

SUN MOON University

2025

**International
Admission Guide**



2025

**Award of Excellent
Certified
Universities**



korean language
Admissions
counseling



undergraduate
Admissions
counseling



SUN MOON UNIVERSITY



Select the **Best** University

★★★★
No.1 VISA

Selected as an Excellent
Certified University in the
IEQAS Evaluation
VISA 100%

★★★★

★★★★
No.1 Employment Rate

Ranked No.1 in Obtaining
Employment Visas for
International Students
among Universities
in Chungnam

★★★★



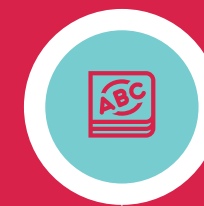
**University that teaches
Korean the best**

As of 2022, 1st place in
Chungchengnamdo Korean
language proficiency
achievement rate
As of 2022, 86.3% of graduates
achieved TOPIK level-4 or
higher



**Low tuition fees
and abundance of
scholarships**

Reasonable tuition fees and
low living expenses
40% to 100% scholarship
depending on grades



**English Track
Admission**

Admission to
undergraduate school
(D-2 visa) is possible
with English scores
English Track
Department



**Employment opportunity
for foreign students**

Employment
opportunities in Korea after
graduation
Provides employment support
program for international students
Asan Campus close to Samsung
Display and
Hyundai Motor Company

SUN MOON BIGDATA



Established
in 1972



8 colleges
and 3 graduate
schools



784
professors



260 faculty
and staff



9,528 students
9,174 undergraduate
students
354 graduate
students

Re-create Yourself
SUN MOON UNIVERSITY

(24.10.1 standard)



The world you meet at SUN MOON



Introduced Korea's first 3+1 study abroad system in 1994

Korean language Institute was established in 1989 as the 5th oldest language institution in Korea

Global Vice-President system with 55 GVPs in 45 countries

1,798 international students from 64 countries (As of 2023, 2nd semester)

International exchange agreements signed with 156 universities from 45 countries

Certified by the Ministry of Education's 'Educational Internationalization

Competency Certification

System' In 2020, SUN MOON Global FLY system was implemented (providing overseas training opportunities to all students before graduation)

Prayer room for Muslim students

Generous student support

Employment
rate

74.3% (based on 2023 announcement)

Scholar
ships

Ranked 1st among national private universities
for international students (JoongAng Daily
University Evaluation)

Dormitory

100% acceptance rate for international students who apply
to live in the dorm

Comfortable space & various amenities provided

A spacious kitchen where students can cook

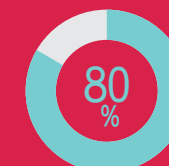


Among those who have a Korean language
proficiency test score of level 3 or higher,

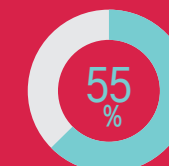
Differentiated support is provided according
to TOPIK level (50%~100%)



TOPIK 6



TOPIK 5



TOPIK 4

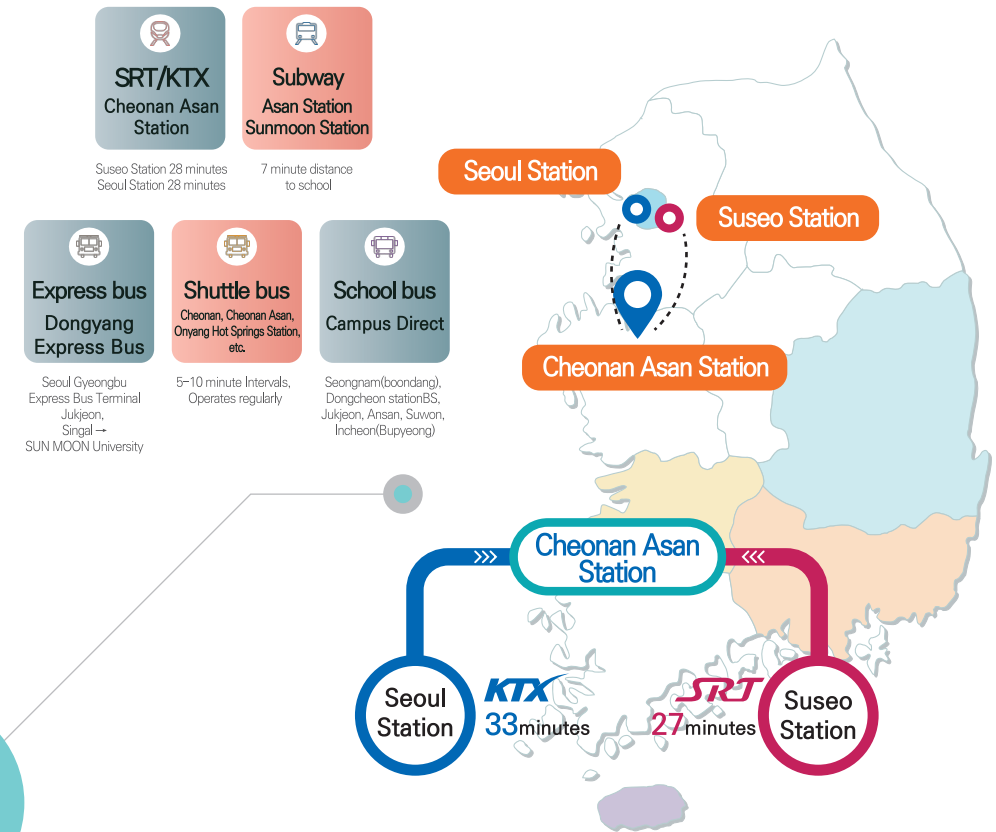
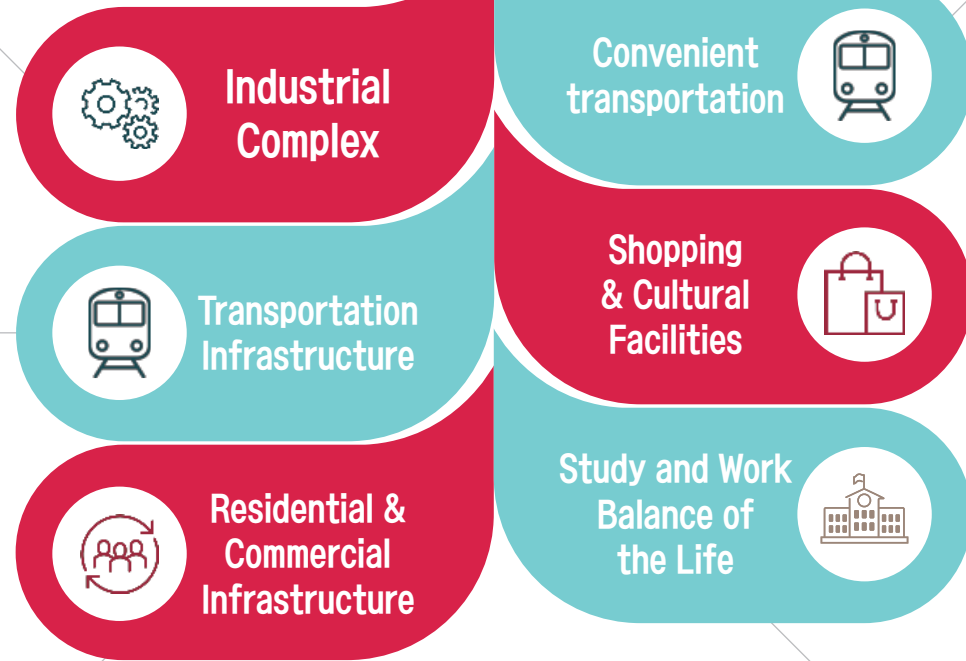


