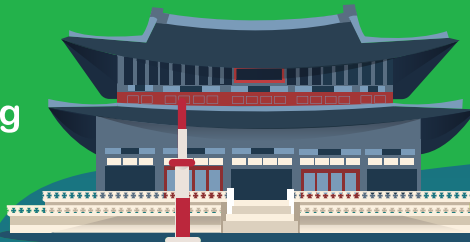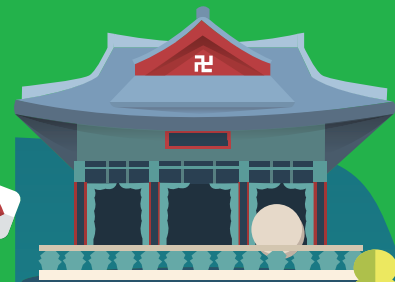2024 ADMISSIONS FOR
INTERNATIONAL STUDENTS

UNIVERSITY OF SEOUL

Gyeongbokgung Palace

N Seoul Tower

Jogyesa Temple

Nami Island
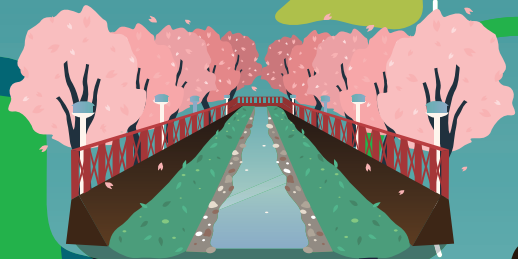
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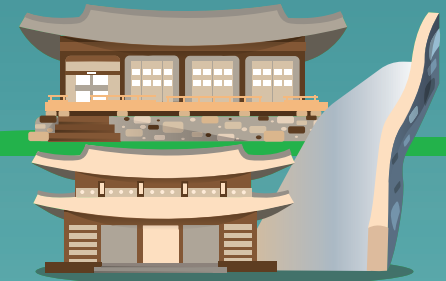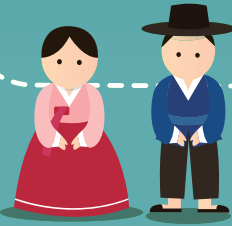
SHOP

Myeongdong

Bukchon Hanok

Yeojwacheon Stream

서울시립대학교
UNIVERSITY OF SEOUL

2024 SPRING & FALL SEMESTERS
UNDERGRADUATE ADMISSIONS FOR INTERNATIONAL STUDENTS

1. Admission Schedule

1) 2024 Spring Semester

Admission Process	Schedule	Remarks
Online Application	October 10, 2023 (Tue) - October 19, 2023 (Thu), 4PM	- Online application at http://oia.uos.ac.kr
Document Submission	October 20, 2023 (Fri) - November 3, 2023 (Fri), 4PM ※ Office hours: 9 AM - 6 PM, weekdays	- Submit to the Office of International Affairs (OIA) (Room 321, Cheonnong Hall) - After submitting the online application, please print out the application form, write down your signature and submit the form with other documents.
Audition, Performance Test, or Interview	November 28, 2023 (Tue)	- Only applicable for the certain departments which hold auditions, performance tests, or interviews - Department of Architecture (Architecture major), Industrial and Visual Design, Music, Environmental Sculpture
Notification of Admission Results	December 22, 2023 (Fri), 5PM (subject to change)	- Results will be posted on the OIA homepage. (http://oia.uos.ac.kr) - No individual notification will be provided.
Tuition Payment	January 15, 2024 (Mon) - January 19, 2024 (Fri) ※ Bank hours: 9AM - 4PM, weekdays	- Any Woori Bank branch in Korea ※ If an applicant fails to pay their tuition within the designated period, their admission will be revoked without any prior notification.
Issuance of Certificate of Admission	January 24, 2024 (Wed) - January 31, 2024 (Wed)	- More details will be provided individually via email.
Orientation	Late February, 2024	- More details will be provided individually via email.

