology  
(<http://www.seoultech.ac.kr>)

- Study in Korea

- (<http://www.studyinkorea.go.kr>)

- **Inquiry about Korean Language Program**

- **Tel** : +82-2-970-9220

- **Website** : Office of International Affairs (<http://global.seoultech.ac.kr>)

#### ○ Inquiry about Scholarships

- **Undergraduate program**

- : Scholarship & Welfare Team of Office of Student Affairs

- **Tel** : +82-2-970-6053

- **Graduate program**

- : Office of Graduate School

- **Tel** : +82-2-970-6793, 6797

#### ○ Inquiry about Course Enrollment

- Refer the contact number of each department on page 2-4.

#### ○ Inquiry about Housing

- Office of Dormitory

- **Tel** : +82-2-970-9142

- **E-mail** : [hsy0219@seoultech.ac.kr](mailto:hsy0219@seoultech.ac.kr)

- **Website** : <http://dormitory.seoultech.ac.kr>

<Form 1>

Checklist for Application Documents

\*submit the checklist with the required documents.

- Name :
- Desired Major
- Application Category :  Undergraduate Freshman /  Undergraduate Transfer  
 Master's /  Doctoral /  Master's and Doctoral combined
- Eligibility for Application :  Applicants whose parents are both foreign nationals

No	Required Documents	Undergraduate		M.S	Ph.D	Note
		Freshman	Transfer			
1	Checklist (Form 1)					
2	Application form(Form 2) * Check to apply Dormitory and Meal, Attach ID Picture					
3	Study plan and personal statement (Form 3)					
4	A letter of recommendation from a professor(Form 4)					
5	Official high school transcripts and graduation certificate.					Documents (5-8) must be certified by Korean Embassy or Apostilled.
6	Official undergraduate transcripts and certificate of enrollment (Graduation certificate if graduated from junior colleges)					
7	Official transcripts, graduation certificate, and notarized certificate of bachelor's degree					
8	Official transcripts, graduation certificate, and notarized certificate of master's degree					
9	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)					
10	Financial certification (Form 5)					
11	Certificate of bank deposits (with minimum \$15,000) * Issued within past 3 months, sponsor's name = depositor's name					
12	A copy of the Alien Registration Card by Korean Ministry of Justice (if available)					
13	A copy of the applicant's passport and copies of both parents' passports (or other official document indicating their nationality)					
14	Official document indicating parent-child relationship between the applicant and his/her parents (usually birth certificate) If the parents have been divorced, remarried or deceased, submit additional documents such as birth certificate, death certificate, etc.					
15	Certificate of Household Register(only for Chinese, original certificate and a notarized English translation)					
16	Agreement for verification of academic record (Form 6)					
17	Verification from the China Academic Degree & Graduate Education Development Center (for applicants who graduated from universities in China)					
18	Supplementary materials (only if available) *refer to p.8					
19	Additional materials (portfolio, photographs of works, recordings of performances, etc.) * only for applicants to Art & Design Programs * Photos showing the process of work must be submitted and an applicant must be included in the photos.					

※ Submit this checklist with required documents after completing online application.  
<http://www.studyinkorea.go.kr>.



<Form 2>

## Application Form for International Students (Fall 2017)

\*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>	<b>English</b>	Write your name exactly as shown in your passport					
		<b>Korean</b>	(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>		<b>Korean</b>			<b>English</b>			
	<b>Test</b>							
	<b>Score/Level</b>							
	<b>Date of Acquisition</b>							