TOPIK 3

SUN MOON PARTNER



ALL FACILITIES
LOCATED WITHIN
A 10-MINUTE
RADIUS



Line 1

(Asan Station, Tangeong Station)

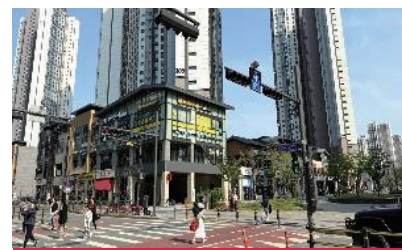


Cheonan-Asan Station

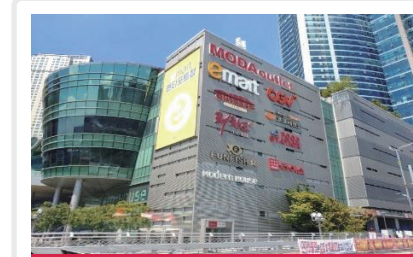
(KTX, SRT)



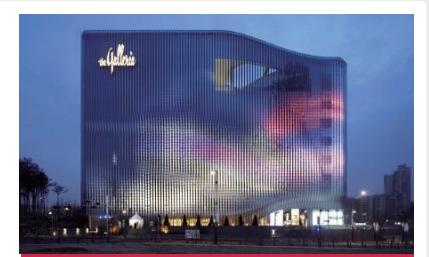
Sinbundang-dong



Asan Mediterranean Village



Moda Outlet(Movie Theater)



Galleria Department Store

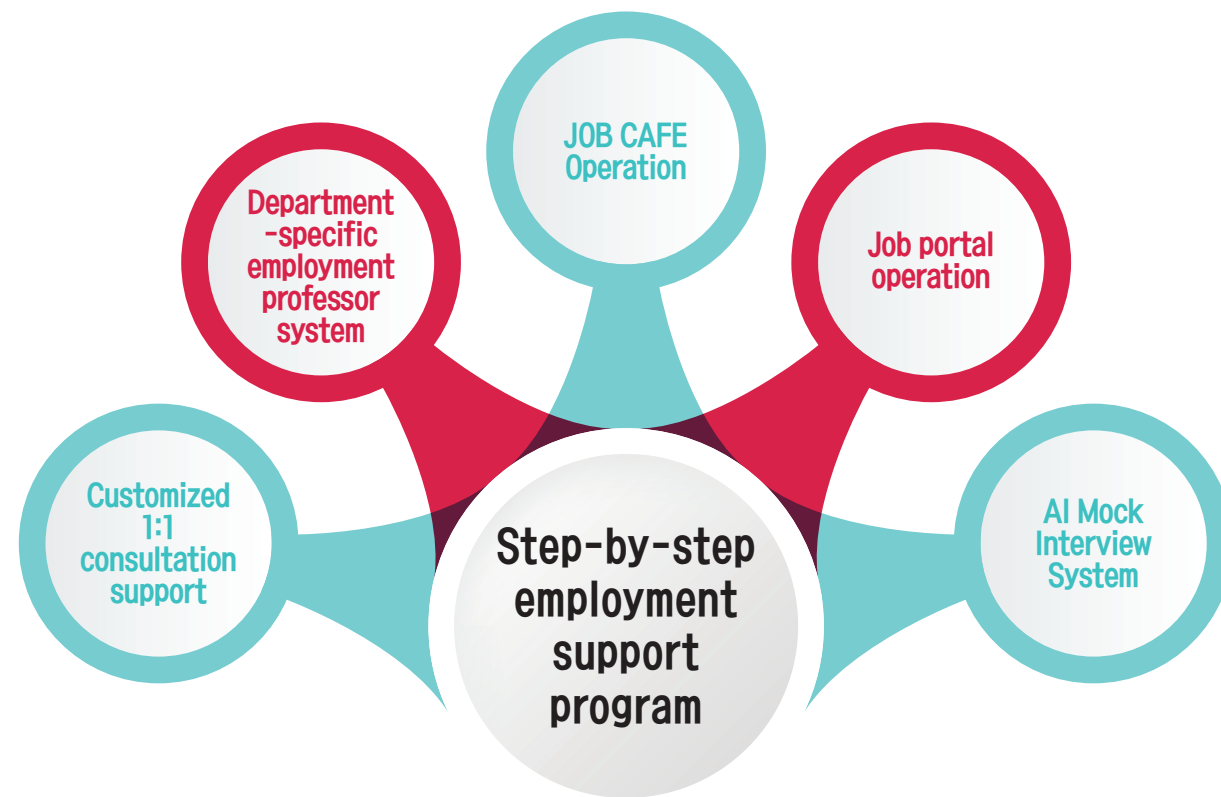


Part-time job at Yongpyeong Resort (30 people per year)



Yongpyeong, the filming location of the drama Goblin

Today's potential into tomorrow's value



Another proud name of SUN MOON!

