

Guidelines for International Students of Sogang Graduate School (2024 Spring Semester)

1. Official Notification for Admission

A. Tuition fee of 2024

(Unit: KRW)

College	Admissions Fee	Tuition	Student Association Fee	Total
Humanities and Social Sciences	1,042,000	5,256,000	15,000	6,313,000
Natural Sciences	1,042,000	6,269,000	15,000	7,326,000
Engineering / Integrated Knowledge	1,042,000	6,977,000	15,000	8,034,000
Counseling Psychology (EIC)	1,042,000	6,190,000	15,000	7,247,000

※ The amount above is that of 2024 and is subject to change in 2025.

B. Tuition Payment

- ① **Period: 2024. 1. 23(Tue) ~ 2024. 1. 25(Thu) 23:30 (KST)**
- ② How to pay: Print out the tuition Invoice and wire the payment to the Woori Bank Account (When you remit from overseas, there may be problems with fees or exchange rates, so you should deposit **a sufficient amount** to avoid this. If the amount of payment is insufficient, the tuition cannot be remitted. If any balance occurs, we will refund it later)
- ③ Print out tuition invoice: [Tuition invoice can be printed out from the Sogang University website only from 2024. 1. 23\(Tue\)](#) (during the tuition payment period)
<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9006?sap-language=ko#>
- ④ Those who do not register within the registration period will be regarded as having given up their admission automatically.
- ⑤ Students can **check their Scholarship type only from 2024. 1. 23(Tue)** (during the tuition payment period) School cannot answer anything regarding what scholarship type you will get individually.
- ⑥ Even if students get a full scholarship, they must pay the Student Association Fee (15,000₩) for issuing Visa successfully.

⑦ Scholarship Types (Sogang Global Fellowship)

Class	Requirements		Amount
	Korean	English	
Sogang Global Scholarship(S)	- TOPIK Level 6 - Completion of Level 6 in Sogang University KLEC	- Minimum TOEFL PBT 600/ CBT 250 /IBT 100 - Minimum 750 in TEPS [NEW TEPS 419] - Minimum 7.0 in IELTS -Students whose native language is English	80% of tuition
Sogang Global Scholarship(A)	- TOPIK Level 5 - Completion of Level 5 in Sogang University KLEC	- Minimum TOEFL PBT 550/ CBT 210 /IBT 80 - Minimum 650 in TEPS [NEW TEPS 352] - Minimum 5.5 in IELTS	50% of tuition
Sogang Global Scholarship(B)	- TOPIK Level 4 -Completion of Level 4 in Sogang University KLEC	-	30% of tuition

※ Notes

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

C. Academic Schedule

- ① Entrance ceremony and Orientation (Undetermined):
It will be held by each department. Please check the graduate school website for announcements from time to time.
- ② Course Registration: 2024. 2. 16(Fri) 11am ~ 20(Tue) 5pm. (Through whole Sogang University website, not our graduate school website)
- ③ Beginning of Classes: 2024. 3. 4(Mon)

D. International Student Insurance Requirement

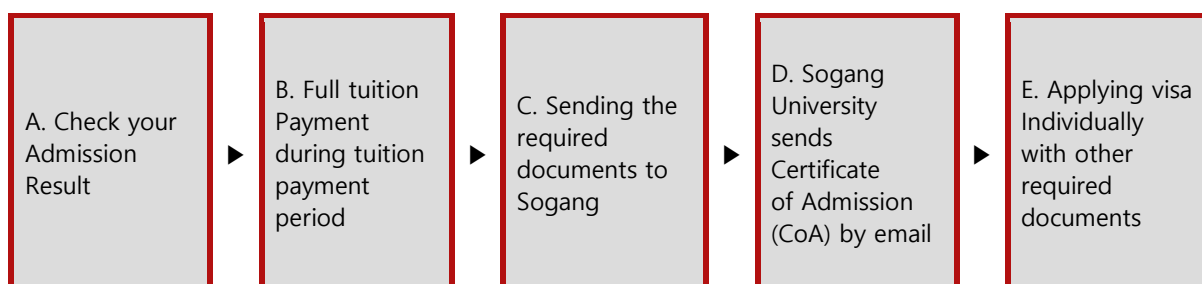
All international students attending Sogang University will have the National health Service (NHS) automatically after when they get the alien registration cards in Korea. However, we recommend international students to take out the separate insurance since the NHS may not have the sufficient coverage and also, there can be a gap without any insurance until the alien registration card is issued.

