

Admission Requirements

※ Qualification: TOPIK Score Level 3 or higher (Applicants for English Track should submit English Score TOFLE iBT 71 or higher)

No.	제출서류	Required Documents	Remarks	Master's Course	Doctorate Course
1	입학원서	Application form (Including application charge – Master's: ₩50,000, Doctorate: ₩70,000)	Prescribed form #1	O	O
2	이력서	Resume	Prescribed form #2	O	O
3	자기소개서	Personal statement	Prescribed form #3	O	O
4	학업계획서	Plan for study	Prescribed form #4	O	O
5	진학학과 주임교수 추천서	Letter of Recommendation from head professor of the department applied	Prescribed form #5	O	O
6	개인정보 수집·이용 및 제공 동의서	Personal Information Collection and Usage Agreement	Prescribed form #6	O	O
7	대학원 설문지	Applicant Survey	Prescribed form #7	O	O
8	학력조회 동의서	Agreement of degree/enrollment records inquiry	Prescribed form #8	O	O
9	학부과정 졸업증명서	Certificate of graduation from undergraduate institution		O	O
10	학부과정 성적증명서	Official transcript from undergraduate institution		O	O
11	석사과정 졸업증명서	Certificate of graduation from graduate institution			O
12	석사과정 성적증명서	Official transcript from graduate institution			O
13	석사과정 지도교수 추천서	Letter of recommendation from academic advisor of graduate institution			O
14	한국어능력성적표 (영어트랙은 영어능력성적표)	Transcript of the Korean Language Proficiency Test (TOPIK) ※ Applicants for english track should submit transcript of english language (Original copy of TOEFL or IELTS or TEPS)		O	O
15	여권 사본 (또는 국적확인서)	Copy of passport or Confirmation of nationality		O	O
16	외국인 등록증 사본	Copy of alien registration card	Applicant who live in Korea only	O	O

No.	제출서류	Required Documents	Remarks	Master's Course	Doctorate Course
17	국적관련 확인서 (가족관계증명서 또는 부모여권 사본, 중국학생은 거민증 사본)	Certificate of citizenship of applicant (Family relation certificate or Passport copies of the applicant's Parents) ※ Applicants from China should submit copy of identification card for residents		O	O
18	재외국민 확인서	Confirmation of foreign national (issued by diplomatic office)	Overseas Korean students only	O	O
19	증명사진	Identification picture		O	O
20	예금잔고증명서	Deposit balance certificate of the applicant (for issuing visa) (more than US \$18,000 on deposit for over one month)	Required additionally within a week after announcement of acceptance for issuing visa	O	O
21	건강검진진단서	Medical examination certificate (HIV, TB, Hepatitis B)		O	O

※ **Notice: attention points for document preparation**

- All documents in languages other than Korean, English must be notarized in Korean or English.
- For Visa Issuing
Students from Apostille Countries must submit their Highest level of certification together with the "**Apostilleconfirmation**".
Students from non-Apostille Countries must receive a "**confirmation**" from the Korean Consulate in the country where they attended the last school.
- Graduates(recipients) from educational institutions in China must submit Certificate of graduation and Transcript from '**the China Higher-Education Student Information(<http://www.chsi.com.cn/>)**' or '**Chinese Academic degree and Graduate Education Qualifications(<http://www.cdgdc.edu.cn/>)**'
- All documents submitted by the applicant must be originals (If requesting an additional document is impossible, please submit the copy of the document after notarization).

※ 'Prescribed Form' can be downloaded from the Graduate School Homepage.

(<http://graduate.sunmoon.ac.kr>)

※ The applicant may attach any other documents if required for the examination.

※ **Office of the Graduate Schools**

- Address: #70, Sunmoon-ro 221 beon-gil, Tangjeong-myeon, Asan-si, Chungnam, 31460, KOREA(ROK)
- Tel: +82-41-530-2605
- Fax: +82-41-530-2968
- E-mail: gradschool@sunmoon.ac.kr, jieunh92@sunmoon.ac.kr

[외국인 지원자 전형료 안내]

석사: 50,000원 (통번역학부 90,000원)

박사: 70,000원

국민은행 484637-04-006017 선문대학교

[Application Fees/Screening Fees]

Master: 50,000won

(Translation and Interpretation 90,000won)

Ph.D(M.S/Ph.D Integrated: 70,000won

Account:

국민Bank 484637-04-006017 선문대학교