A university with strong employment prospects

'Prestigious job market'

Ranked 1st among universities in Chungnam

※ Based on 2024-year graduates

F-2-R VISA(16people)				
Major	Nationality	Gender	Topik	Company
Electronic Engineering	Vietnam	Male	Level 3	Igun Co., Ltd.
Global Korean Studies	Vietnam	Female	Level 4	HAnseung Co., Ltd.
Global Management	Vietnam	Male	Level 5	Sambo Mortors Co., Ltd.
Business Administration	Vietnam	Female	Level 5	Hankook Tire Co., Ltd.
International Economic Trade	Vietnam	Female	Level 5	Hankook Tire Co., Ltd.
Chinese Language Studies	Vietnam	Male	Level 3	Sinsung T & F Co., Ltd.
International Economic Trade	Vietnam	Male	Level 5	Hankook Tire Co., Ltd.
Global Korean Studies	Vietnam	Female	Level 5	Dongbang Medical Co., Ltd.
International Tourism Management	Vietnam	Female	Level 5	SB Precision Co., Ltd.
Global Management	Vietnam	Male	Level 4	Dongbang Medical Co., Ltd.
International Tourism Management	Vietnam	Female	Level 4	Dongbang Medical Co., Ltd.
International Tourism Management	Vietnam	Female	Level 5	SB Precision Co., Ltd.
Global Korean Studies	Vietnam	Female	Level 4	Dongbang Medical Co., Ltd.
Global Korean Studies	Vietnam	Female	Level 5	Fresh Plus
Global Korean Studies	Vietnam	Female	Level 4	Chamjooun Co., Ltd.
International Tourism Management	Vietnam	Female	Level 3	Haedoji Company

※ Based on 2024-year graduates

F-2-R VISA(24people)					
Major	Gender	Nationality	Major	Gender	Nationality
Media Communication	Female	Russia	International Tourism Management	Female	Vietnam
Visual Design	Female	Luxembourg	Global Covergence Engineering	Female	Iran
Global Covergence Engineering	Female	Vietnam	Computer Engineering	Male	Brazil
International Relations	Female	Democratic Republic of the Congo	Media Communication	Female	Taiwan
International Relations and Public Affairs	Female	Kenya	Food Science and Biotechnology	Female	Japan
Media Communication	Female	Russia	Computer Engineering	Female	Iran
Computer Engineering	Male	Indonesia	Industrial and Management Engineering	Female	Uganda
International Tourism Management	Female	Vietnam	Electronic Engineering	Male	Kenya
International Tourism Management	Female	Vietnam	Physical Therapy	Female	Japan
Architecture and Civil Engineering	Female	Burkina Faso	Smart Automobile Engineering	Male	Uzbekistan
Mechanical ICT Convergence Engineering	Male	China	Architecture	Male	Uzbekistan
International Tourism Management	Female	Japan	Smart Automobile Engineering	Male	Uzbekistan

01 Academic Calendar

	Course Duration	Application Deadline	Tuition Payment Deadline
Spring Semester	2025. 3. 10.(Mon) ~ 2025. 5. 16.(Fri)	2025. 1. 24.(Fri)	2025. 2. 14.(Fri)
Summer Semester	2025. 6. 2.(Mon) ~ 2025. 8. 8.(Fri)	2025. 4. 30.(Wed)	2025. 5. 9.(Fri)
Fall Semester	2025. 9. 8.(Mon) ~ 2025. 11. 14.(Fri)	2025. 7. 31.(Thu)	2025. 8. 8.(Fri)
Winter Semester	2025. 12. 1.(Mon) ~ 2026. 2. 6.(Fri)	2025. 10. 24.(Fri)	2025. 10. 31.(Fri)

02 Class Time

Regular Classes (Required)	4 hours(09:10~13:00 / 13:30~17:20)	5 days (Monday to Friday)
Cultural Classes (Elective)	2 hours(Varies by Class)	1 day

- The regular program runs for 10 weeks (5 days of classes per week), totaling 200 hours (4 hours per day).
- In addition to the regular program, we offer afternoon special classes that provide foreign students with a variety of educational content and methods. These classes aim to deliver practical, hands-on Korean language education learned and experienced in real-life situations.
 - Afternoon Special Classes (e.g.): Taekwondo, Danso (traditional Korean flute), Hanja, TOPIK, etc.

03 Special Activities



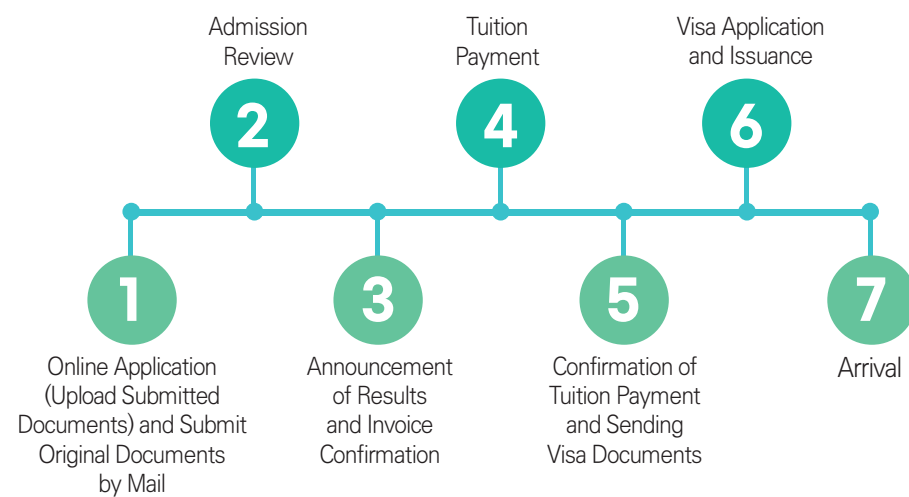


01 Required Documents

List	In case a student visa (D-4-1) is required	In cases where a student visa (D-4-1) is not required	Remarks
Application Form	O	O	*Application Fee: 50,000 KRW *Online Application via Uway Apply
Graduation Certificate (High School or higher)	Original	Copy	Submission of Apostille or Consular Authentication Documents
Transcript (High School or higher)	Copy	Copy	
Bank Statement (Minimum 8,000,000 KRW)	Original	X	*Only bank balance certificates in the name of the applicant or their parents are accepted *Bank statement must be submitted within one month from the application date.
Family Relationship Certificate	Copy	X	Submit only when using the parents' bank balance certificate.
ID Photo	Photo Submission	Photo Submission	※ Color, 3.5 cm x 4.5 cm ※ After logging into the website [MY PAGE] → [Photo Management] Photo Registration Required
Copy of Passport	O	O	
Original Document Submission Address	Sunmoon-ro 221beon-gil, Tangjeong-myeon, Asan-si, Chungcheongnam-do, 31460, Sun Moon university Room-117(main building) Global Admission team manager		

- * Additional documents may be requested during the document review process.
- * Submitted documents will not be returned.
- * All required documents must be submitted within the application period.
- ※ If the documents are in a language other than Korean, English, Chinese, or Japanese, they must be translated and notarized into one of the four languages listed above, and both the original and translated documents must be submitted.