E. Others

- ① Those who give up admission after registration due to inevitable reasons should submit the admission withdrawal form to the Office of Graduate School by 2024.2.16(Fri).
- ② 'Verification of Admission' document can be printed from the website ('Admission results').
- ③ Student ID number will be noticed on 2024.2.14(Wed), so you can check your ID number from our website. And Student ID card will be distributed at the beginning of March. Please check the notice on the Graduate School website later for details.
- ④ Other important notices will be notified on our Graduate School website, so please check the notice boards at least 2-3 times a week.

2. Visa Application Guide

A. Visa Application Procedure



※ If you are residing outside of Korea, you must consult with the Korean Embassy/Consulate in your country for the required documents and apply for visa in person. **(Please note that it may take longer than 1 month to issue a visa depending on circumstances of countries.)**

※ If you are staying in Korea now with D-4 visa, you must change your visa status to D-2. You need to check with the immigration office about your status and follow their guidance.

(Reservation of Appointment is compulsory through <https://www.hikorea.go.kr/> before visiting.)

※ If you have already possessed a valid visa to study in Korea (ex.F-4 visa) and do not need to get D-2 visa, you must check at the immigration office if you need to update your status.

*****Important Note!***

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

B. Issuance for Certificate of Admission (표준입학허가서)

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

C. Documents needed to Submit to Sogang right after paying the tuition for getting CoA

1) a **Passport Copy** (through email to gradsch@sogang.ac.kr including your application number, name and department)

2) a **financial certification** (Bank Deposit Balance) of minimum amount equal to **KRW 20,000,000** issued in Jan. 2024 (through email to gradsch@sogang.ac.kr including your application number, name and department)

* A bank balance submitted when applying **CANNOT** be accepted since this document should be issued in Jan. 2024 according to the visa guidelines of the Ministry of Justice in Korea.

* A bank balance should be on the name of the applicant or his/her parent(s)

3) **Final Certificates of Academic Proof**: only for those who submitted the certificate of expected graduation or who did not submit the below documents when applying;

* If the issuance of the graduation certificate continues to be delayed, provisional certificate with original Apostille stamps or consular authentication is allowed for now (however, you have to submit the final Certificate of Graduation when you extend your visa)

School can issue CoA for those only who submit the below documents (BOTH) by the express post mail. If students fail to submit all the needed documents by February 2024, the admission will be canceled.

① Diploma of Certificate of Graduation:

[Overseas Universities] Certificate of overseas graduation or degree with original Apostille stamps or consular authentication (Copied Apostille is not allowed, however, the original Apostille stamps or consular authentication on the copied document will be accepted)

[Korean Universities] Original Certificate of graduation

[Chinese Universities] a Chinese degree certificate issued by China Academic Degrees & Graduate Education Information (<http://www.cdgd.edu.cn>)

- ② Final original transcript of academic records including the final semester

3. Application for Alien Registration Card

A. Applying for Alien registration Card

- Foreign students should apply for Alien registration card right after arriving in Korea.

You may apply through group application by visiting the Office of International Affairs, Sogang University. The schedule for group application of alien registration will be announced later. It is scheduled to be in early March.

(If you apply individually to the Immigration Office, it will take more time compared to the group application.)

※ Documents needed: Alien Registration Application Form, Passport, Certificate of Enrollment, 1 color photo, proof of residence document, registration fee, etc.

※ Certificate of Enrollment can be issued at the One Stop Service Station (Administration building 1st floor) from March 4.

- **You should submit a copy of alien registration with your phone number and address in Korea through email to gradsch@sogang.ac.kr right after you get the alien registration card.**

B. Others

- ① Report changes to the details in Alien Registration Card;
Change of name, nationality, passport number, residence etc. should be reported to the local immigration office within 14 days from its occurrence.
※ Required documents: application form, passport and alien registration card, etc.
- ② For more details, please call the Seoul Immigration Office (☎1345) or visit the web site (<http://immigration.go.kr>, <https://www.hikorea.go.kr>)

4. Application Guide for Gonzaga Hall (Dormitory)

The Notice of application for the Gonzaga Hall and application form will be sent to you via e-mail at the end of January. (**New students cannot apply individually to Gonzaga Hall!**)

*Gonzaga Hall Website: <http://gonzaga.sogang.ac.kr/>