<b>Academic Information</b>	<b>Elementary School</b>			
	<b>School Name</b>		<b>Country</b>	
	<b>Phone #</b>		<b>F A X #</b>	
	<b>Dates Attended</b>	Ex) mm/yyyy ~ mm/yyyy ~		
	<b>Address</b>			
	<b>Middle School</b>			
	<b>School Name</b>		<b>Country</b>	
	<b>Phone #</b>		<b>F A X #</b>	
	<b>Dates Attended</b>	Ex) mm/yyyy ~ mm/yyyy ~		
	<b>Address</b>			
	<b>High School</b>			
	<b>School Name</b>		<b>Country</b>	
	<b>Phone #</b>		<b>F A X #</b>	
	<b>Dates Attended</b>	Ex) mm/yyyy ~ mm/yyyy ~		
	<b>Address</b>			
	<b>Undergraduate School (University)</b>			
<b>School Name</b>		<b>Country</b>		
<b>Phone #</b>		<b>F A X #</b>		
<b>Dates Attended</b>	Ex) mm/yyyy ~ mm/yyyy ~			
<b>Address</b>				
<b>Graduate School</b>				
<b>School Name</b>		<b>Country</b>		
<b>Phone #</b>		<b>F A X #</b>		
<b>Dates Attended</b>	Ex) mm/yyyy ~ mm/yyyy ~			
<b>Address</b>				
<b>Housing &amp; Meal</b>	<b>Dormitory</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
	<b>Room Type Preference</b>	<b>Building &amp; Room Type</b>		<b>Preference</b> (1 to 4)
		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.13)				
<b>Meal Plan</b>	<input type="checkbox"/> <b>3 meals per day</b> <input type="checkbox"/> <b>2 meals per day</b> (Breakfast, Lunch) <input type="checkbox"/> <b>2 meals per day</b> (Lunch, Dinner) <input type="checkbox"/> <b>2 meals per day</b> (Breakfast, Dinner) <input type="checkbox"/> <b>No Meal</b>			
<b>Medical Insurance</b>	<b>Medical Insurance</b>	<input type="checkbox"/> <b>Purchase Insurance in Group</b> <input type="checkbox"/> <b>already have Insurance</b> ※ If you have Insurance, submit the certificate of insurance.		

# SEOUL NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Form 3: Personal Statement & Study Plan

REGISTRATION NUMBER

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

\*Leave this box blank

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.

## 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.*

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

Date \_\_\_\_\_

*mm/dd/yyyy*

**SEOUL NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

## Form 4: RECOMMENDATION

REGISTRATION NUMBER

\*Leave this box blank

- **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 Affairs

Seoul National University of Science and Technology  
232 Gongneung-ro, Nowon-gu, Seoul, 01811, Republic of Korea  
Tel: +82-2-970-9220, 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 SNUST.
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.

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

\_\_\_\_\_  
Date (DD/MM/YYYY)

### 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:

Title, Position and Institution:

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?

\_\_\_\_\_  
**Recommender's Signature**

\_\_\_\_\_  
**Date (DD/MM/YY)**

# SEOUL NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Form 5: FINANCIAL CERTIFICATION

REGISTRATION NUMBER

\*Leave this box blank

### APPLICANT'S INFORMATION

Name (English): \_\_\_\_\_  
Family/Last (□)
First (□)
Middle (if any)

Salutation:  Mr.  Ms.                      Marital Status:  Single  Married  Other

Proposed Dept./Program of Study:

College/School: \_\_\_\_\_ Dept./Major: \_\_\_\_\_

For each dependent accompanying you, please list the following information:

Name	Gender	Relationship to applicant	Date of Birth	Nationality

**PLEASE READ CAREFULLY**

- You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at SEOULTECH. This includes the living costs of any accompanying dependents or family members.
- The minimum amount of funds that should be available is **US\$15,000** in the bank account(s) of you and/or your sponsor. If you are receiving a scholarship from an organization toward your studies at SEOUL TECH, please describe it under the sponsor information.
- Only the applicant him/herself or his/her parents can be the sponsor. (For graduate school applicants, the supervisor also can be their sponsor.)
- For your VISA issuance, additional certificates (certificate of employment/business registration, certificate of tax payment, etc.) will be required by the authorities.

### SPONSOR INFORMATION

#### **PERSONAL OR FAMILY SPONSOR**

Name:  
 Relationship to Applicant:  
 Occupation:  
 Address:  
 Tel:  
 Name of Bank: Tel/Fax:  
 Amount of Deposit: US\$

#### **ORGANIZATION (Government, Educational Institution, or Official Agency)**

Name of Organization:  
 Address:  
 Tel.:  
 Fax:  
 Amount of Financial Support: US\$

I certify that I have sufficient funds for the studies of above applicant at SEOUL TECH 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.

\_\_\_\_\_

Sponsor's Signature

\_\_\_\_\_

Date (DD/MM/YYYY)

**SEOUL NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Form 6: AGREEMENT FOR VERIFICATION OF ACADEMIC RECORD**

REGISTRATION NUMBER

\*Leave this box blank

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 release from any and all liability all organizations or individuals who act in good faith and without malice to provide the information.

I consent to the release by any person to other institutions of all information that may be relevant to an evaluation of my credentials and qualifications and hereby release any such person providing such information of any and all liability.

Signature \_\_\_\_\_

Date \_\_\_\_\_  
*mm/dd/yyyy*

Name \_\_\_\_\_