02 Admission Procedure



03 Arrival and Airport Information

- Airport information will be provided separately after visa issuance.
- Airport pickup service will be provided if you arrive during the announced pickup period.
- It takes approximately 3 hours from Incheon Airport to Sunmoon University, so it is recommended to book a flight that arrives at Incheon Airport before 4:00 PM.
- After purchasing your flight ticket, you must send your name (in English), gender, departure date and time, departure location, arrival date and time, and flight number to the Korean Language Institute.

04 Visa Information

- Students who wish to enroll in the regular program must apply for a general study visa (D-4-1). The required documents for visa application may vary depending on the country, so it is recommended to check with the nearest Korean embassy or consulate in your area in advance.
- The D-4-1 visa is valid for 6 months and can be extended for up to 2 years at the Korean Immigration Office. After preparing the necessary documents (such as the admission letter, guarantor's letter, proof of financial support, etc.), students must apply at the nearest Korean embassy or consulate. The application will undergo review before the visa is issued. The process takes approximately 1 month, so students wishing to obtain a D-4-1 visa should begin the procedure at least 2 months before the start of the semester.

05

Term	Admission Fee (KRW)	Tuition Fee (KRW)	Insurance Fee (KRW)
Spring Semester	100,000 (paid only by new freshmen)	1,300,000	90,000 (based on 7 months)
Summer Semester		1,300,000	
Fall Semester		1,300,000	
Winter Semester		1,300,000	
Total	100,000	5,200,000	90,000

- All international students are required to enroll in travel insurance.
- After 6 months from the date of entry, students will be switched to the National Health Insurance.
- Travel Insurance Premium: 90,000 KRW (based on 7 months)
- National Health Insurance Premium: Approximately 50,000 KRW per month
- Textbook Fee: Approximately 50,000 KRW per level (beginner/intermediate/advanced) (separate charge)

06 Tuition Payment Method

Students who pass the document review must pay the tuition fee via international bank transfer. The tuition fee can be paid through the online application site using Flywire (payment by credit card or virtual account is available).

07 Cancellation of Registration

If registration is canceled before the start of the semester, the tuition fee (excluding the admission fee) will be fully refunded. If a student withdraws after the semester begins, the refund will be processed according to the tuition refund policy.

Before the Start of the Semester	Full refund*
Within 1/4 of the Semester	75% Refund
Within 1/2 of the Semester	50% Refund
After 1/2 of the Semester	No Refund

- * A full refund, excluding a ₩100,000 admission management fee, will be issued.
- ※ Submit the Sun Moon University refund application. Refunds are processed within 1 month (domestic) or 2 months (international) from the date of request.

Undergraduate Admission information



undergraduate Admissions counseling
 TEL : 041-530-2090
 FAX : 041-530-2093
 MAIL : korean@sunmoon.ac.kr

01 Admission Schedule

■ Type I : Foreign applicants whose parents are all foreign nationals

Category	Fall Semester (2 nd Semester)		Remarks
	1 st Round	2 nd Round	
Submission of Application and relevant Documents	2025.4.21.(Mon) ~ 4.25.(Fri)	2025.6.9.(Mon) ~ 6.13.(Fri)	• Application Fee: 60,000 KRW • SUN MOON University Admissions Website
Korean Language Test and Interview	2025.4.30.(Wed)	2025.6.26.(Thu)	• Applicants currently residing in Korea: Inperson interview • Applicants Abroad: Call or Online Interview
Announcement of Successful Applicants	2025.5.14.(Wed)	2025.7.10.(Thu)	• SUN MOON University Admissions Website
Tuition Payment (Registration of Documents)	2025.5.29(Thu) ~ 5.30.(Fri)	2025.7.24.(Thu) ~ 7.25.(Fri)	• SUN MOON University Admissions Website

■ Type II : Foreign nationals and overseas Koreans who have completed an educational curriculum abroad equivalent to elementary, middle, and high school education in Korea.

Category	Fall Semester (2 nd Semester)		Remarks
	1 st Round	2 nd Round	
Submission of Application and relevant Documents	2025.4.21.(Mon) ~ 4.25.(Fri)	2025.6.9.(Mon) ~ 6.13.(Fri)	• Application Fee: 60,000 KRW • SMU Admissions Website
Korean Language Test and Interview	2025.4.30.(Wed)	2025.6.26.(Thu)	• Applicants currently residing in Korea: Inperson interview • Applicants Abroad: Call or Online Interview
Announcement of Successful Applicants	2025.5.14.(Wed)	2025.7.10.(Thu)	• SMU Admissions Website
Tuition Payment (Registration of Documents)	2025.5.29(Thu) ~ 5.30.(Fri)	2025.7.24.(Thu) ~ 7.25.(Fri)	• SMU Admissions Website

- Failure to complete registration within the specified period may result in cancellation of admission.
- Successful applicants in the spring semester are prohibited from re-applying in the fall semester.
- The deadline for final tuition payment will be communicated separately on the website.
- International admissions are conducted throughout the year, independent of the aforementioned schedule.
- The schedule provided above is subject to modification based on prevailing circumstances.

02 Application Procedure

- Failure to complete registration within the specified period may result in the cancellation of acceptance or admission.
- Overseas admissions may proceed separately from the above application procedure.



03 Academic Colleges in SUN MOON University

Unit	Division	Department	Major / Track	Unit	Division	Department	Major / Track			
College of Humanities and Social Sciences	College of Humanities and Social Sciences	Department of History		College of Engineering	College of Engineering	Division of Architecture	Major in Architecture Major in Architectural Engineering			
		Department of Digital Contents	Major in Content Business Major in Content Creation			Department of Mechanical Engineering				
		Department of Police & Law				Department of Semiconductor Materials Engineering				
		Department of Counseling & Industrial Psychology				Department of Industrial Safety & Management Engineering				
		Department of Social Welfare				Department of Fire & Disaster Prevention				
		Department of Media Communication	Major in Digital Media Major in Advertising and Public Relations			Department of Advanced Automotive Engineering	Major in Autonomous Electric Vehicles Major in Automotive Design			
College of Global Business	College of Global Business	Division of Foreign Languages	Major in Russian and Central Asian Studies	College of Specialized Industry Convergence	College of Specialized Industry Convergence	Department of Electronic Engineering				
			Major in Spanish and Latin American Studies			Department of AI Software				
			Major in English			Department of Computer Engineering	Major in Computer Engineering Major in Big Data Major in Game Software			
			Major in Japanese			Department of Computer Engineering*	English Track			
			Major in Chinese Culture			Department of Smart Information and Communication Engineering				
		Department of International Relations				Department of Display and Semiconductor Engineering				
		Department of Business Administration				Department of Martial Arts & Guard	Security Martial Arts Major Taekwondo Major			
		Department of Information Technology Management					Division of Sports Science	Sports Science Major Fitness Major		
		Department of Global Economics				Department of Design	Visual Communication Design Broadcast Contents Design			
		College of Health Sciences	College of Health Sciences (Green Bio Division)			Department of Airline Service & Tourism Management	Tourism & Hotel Management Airline Service	College of Arts and Physical Education	College of Arts and Physical Education	Department of Film and Video Studies
Department of Aquatic Life Medical Sciences				College of Liberal Arts	College of Liberal Arts	Global Liberal Studies*	Major in International business (English Track) Major in Liberal Studies Korean Language and Culture			
Department of Food Science Nutrition	Major in Food Engineering Major in Food and Nutrition						College of Theology			Department of Theology
Department of Pharmaceutical Engineering & Biotechnology										
Department of Nursing	Department of Nursing									
Department of Physical Therapy	Department of Physical Therapy									
Department of Dental Hygiene	Department of Dental Hygiene									
Department of Emergency Medical Services	Department of Emergency Medical Services									