2) 2024 Fall Semester

Admission Process	Schedule	Remarks
Online Application	April 15, 2024 (Mon) - April 24, 2024 (Wed), 4PM	- Online application at http://oia.uos.ac.kr
Document Submission	April 22, 2024 (Mon) - May 2, 2024 (Thu) 4PM ※ Office hours: 9 AM - 6 PM, weekdays	- Submit to the Office of International Affairs (OIA) (Room 321, Cheonnong Hall) - After submitting the online application, please print out the application form, write down your signature and submit the form with other documents.
Audition, Performance Test, or Interview	May 28, 2024 (Tue)	- Only applicable for the certain departments which hold auditions, performance tests, or interviews - Department of Architecture (Architecture major), Industrial and Visual Design, Music, Environmental Sculpture
Notification of Admission Results	June 21, 2024 (Fri), 5PM (subject to change)	- Results will be posted on the OIA homepage. (http://oia.uos.ac.kr) - No individual notification will be provided
Tuition Payment	July 15, 2024 (Mon) - July 19, 2024 (Fri) ※ Bank hours: 9AM - 4PM, weekdays	- Any Woori Bank branch in Korea ※ If an applicant fails to pay their tuition within the designated period, their admission will be revoked without any prior notification.
Issuance of Certificate of Admission	July 23, 2024 (Tue) - July 31, 2024 (Wed)	- More details will be provided individually via email
Orientation	Late August, 2024	- More details will be provided individually via email

※ The above schedule is subject to change.
※ All applicants must submit the required documents within the designated period (according to Korea Standard Time) and those who fail to submit will be ineligible for admission.

Admission Inquiries: Office of International Affairs (OIA)
Tel +82-2-6490-6662, 6663   **Fax** +82-2-6490-6664   **E-mail** iice-under@uos.ac.kr
Homepage   http://global.uos.ac.kr → For International Students → Studying at UOS → International Admissions
Address   To : Program Coordinator (Undergraduate)
              Room #321, Cheonnong Hall University of Seoul, 163, Seoulsiripdae-ro, Dongdaemun-gu, Seoul, South Korea
              Postal Code : 02504
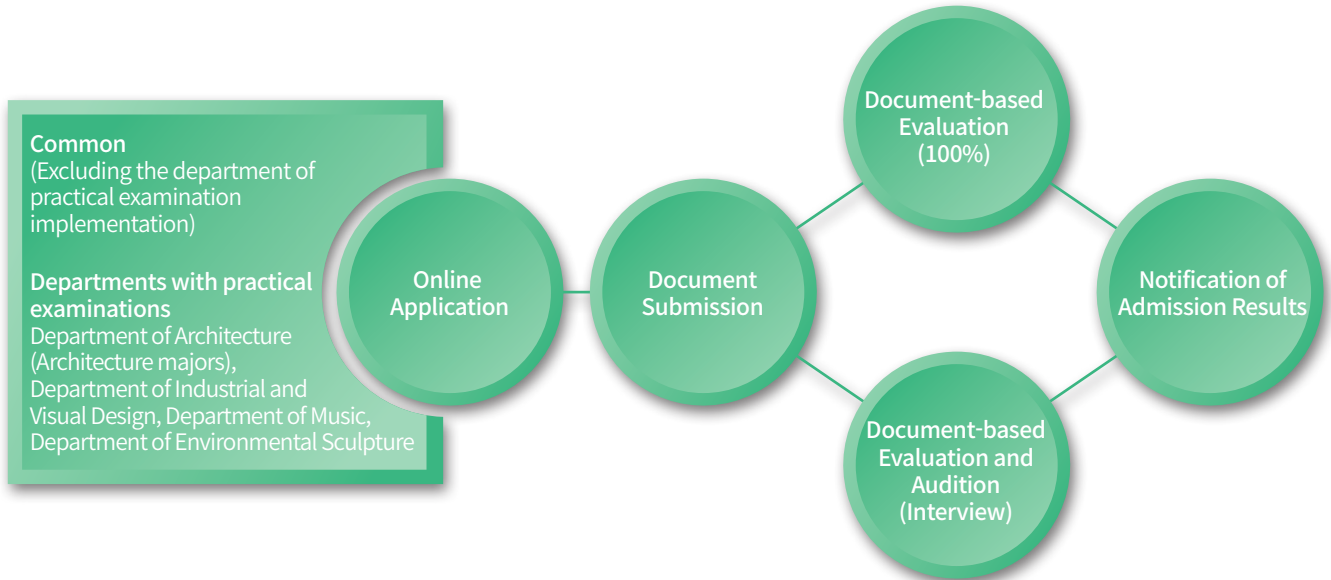**Online Application Inquiries: Uway Apply**   **Tel** +82-1588-8988   **Fax** +82-2-2102-5608