■ Important Notices

* The Global Liberal Arts and Computer Engineering Department is exclusively for foreign students

- ※ Applicants with disabilities can be provided assistance for the interview upon request in advance.
- ※ The Department of Pharmaceutical Biotechnology has nothing to do with obtaining a pharmacist license.
- ※ The Nursing Department operates a Bachelor of Science in Nursing program in accordance with the nursing education accreditation standards established by the Korean Accreditation Board of Nursing Education. The program obtained a 5-year accreditation from December 2019 to December 2024. Admission to the Nursing Department requires mandatory participation in the accredited program, and students must fulfill graduation requirements as stipulated by the accreditation program, including certification requirements.
- ※ The Department of Mechanical Engineering and the Department of Future Automotive Engineering operate engineering education certification programs in accordance with the accreditation standards set by the Accreditation Board for Engineering Education of Korea (ABEEK). Students admitted to these departments must participate in the certification program and meet graduation requirements as defined by the program (For certification benefits, refer to <http://www.abEEK.or.kr>).
- ※ The Department of Architecture provides two programs: Architectural Studies (5-year program, certified by KAAB) and Architectural Engineering (4-year program). Graduates of the Architectural Studies program are eligible to take the Architectural Qualification Examination upon completion of practical training, accredited by the Korea Architectural Accrediting Board (KAAB). <http://www.abEEK.or.kr> 참조
- ※ The Department of Architecture provides two programs: Architectural Studies (5-year program, certified by KAAB) and Architectural Engineering (4-year program). Graduates of the Architectural Studies program are eligible to take the Architectural Qualification Examination upon completion of practical training, accredited by the Korea Architectural Accrediting Board (KAAB).

04 Applicant Qualifications

- Admission Criteria: Applicants must fulfill the nationality, academic, and language proficiency requirements specified for each admission type/department. Admission Type 1: Individuals whose both parents and themselves are foreignnationals.
- Admission Type I: Applicants who are both foreign nationals themselves and have foreign national parents.
- Admission Type II: Applicants who have completed their entire education abroad as foreign nationals or overseas Koreans.

Category		Content
Nationality/ Educational Qualifications	Freshmen	<p>Applicants who meet one of the following admission criteria:</p> <ul style="list-style-type: none"> • Type I: Foreign applicants whose parents are all foreign nationals • Type II :Foreign nationals and overseas Koreans who have completed an educational curriculum abroad equivalent to elementary, middle, and high school education in Korea. <p>※ Type I: Foreign applicants whose parents are all foreign nationals: Excluding individuals with dual citizenship. ※ For Type 1: Applying as a Dual national is not allowed ※ Equivalency exams for domestic and international high school diplomas are not recognized. ※ Homeschooling or online education will not be accepted</p>
	Transfer Students	<p>Applicants must satisfy all of the following conditions:</p> <ol style="list-style-type: none"> 1. Must meet one of the following admission criteria: <ul style="list-style-type: none"> • Admission Type I: Applicants who are both foreign nationals themselves and have foreign national parents. • Admission Type II: Applicants who have completed their entire education abroad as foreign nationals or overseas Koreans. <p>Must have graduated from regular high school. For second-year transfer admissions: Must have completed at least one year (two semesters) of a regular education program at a foreign university and earned a specified number of credits. For third-year transfer admissions: Must have completed at least two years (four semesters) of a regular education program at a foreign university and earned a specified number of credits. ※ For junior colleges (2-3 year programs), only applicants who have graduated (or will graduate) from a regular course are eligible. ※ For combined high school and university (5-year programs), applicants must provide proof of graduation, academic transcripts, and a certificate from the school confirming the 5-year program. ※ Applicants from universities without a credit system are not eligible (it is mandatory to indicate grades and percentage scores on the academic transcript). ※ Dual citizens are excluded. ※ Equivalency exams for domestic and international high school diplomas are not recognized. ※ Homeschooling or online education will not be accepted</p>
Language Proficiency	Korean Track	<p>Applicants must meet at least one of the following language proficiency requirements:</p> <ol style="list-style-type: none"> 1. Obtain at least Level 3 on the Test of Proficiency in Korean (TOPIK) before the final registration date for each admission period. 2. Achieve the minimum score required by the university's internal examination. 3. Complete at least the Intermediate 1 course at the King Sejong Institute. 4. Complete at least Level 3 at a domestic language education institute. 5. Complete at least Level 3 in the Ministry of Justice's Social Integration Program or score at least 61 points on the preliminary assessment.
	English Track	<p>Applicants must meet at least one of the following language proficiency requirements:</p> <ul style="list-style-type: none"> -Achieve a score of at least TOEFL 530 (CBT 197, IBT 71), IELTS 5.5, TEPS 601 (NEW TEPS 327), CEFR B2, or an equivalent score on a nationally recognized private English proficiency test before the final registration date for each admission period. ※ Applicants holding nationality from countries where English is the native or official language can substitute this requirement with a graduation certificate.

05 Selection Process

- Evaluation Criteria and Score Distribution

Recruitment Unit	Interview Examination	Minimum Academic Standard	Total
All Recruitment Units	100 pts	Meeting the Korean or English Language Proficiency Requirement	100 pts

06 Required Documents



- Type I: Foreigners whose parents are both foreigners

No.	Documents	Applicable to		Note
		Freshmen	Transfer	
1	Application Form	○	○	University Prescribed Form
2	Consent Form for Academic Background Verification	○	○	University Prescribed Form
3	Consent Form for Personal Information Verification	○	○	University Prescribed Form
4	High School Graduation Certificate (expected graduation)	○	○	<ul style="list-style-type: none"> • China: ① Submit the original document along with an official translation, or ② Submit the original document that has been notarized. • Other countries: Submit a certified Apostille or a document approved by the consular office. • Expected graduates: Submit proof of expected graduation certificate initially, and the final graduation certificate must be submitted later.
5	College Enrollment/ Graduation (expected) Certificate	X	○	
6	Complete High School Transcript	○	X	<ul style="list-style-type: none"> • Submit the original document along with a translated copy from a certified translation company or a notarized copy. • Expected graduates: Submit the current academic transcript. The final graduation certificate must be submitted after graduation.
7	Complete College Transcript	X	○	
8	High School Graduation Certificate	○	X	<ul style="list-style-type: none"> • Original Document must be submitted • For applicants from China: Submit documents issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or documents certified by a Korean consular office. • For applicants from countries other than China: Provide an apostille certificate or a document certified by the consulate. ※ Transfer applicants: <ul style="list-style-type: none"> - For 4-year university students: Submit a certificate verifying current enrollment or graduation from a university. -For vocational college students: Submit a certificate verifying graduation from a vocational college. ※ Graduates from domestic schools are not required to submit these documents.
9	University Enrollment / Graduation Certificate	X	○	
10	Documents on Proof of Qualifications (Family Relation Certificate & Copy of Passport)	○	○	<ul style="list-style-type: none"> • Submit a Family Relationship Certificate or Birth Certificate - Documents must confirm the nationality and relationship of the applicant and their parents. - For China: Household register is not acceptable: submit a notarized certificate of kinship or a certificate issued by the local police station. - Submit the original document along with a translated copy from a certified translation company or a notarized copy. • Copies of parents' passports: Submit copies of both parents' passports. If passports are not available, submit copies of their ID cards. If the nationality of the parents can be confirmed on the Family Relationship Certificate, submission is not necessary. • If family relationships cannot be proven due to death or divorce, submit a death or divorce certificate. If the family relationship with both parents can be proven, submission is not necessary. • The documents must clearly indicate the names and nationalities of the applicant and their parents.
11	Official Language Proficiency Certificate	○	○	Korean or English Proficiency Score
12	Copy of passport (Applicant's)	○	○	Passport not exceeding expiration date
13	Alien Registration Card(Applicant's)	△	△	If Applicable
14	Financial Documents (Certificate of Bank Balance, etc)	△	△	<ul style="list-style-type: none"> • Original must be submitted • Amount: minimum of 16,000,000won (Graduate of Sun Moon University Korean Language school: minimum of 8,000,000 won) • For applicants residing in Korea: Only successful applicants are required to submit proof of funds one month prior to enrollment. The account must be in the applicant's name and held in a Korean bank. • For applicants residing overseas: Proof of funds can be submitted during the application process. The account can be in the applicant's name or their parents' name (overseas accounts are acceptable). <p>Date of issuance: Within 30 days of submission. If proof of funds was submitted during the application process, a new document must be obtained and submitted to the consulate when applying for a visa.</p>

07 Required Documents



Type II: Foreigners and overseas Koreans who have completed the entire curriculum equivalent to elementary and secondary education in Korea in a foreign country

No.	Documents	Applicable to		Note
		Freshmen	Transfer	
1	Application Form	○	○	University Prescribed Form
2	Agreement for Enrollment & Academic Credits	○	○	University Prescribed Form
3	Personal Information Inquiry Agreement	○	○	University Prescribed Form
4	High School Graduation Certificate (expected graduation)	○	○	<ul style="list-style-type: none"> China: ① Submit the original document along with an official translation, or ② Submit the original document that has been notarized. Other countries: Submit a certified Apostille or a document approved by the consular office. Expected graduates: Submit proof of expected graduation certificate initially, and the final graduation certificate must be submitted later.
5	College Enrollment/ Graduation (expected) Certificate	X	○	
6	Complete High School Transcript	○	X	<ul style="list-style-type: none"> Submit the original document along with a translated copy from a certified translation company or a notarized copy. Expected graduates: Submit the current academic transcript. The final graduation certificate must be submitted after graduation.
7	Complete College Transcript	X	○	
8	High School Graduation Certificate	○	X	
9	University Enrollment / Graduation Certificate	X	○	<ul style="list-style-type: none"> Original Document must be submitted For applicants from China: Submit documents issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or documents certified by a Korean consular office. For applicants from countries other than China: Provide an apostille certificate or a document certified by the consulate. ※ Transfer applicants: <ul style="list-style-type: none"> - For 4-year university students: Submit a certificate verifying current enrollment or graduation from a university. - For vocational college students: Submit a certificate verifying graduation from a vocational college. ※ Graduates from domestic schools are not required to submit these documents.
10	Certificate of Entry and Exit Records	○	○	
11	Official Language Proficiency Certificate	○	○	Korean or English Proficiency Score
12	Copy of passport (Applicant's)	○	○	Passport not exceeding expiration date
13	Alien Registration Card(Applicant's)	△	△	If Applicable
14	Financial Documents (Certificate of Bank Balance, etc)	△	△	<ul style="list-style-type: none"> Original must be submitted Amount: minimum of 16,000,000won (Graduate of Sun Moon University Korean Language school: minimum of 8,000,000 won) For applicants residing in Korea: Only successful applicants are required to submit proof of funds one month prior to enrollment. The account must be in the applicant's name and held in a Korean bank. For applicants residing overseas: Proof of funds can be submitted during the application process. The account can be in the applicant's name or their parents' name (overseas accounts are acceptable). <p>Date of issuance: Within 30 days of submission. If proof of funds was submitted during the application process, a new document must be obtained and submitted to the consulate when applying for a visa.</p>

Important Notes:

- All application documents must be submitted in their original form. For documents that cannot be reissued, such as original certificates, a copy with verification of the issuing institution (original document verification) or a notarized copy from a notary public must be submitted.
- Documents written in languages other than Korean, English, or Japanese must be accompanied by a certified translation in Korean or English.
- If using the university's application forms, they must be downloaded from the university's website, printed, completed, and submitted.
- Additional documents may be requested for the qualification assessment of applicants.
- Please note that the above document

Reference for Required Documents

Classification	Documents
Apostille Convention Member Country Graduates	Verification of Apostille for Graduation Certificate [Attachment 1] Confirmation of Apostille Convention Countries
Apostille Convention Non-Member Country Graduates	Educational Credentials Verified by Consular Office (Graduation Certificate) Issuing Authority: Korean Consulate General or Embassy in the respective country - If no Korean Consulate is present in the host country: Verification can also be obtained from a nearby Korean Consulate responsible for that jurisdiction. - If the degree was obtained in a country other than the host country: Verification can be obtained from the consulate of the country where the degree was obtained.
Educational Attainment in China	<ul style="list-style-type: none"> General High Schools and Universities <ul style="list-style-type: none"> - 1 copy of academic certification issued by the Chinese Ministry of Education - Issuing Authority: Chinese Ministry of Education Degree Certification Center (www.chsi.com.cn) Vocational High Schools <ul style="list-style-type: none"> - Choose one of the following: <ul style="list-style-type: none"> ① Graduation Certificate issued by the respective school (certified by the local Education Office and Korean Consulate) ② Graduation Certificate issued by the local Education Office (Korean Consulate certification)