2. Number of Students to be Admitted

There is no quota (Unless there is special consideration for supernumerary admissions)

3. Method of Evaluation

100% Document-based evaluation (Excluding the departments with practical examinations)

Common
(Excluding the department of practical examination implementation)

Departments with practical examinations
Department of Architecture (Architecture majors), Department of Industrial and Visual Design, Department of Music, Department of Environmental Sculpture

Online Application → Document Submission → Document-based Evaluation (100%) / Document-based Evaluation and Audition (Interview) → Notification of Admission Results

4. Admission Requirements

1) Nationality

- The candidate AND both of his or her parents must be non-Koreans.
※ Applicants who are stateless or hold multiple nationalities, one of which is Korean citizenship, are ineligible to apply as nternational students.
※ If an applicant or the applicant's parents do NOT hold foreign nationality by birth, then the applicant must submit proof of their renunciation or loss of South Korean (ROK) citizenship in pursuit of another nation's citizenship. (Only for cases where an applicant and his/her parents had all acquired foreign nationality before the applicant's entrance to high school.)
※ If an applicant is adopted and acquired a foreign nationality, he/she can apply only if he/she has acquired a foreign nationality before entering elementary school (G1)

2) Academic Background

Type	Basic Educational Requirements
Freshman Applicants	Applicants must have graduated or be expected to graduate from high school at a regular educational institute in South Korea or abroad, or they must be deemed to have completed high school-level education (or its legal equivalent).
Transfer Applicants	- Applicants must have an academic record of at least two years (four semesters) from a regular undergraduate program and have earned at least half of the credits required to graduate from the university they are currently attending. (at least 2/3 of credits required to graduate from UK universities) - Students who attended a 2 or 3 year colleges can transfer to UOS only after they have graduated from a regular school curriculum. 　※ Transfer students will become third year students.

※ Any school qualification exams taken in Korea or overseas through curricula such as home-schooling, online courses, GED, adult education, or language school will not be considered as regular school curriculum.

※ Acknowledgement of having an academic qualification equivalent to high school graduates.
 - Article 98 of the Enforcement Decree of the Elementary and Secondary Education Act
  ("Acknowledgement of Academic Background Equivalent to High School Graduates") Sub-paragraph 9 of Paragraph 1

Period of Education			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Republic of Korea	12	6-3-3-4	6 years						3 years			3 years			4 years			
Overseas School System	12	5-3-4-4	5 years					3 years			4 years				4 years			
	13	6-4-3-3	6 years						4 years				3 years			3 years		
	11	6-3-2-5	6 years						3 years			2 years		5 years				
	13	2-4-3-4-3	2 years		4 years				3 years			4 years				3 years		
	12	8-4-4	8 years								4 years				4 years			

 - Applicants are eligible to apply to the UOS if the applicant has completed all their elementary and secondary school coursework
  overseas in one country.
 - Applicants who have completed 12 years of education or more in two or more countries are eligible to apply through the UOS's
  admission process. However, those who have only completed 11 years or less are not eligible to go through the UOS's admission
  process but must be re-enrolled or transferred to a high school in Korea or overseas.
  (For those who completed 11 years, the applicant's high school coursework will be recognized only if the applicant completed
  the last three years of their secondary education in one country.)
 - Insufficiencies in the number of years of primary and secondary school attended can be made up if the applicant studies at a
  university in their country long enough to make up for the difference. This extra time will be recognized as part of a full high
  school curriculum.
  ※ These discrepancies are due to the total number of years of coursework of the corresponding nation's school year system
     differing from the 12 years offered by the South Korea's Ministry of Education.
 - The standard date for high school graduation qualification is recognized until the day before the entrance date of UOS.
  (However, if the relevant country's academic year starts one month later than Korea's (Japan, etc.), the period of study at a
  foreign school within the scheduled period is exceptionally recognized within one month of range.)