08 Visa Service Information

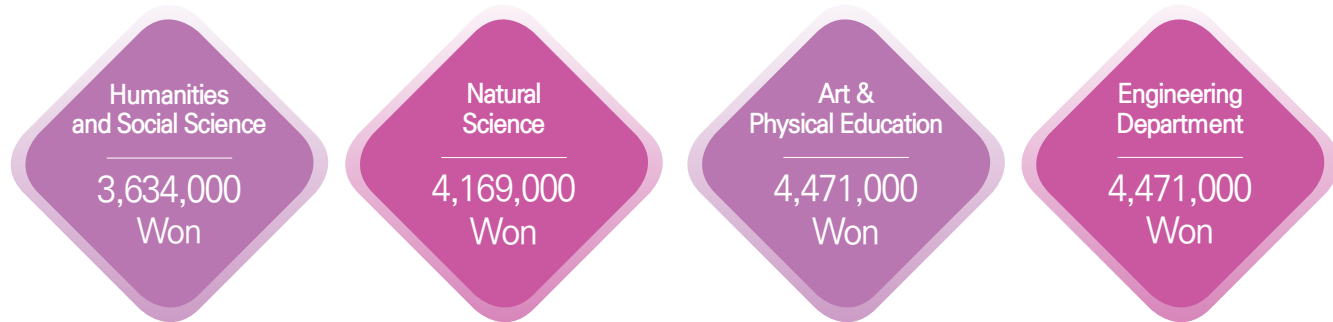
- Upon admission and final registration at our university, International students must obtain a student visa (D-2 visa).
- The standard Certificate of Admission for visa issuance is issued by our university. Additionally, documents required for visa conversion within Korea, such as proof of final academic transcripts (hukoubu for Chinese students) and bank statements, must be prepared by the student personally.
- For inquiries: Student Support Team
041-530-2078(Japan) | 041-530-2072(Chinese) | 041-530-2073(English) | 041-530-2074(Vietnam)

09 Office in Charge of Admission

Global Admissions Team: Main Building Room 117,
Address: 70, Sunmoon-ro 221 beon-gil, Tangjeong-myeon, Asan-si,
Chungcheongnam-do, Korea, 31460 (Zip Code 31460)
| TEL : 041-530-2090~2 FAX : 041-530-2093 | MAIL : go_smu@sunmoon.ac.kr

10 Tuition

1. Application Fee : 60,000 won
2. Tuition Fee : 6 month tuition fee (January, 2025 standard)



※ Some departments may differ, and changes may occur after the Tuition Review Committee.

11 Scholarship Information

Category	Scholarship Candidate	Type of Scholarship																		
Fresh-men	<ul style="list-style-type: none"> Non-Korean applicants responsible for their own expenses (excluding Korean Government Scholars) Applicants who have achieved TOPIK level 3 or higher Individuals who have obtained a qualifying score on an English Proficiency Test, such as : TOEFL (530 or Higher), CBT(197 or Higher), IBT(71 or Higher), IELTS(5.5 or Higher), TEPS(601 or Higher), NEW TEPS(327 or Higher), CEFR(B2 or Higher) Candidates who have successfully passed Sun Moon University's Korean Language Test, completed Sejeong Hakdang Intermediate Level 1 or higher, completed Korea Immigration and Integration Program Level 3 or higher, or obtained a score of 61 or higher on the assessment test. 	<table border="1"> <tr><td>TOPIK 3</td><td>50% Tuition Fee</td></tr> <tr><td>TOPIK 4</td><td>55% Tuition Fee</td></tr> <tr><td>TOPIK 5</td><td>80% Tuition Fee</td></tr> <tr><td>TOPIK 6</td><td>100% Tuition Fee</td></tr> <tr><td>Applied using English Qualifications</td><td>50% Tuition Fee</td></tr> <tr><td>Passer of SUN MOON University's Korean Test, Completed Sejeong Hakdang Intermediate Level 1 or higher, Completed Korea Immigration and Integration Program Level 3 or higher, or obtained a score of 61 or higher on the assessment test.</td><td>40% Tuition Fee</td></tr> </table>	TOPIK 3	50% Tuition Fee	TOPIK 4	55% Tuition Fee	TOPIK 5	80% Tuition Fee	TOPIK 6	100% Tuition Fee	Applied using English Qualifications	50% Tuition Fee	Passer of SUN MOON University's Korean Test, Completed Sejeong Hakdang Intermediate Level 1 or higher, Completed Korea Immigration and Integration Program Level 3 or higher, or obtained a score of 61 or higher on the assessment test.	40% Tuition Fee						
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Enrolled Students	<ul style="list-style-type: none"> Scholarships differ depending on the student's previous semester GPA (refer to the table on the right) Required credits: <ul style="list-style-type: none"> 1st-2nd semester: completed 12 units or more from the previous semester 2nd-3rd year: completed 15 units and above from the previous semester (applicable from 2015) 4th year: completed 12 units or more from the previous semester 	<table border="1"> <tr><th colspan="2">Tuition Fee</th></tr> <tr><th>Grade Criteria</th><th>Deducted Tuition Fee</th></tr> <tr><td>4.2 above</td><td>100%</td></tr> <tr><td>4.0 above-4.2 below</td><td>80%</td></tr> <tr><td>3.6 above-4.0 below</td><td>60%</td></tr> <tr><td>3.0 above-3.6 below</td><td>50%</td></tr> <tr><td>2.5 above-3.0 below</td><td>30%</td></tr> <tr><td>2.0 above-2.5 below</td><td>20%</td></tr> <tr><td>2.0 below</td><td>None</td></tr> </table>	Tuition Fee		Grade Criteria	Deducted Tuition Fee	4.2 above	100%	4.0 above-4.2 below	80%	3.6 above-4.0 below	60%	3.0 above-3.6 below	50%	2.5 above-3.0 below	30%	2.0 above-2.5 below	20%	2.0 below	None
Tuition Fee																				
Grade Criteria	Deducted Tuition Fee																			
4.2 above	100%																			
4.0 above-4.2 below	80%																			
3.6 above-4.0 below	60%																			
3.0 above-3.6 below	50%																			
2.5 above-3.0 below	30%																			
2.0 above-2.5 below	20%																			
2.0 below	None																			

- Matters regarding scholarship disbursement are governed by the university's scholarship regulations.
- Please note that this information is subject to change based on future revisions to the scholarship regulations.



- All foreign students can **100%** move in Dormitory
 - Tel. 041-530-8505, FAX 041-530-2971

• Korean Language Institute fee

Category	Dorm fee	Room type	Additional information
One semester (10 weeks)	986,470KRW	2-person room	Includes 9 meals per week

- ※ Dormitory fees (including maintenance fees) are subject to change.
- ※ Accommodation fees during vacation periods must be paid separately.
- ※ Even if you do not wish to have the mandatory meals, the cost for mandatory meals will not be excluded from the dormitory fees

• Undergraduate fee

Category	Dorm fee	Room type	Additional information
One semester (approximately 16 weeks)	960,000KRW	2-person room	Meals not included

- ※ Dormitory fees (including maintenance fees) are subject to change.
- ※ Accommodation costs during vacation periods must be paid separately.
- ※ If you wish to have mandatory meals, please apply individually.

Convenience Facilities



General Guidelines

01 Selection Process

1. Candidates will be selected based on their academic performance, ranked within each recruitment unit.
2. Failure to attend the interview will result in disqualification.
3. Applicants lacking demonstrable academic aptitude may be disqualified, regardless of the number of positions available.
4. Applicants holding dual citizenship must apply using their Korean nationality.
5. All communications regarding the selection process will be exclusively through the university's admissions website; individual notifications will not be issued.

02 Candidates' Instructions

1. Applicants are restricted to applying to a maximum of two departments or majors.
2. For applications submitted by mail, all documents must reach the university by 17:00 on the application deadline.
3. Applications that fail to arrive by the deadline due to postal mishaps or other reasons will not be accepted.
4. Submitted documents will not be returned.
5. Admission will be revoked if it is discovered that falsified documents were submitted or if admission was obtained through fraudulent means.
6. On the day of the exam, candidates must bring their admission ticket along with their resident registration card or passport.
7. Even after admission, candidates found to be ineligible (due to insufficient academic qualifications, document forgery, inability to obtain a visa, etc.) will have their admission canceled.
8. Special cases will be handled as per the regulations set by the University's Admissions Management Committee.
9. The guidelines are primarily in Korean, and in cases where translations into other languages may cause discrepancies in meaning, the Korean recruitment guidelines will prevail.

03 Guidelines for Multiple Applications

1. Special admissions for overseas Koreans and foreigners are considered under the rolling admissions system, allowing applicants to apply to up to six universities.
2. (*However, there are no restrictions on multiple applications for foreign admissions and industrial universities or colleges if both parents are foreigners.)
3. Within the rolling admissions system, applicants can apply to multiple universities offering special admissions for overseas Koreans and foreigners.
4. Applicants are permitted to apply to both regular admissions and special admissions for overseas Koreans and foreigners within the rolling admissions system.
5. Successful applicants in the rolling admissions system cannot apply for regular admissions or additional admissions.
6. Any violation of these guidelines will result in the cancellation of admission to all universities where the applicant has been accepted.

Apostille Convention Countries

• Current Status of Apostille Convention Member Countries

– For information on Apostille-related institutions by country, please visit : <https://www.hcch.net/en/instruments/specialised-sections/apostille>

Asia-Pacific

New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Australia, India, Japan, Parts of China (Macau, Hong Kong), Cook Islands, Tonga, Fiji, Palau, Philippines, Singapore, Indonesia, South Korea, Tajikistan, China

Europe

Greece, Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, North Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, United Kingdom, Austria, Ukraine, Italy, Georgia, Czech Republic, Kosovo, Croatia, Cyprus, Turkey, Portugal, Poland, France, Finland, Hungary, Kyrgyzstan, Armenia, Kazakhstan, Uzbekistan

North America

America

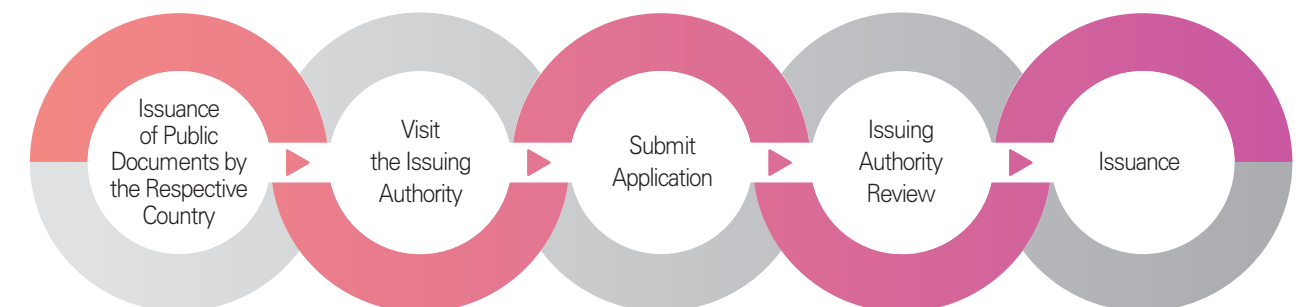
Central and South America

Guatemala, Grenada, Nicaragua, Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Brazil, Saint Lucia, Saint Vincent, Saint Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Paraguay, Peru, Bolivia, Guyana, Jamaica

Central and South Africa

Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Sao Tome and Principe, Seychelles, Eswatini, Oman, Cape Verde, Tunisia, Israel, Saudi Arabia

• Apostille Issuance Procedure



* According to the notarial and attorney laws of each country, procedures for public documents may vary. However, typically, an apostille can be verified upon submission following notarization in the respective country.

SUN MOON University

Seoul to Asan!

It takes **only 33** minutes



Sun Moon University
Admission
Consultation
KakaoTalk Channel



SUN MOON UNIVERSITY

- ▶ Admission to undergraduate school (D-2 visa) is possible with English scores
 - IELTS 5.5, TOEFL IBT score of 71 higher, etc.
- ▶ **Employment opportunities in Korean companies after graduation**
 - Expansion of Employment Opportunities under the F-2-R and E-7 Visa Categories, and Other Related Visas
- ▶ **Operation of Foreigner Employment Support Programs**
 - Campus Adjacent to Samsung Display and Hyundai Motor
- ▶ Reasonable tuition fees and low living expenses
- ▶ Provides major-related internship opportunities
- ▶ Study & work part-time
- ▶ 40% to 100% scholarship depending on grades

TOPIK 3	50% Tuition Fee
TOPIK 4	55% Tuition Fee
TOPIK 5	80% Tuition Fee
TOPIK 6	100% Tuition Fee
Applicants with English Qualifications	50% Tuition Fee
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