3) Language Proficiency Requirements

 - A person who meets the above nationality and educational background requirements and meets one of the following conditions:

Type	Basic Language Proficiency Conditions
Freshman Applicants	① Has achieved level 3 or higher on TOPIK ② Has completed level 3 or higher at the Korean Language and Culture Program (KLCP) of the University of Seoul ③ Has completed level 4 or higher at the certified university of the International Education Quality Assurance Sysem (IEQAS). ④ Has completed the middle and high-level Korean language understanding curriculum for overseas Koreans of NIIED
Transfer Applicants	① Has achieved level 4 or higher on TOPIK ② Has completed level 4 or higher at the Korean Language and Culture Program (KLCP) of the University of Seoul ③ Has completed level 5 or higher at the certified university of the International Education Quality Assurance Sysem (IEQAS).

 ※ Applicants must scan and upload the above documents that are valid until the deadline for online applications.
 ※ All students of UOS must meet the Korean language requirement for graduation by obtaining a TOPIK level 4 or higher.

\<Credit Restrictions per Semester Due to the Level of Korean Language Proficiency>

- All students accepted to the University of Seoul will be given conditions on taking regular courses based on the results of the Korean language proficiency test/certificate that they submit to the University of Seoul. Following is the limits on course credits a student can take according to their current language proficiency.

No.	Current Language Proficiency	Korean Language Proficiency Requirements \<TOPIK or KLCP>	Course Credit Limit
1	Achieved level 4 or higher on the TOPIK or completed level 4 or higher at the Korean Language and Culture Program (KLCP) of the University of Seoul (UOS).	None	None
2	Achieved level 3 on the TOPIK or completed level 3 at the Korean Language and Culture Program (KLCP) of the University of Seoul (UOS).	Must attain level 4 or higher on TOPIK or complete level 4 Korean Language courses at the KLCP of the UOS	Max 9 credits per semester

※ Those who fall into the second category on the above table should register for Korean language courses at the KLCP of the UOS until they attain the level of the first category
  ▶ Students must pay for KLCP tuition if they attend.
  ▶ If a student has acquired level 4 on TOPIK or completed the level 4 Korean language course at the KLCP of the UOS by the time they register for a new semester, they will have no restrictions for the number of course credits they can take.

4) Additional Requirements for Departments Which Hold Auditions, Performance Tests, or Interviews

No.	Department		Department Requirements	Remarks	Freshman	Transfer
1	Department of Architecture	Architecture Majors	- [Mandatory, Free format] Portfolio - [Freshman] Completion certificate of one year or more study at an architecture-related department - [Transfer] Completion certificate of two year or more study at an architecture-related department	1) Portfolio-based in-depth interview 2) Performance test	○	○
2	Department of Industrial and Visual Design	Visual Design Majors	-[Mandatory, Non-returnable, Free Format] Portfolio - [If applicable] Completion certificate of one year or more study at art-related department or institute - Performance test: Fundamental molding design (on quarto paper) ※ Bring your own materials (writing and coloring tools, etc.)	1) Portfolio-based in-depth interview 2) Performance test	○	○
		Industrial Design majors	- [Mandatory, Non-returnable, Free format] Portfolio - [If applicable] Completion certificate of one year or more study at an art-related department or institute - Performance test: Basic 3D concept sketch (on quarto paper; 2 hours)		○	X
3	Department of Music		- Audition (performance test) for each major (refer to 16p) - Composition applicants must submit a portfolio	1) In-depth interview 2) Performance test	○	○
4	Department of Environmental Sculpture		- [Mandatory, A4 sized or smaller, Free Format] Portfolio - [Mandatory] A completion certificate of one year or more study at an art-related department - Performance test : Same theme and time as Korean candidates of the same academic year	1) Portfolio-based in-depth interview 2) Performance test	○	○

※ Auditions/interviews/performance tests:
  Held at designated places for each department (notified separately; applicants are required to bring personal ID and identification card).
  Shall be conducted in the field, and individual announcements will be made if changes are made depending on the department, COVID-19 situation, etc.

5. Fields of Study

College	Department / Majors			Freshman	Transfer
Public Affairs and Economics	Public Administration			O	O
	International Relations			O	O
	Social Welfare			O	O
	Economics			O	O
	Science in Taxation			O	O
Business Administration	Business Administration			O	O
Engineering	Electrical and Computer Engineering			O	O
	Chemical Engineering			O	O
	Mechanical and Information Engineering			O	O
	New Materials Science and Engineering			O	O
	Civil Engineering			O	O
	Computer Science and Engineering			O	O
	Artificial Intelligence			O	O
Humanities	English Language and Literature			O	O
	Korean Language and Literature			O	O
	Korean History			O	O
	Philosophy			O	O
	Chinese Language and Culture			O	O
Natural Science	Mathematics			O	O
	Statistics			O	O
	Physics			O	O
	Life Sciences			O	O
	Environmental Horticulture			O	O
	Applied Chemistry			O	O
Urban Science	Architecture	- Architectural Engineering		O	O
		- Architecture (five-years)		O	O
	Urban Planning and Design			O	O
	Transportation Engineering			O	O
	Landscape Architecture			O	O
	Urban Administration			O	O
	Urban Sociology			O	O
	Geoinformatics			O	O
	Environmental Engineering			O	O
Arts and Physical Education	Music	Composition		O	O
		Vocal Music		O	O
		Piano		O	O
		Orchestra Music	String	Violin, Contrabass, Viola, Cello, Classical Guitar	O	O
			Wind	Oboe, Clarinet, Trombone, Bassoon, Tuba, Flute, Trumpet, Horn	O	O
		Percussion		O	O
	Design	Visual Design		O	O
		Industrial Design		O	X
	Sports Science			O	O
	Environmental Sculpture			O	O

6. Required Application Materials

1) Required Materials for Freshman Applicants

※ Any documents not written in Korean or English should be notarized in English. (Original document should be attached)
※ All documents must be original hard copy and issued within one year of the deadline of document submission.
※ Mark personal information such as name, date of birth, school name, graduation date for identification with a highlighter when submitting.
※ In addition to the above documents, related documents may be requested to determine the eligibility and authenticity of the application.
※ Application documents are available on the OIA website (http://oia.uos.ac.kr) to download and print.

No	Documents Checklist	Notes
1	Checklist for documents submission	This document can be printed after completing the application (up to payment). Fill this in after printing it out. ※ Arrange the materials in the order designated on the checklist
2	Application form ※ The English spelling of the applicant's name of all documents must correspond to the name on the passport.	Print it after finishing the online application and paying the application fee on the OIA website. ※ You must scan and upload the documents that are valid until the deadline for the submission of online applications. ※ The name of school and date of graduation written on the application form and submitted documents should match exactly.
3	A photocopy of the applicant's passport	Submit a photocopy of applicant's valid passport
4	A photocopy of the applicant's registration card (if applicable)	Submit a photocopy of both the front and back
5	Certificates of language proficiency ※ Submit documents proving language proficiency valid as of the online application deadline	- A transcript of level 3 or higher on the Test of Proficiency in Korean (TOPIK) - A certificate of completion of the Korean language courses (level 3 or higher) from the Korean Language & Culture Program (KLCP) of the University of Seoul (UOS) - A certificate of completing of the Korean language courses (level 4 or higher) from the certified university of the International Education Quality Assurance Sysem (IEQAS)
6	Verification report from the China Academic Degrees and Graduate Education Development Center ※ Only for those who received their diploma in China	<General High School Graduate> - A print of online CHSI certificate <Vocational/Technical/Other High School Graduate> - Refer to school information confirmation document and 11p, 7. Information on Authentication of International Academic Documents ※ Expected graduate applicant: Must submit consular authentication of their enrollment certificate, certificate of expected graduation, and transcript. After acceptance, additional submission of academic qualification (general high school) or consular authentication document (vocational/technical/other high school) required
7	Certificate of enrollment from high school ※ Only for those who is currently enrolled at	<Korean High School Graduate> - Original copy of (expected) certificate of graduation, transcript, and student record II ※ Refer to 11p, 7. Information on Authentication of International Academic Documents <Non-Chinese High School Graduate> - Apostille or Consular authentication document ※ Those who attended to 11 years schools must submit additional transcript of the final three years ※ Refer to 11p, 7. Information on Authentication of International Academic Documents <Chinese High School Graduate> - Consul authentication document ※ Refer to 11p, 7. Information on Authentication of International Academic Documents
8	Certificate of (expected) graduation from high school	
9	Official academic transcript from previously enrolled high school(s) ※ The grading system and full marks standards should be specified in the transcript.	
10	Studying period table	Print it after finishing the online application and paying the application fee on the OIA website and sign it
11	Consent to academic records requests	Print it after finishing the online application and paying the application fee on the OIA website and sign it
12	Statement of financial support	※ For the admitted students only
13	Bank statement belonging to the applicant's financial guarantor	※ For the admitted students only – Minimum of KRW 20,000,000 (or equivalent amount of other currencies) ※ Refer to 15p, 13. Documents for Issuance of Certificate of Admission ※ The account holder must be the applicant or his/her parents. For those with registration card, only the bank statement with the applicant's name is accepted. A simple copy of the bank book will not be accepted.

No	Documents Checklist	Notes
14	Certificate confirming the nationality of the applicants and their parents	– Photocopy of valid passport or documents issued by the government ※ If the applicant or either of their parents hold Chinese citizenship, submit a copy of their Chinese ID Card [Notarized translation] ※ If the applicant's parents are divorced or either or both are deceased, certificates to prove these matters (parental right, custody, etc.) are also required. [Notarized translation]
15	A certificate of family relations between the applicant and their parents	< Applicants who are not Chinese citizens > - Original certificate proving family relations issued by the government (family register, birth certificate, residence register, family relation certificate, etc.) [English Notarized] < Applicants who are Chinese citizens > - Certificate of household registration [English Notarized] - Certificate of family relations [English Notarized] ※ Notes for all applicants - The English spelling of the applicant's name of all documents must correspond to the name on the passport. - In case of special matters related to family relations and nationality (divorce/re-marriage/non-marriage/death/missing/acquisition of Korean nationality, etc.) additional documents must be submitted. (e.g. Divorce certificate, family relations certificate, single parent certificate, death certificate, missing certificate, Korean nationality acquisition certificate, etc) * If a father or mother remarries a Korean national, it is necessary to submit a family relationship certificate of a Korean spouse.
16	Additional documents (Those who apply for the departments requiring a practical examination)	- Departments of Architecture, Design (Industrial and Visual Design) Music, Environmental Sculpture

2) Required Materials for Transfer Applicants

※ Any documents not written in Korean or English should be notarized in English. (Original document should be attached)
※ All documents must be original hard copy and issued within one year of the deadline of document submission.
※ Mark personal information such as name, date of birth, school name, graduation date for identification with a highlighter when submitting.
※ In addition to the above documents, related documents may be requested to determine the eligibility and authenticity of the application.
※ Application documents are available on the OIA website (http://oia.uos.ac.kr) to download and print.

No	Documents Checklist	Notes
1	Checklist for documents submission	This document can be printed after completing the application (up to payment). Fill this in after printing it out. ※ Arrange the materials in the order designated on the checklist
2	Application form ※ The English spelling of the applicant's name of all documents must correspond to the name on the passport.	Print it after finishing the online application and paying the application fee on the OIA website. ※ You must scan and upload the documents that are valid until the deadline for the submission of online applications. ※ The name of school and date of graduation written on the application form and submitted documents should match exactly.
3	A photocopy of the applicant's passport	Submit a photocopy of applicant's valid passport
4	A photocopy of the applicant's registration card (if applicable)	Submit a photocopy of both the front and back
5	Certificates of language proficiency ※ Submit documents proving language proficiency valid as of the online application deadline	- A transcript of level 4 or higher on the Test of Proficiency in Korean (TOPIK) - A certificate of completion of the Korean language courses (level 4 or higher) from the Korean Language & Culture Program (KLCP) of the University of Seoul (UOS) - A certificate of completing of the Korean language courses (level 5 or higher) from the certified university of the International Education Quality Assurance Sysem (IEQAS)

No	Documents Checklist	Notes
6	Verification report from the China Academic Degrees and Graduate Education Development Center ※ Only for those who received their diploma in China	1. High School: CHSI online certificate(genreal high school) or consular authentication document(vocational/technical/other) 2. University: A report on academic qualification (in English) for universities (2, 3, and 4 years) 3. A copy of school information confirmation ※ Must submit both high school and university verification reports
7	A certificate of graduation from high school	<Korean High School Graduate> Original copy of (expected) certificate of graduation, transcript, and student record ※ Refer to 12p, 7. Information on Authentication of International Academic Documents <Non-Chinese High School Graduate> Apostille or Consular authentication document ※ Refer to 12p, 7. Information on Authentication of International Academic Documents <Chinese High School Graduate> Consular authentication document ※ Refer to 12p, 7. Information on Authentication of International Academic Documents ※ Only for those students who attended more than two years in the four-year-course university or graduated from 2·3 year college can transfer to UOS
8	Certificate of enrollment or (expected) graduation from university	
9	Official academic transcript of the previously enrolled university ※ The grading system and full marks standards should be specified in the transcript. ※ Transcript including credits and grades for all school years	
10	Documents regarding the number of credits required for graduation of the recently enrolled university	Specify the number of credits required to graduate in the applicant's department at their previous university (written in English)
11	Studying period table	Print it after finishing the online application and paying the application fee on the OIA website and sign it
12	Consent to academic records requests	Print it after finishing the online application and paying the application fee on the OIA website and sign it
13	Statement of financial support	※ For the admitted students only
14	Bank statement belonging to the applicant's financial guarantor	※ For the admitted students only – Minimum of KRW 20,000,000 (or equivalent amount of other currencies) ※ Refer to 15p, 13. Documents for Issuance of Certificate of Admission ※ The account holder must be the applicant or his/her parents. For those with alien registration card, only the bank statement with the applicant's name is accepted. A simple copy of the bank book will not be accepted.
15	Certificate confirming the nationality of the applicants and their parents	– Photocopy of valid passport or documents issued by the government ※ If the applicant or either of their parents hold Chinese citizenship, submit a copy of their Chinese ID Card [Notarized translation] ※ If the applicant's parents are divorced or either or both are deceased, certificates to prove these matters (parental right, custody, etc.) are also required. [Notarized translation]
16	A photocopy of the applicant's registration card (if applicable)	Submit a photocopy of both the front and back
17	A certificate of family relations between the applicant and their parents	< Applicants who are not Chinese citizens > - Original certificate proving family relations issued by the government (family register, birth certificate, residence register, family relation certificate, etc.) [English Notarized] < Applicants who are Chinese citizens > - Certificate of household registration [English Notarized] - Certificate of family relations [English Notarized] ※ Notes for all applicants - The English spelling of the applicant's name of all documents must correspond to the name on the passport. - In case of special matters related to family relations and nationality (divorce/re-marriage/ non-marriage/death/missing/acquisition of Korean nationality, etc.) additional documents must be submitted. (e.g. Divorce certificate, family relations certificate, single parent certificate, death certificate, missing certificate, Korean nationality acquisition certificate, etc) * If a father or mother remarries a Korean national, it is necessary to submit a family relationship certificate of a Korean spouse.
18	Additional documents (Those who apply for the departments requiring a practical examination)	Departments of Architecture, Design (Industrial and Visual Design), Music, Environmental Sculpture

7. Information on Authentication of International Academic Documents

Applicants with diploma of overseas school must submit certified graduation / degree /enrollment document and all-year transcripts during the submission period.

1. Undergraduate Freshman

Type	Documents that Require Authentication	Submission Procedure
(Expected) Graduates of a high school located in Korea	High school certificate of (expected) graduation	Submission of original copy
	Transcript	Submission of original copy
	Student record II	Submission of original copy
Overseas High School (Expected) Graduate (Other than Korean, Chinese High School)	(Expected) Certificate of graduation	Apostille or consul authentication document
	High school transcript	Apostille or consul authentication document
	Transcript of the final three years of 11-year-course school (if applicable)	Translated notarized
Chinese High School (Expected) Graduate — General High School	(Expected) Certificate of graduation	1. A print of online CHSI certificate 2. Consul authenticated certificate of graduation ※ Submit both 1 and 2
	Transcript	Consul authentication
Chinese High School (Expected) Graduate — Other than General High Schools	(Expected) Certificate of graduation	Refer to 1-1. Guidelines for submitting graduation certificates for other than general high school
	Transcript	Consul authentication

1-1. Guidelines for submitting certificate of graduation for other than general high school

Type		Examination Standard	Note
Secondary Vocational High School	Regular Specialized Secondary Schools	**1. Issue document by online** 1) Notarized translation of certificate of graduation issued by local education authorities + school information confirmation : Need Korean consul in China's verification * Only acknowledge if authenticity can be verified online **2. Issue document by offline** 1) Notarized translation of certificate of graduation issued by local education authorities : Need Korean consul in China's verification 2) Notarized translation of the school's self-issued certificate of graduation : Need City's Office of Education and Korean Consulate in China's verification	Select 1
	Vocational High Schools		
	Adult Specialized Secondary Schools		
	Skilled Workers Schools	Website of the Ministry of Human Resources and Social Security (http://www.mohrss.gov.cn/) Online Copy of Inquiry + Korean consul in China's verification * Only acknowledge if authenticity can be verified online	
Other certified schools (Schools not included above - International High School, Art High School, etc.)		Notarized translation of the school's self-issued certificate of graduation : Need Korean Consulate in China's verification *Certificate of Establishment Approval – Must Submit A Copy of 事业单位法人证书 or 民办学校办学许可证 (Only accept academic curriculum, notarized translation is not required)	

2. Undergraduate Transfer

Type		Verification Requirements	Submission Procedure
Previous university/ college located in Korea	Graduate of more than two years in four-year-course university	Certificate of (expected) completion of at least 2 academic years or enrollment certificate	Submission of original copy
		Transcript from previous university	Submission of original copy
		Certificate of high school graduation	In accordance with the above submission criteria of Table 1. Undergraduate Freshman
	Applicants who acquired an associate degree	Certificate of graduation at previous university	Submission of original copy
		Transcript from previous university	Submission of original copy
		Certificate of high school graduation	In accordance with the above submission criteria of Table 1. Undergraduate Freshman
Previous university/ college located in a country other than China and Korea	Graduate of more than two years in four-year-course university	Certificate of (expected) completion of at least 2 academic years or enrollment certificate	Apostille or consul authentication
		Transcript from previous university	
		Certificate of high school graduation	
	Applicants who acquired an associate degree	Certificate of graduation at previous university	
		Transcript from previous university	
		Certificate of high school graduation	
Previous university/ college located in China	Graduate of more than two years in four-year-course university	Certificate of (expected) completion of at least 2 academic years or enrollment certificate	A print of online CHSI certificate (in English)
		Transcript from previous university	Consul authentication
		Certificate of high school graduation	1. A Print of online CHSI certificate (in English) or refer to above 1-1. Guidelines for submitting graduation certificates for other than general high school 2. Consul authentication in certificate of graduation
	Applicants who acquired an associate degree	Certificate of graduation at previous university	A print of online CHSI certificate (in English)
		Transcript from previous university	A print of online CHSI certificate (in English)
		Certificate of high school graduation	1. A Print of online CHSI certificate (in English) or refer to above 1-1. Guidelines for submitting graduation certificates for other than general high school 2. Consul authentication in certificate of graduation

8. Important Notes

1) Eligibility

① Applicants must meet all admission requirements. (Nationality, academic background and language proficiency)
② Applicants who are stateless or holding multiple citizenships alongside their Korean citizenship are ineligible to apply as international students.
③ If an applicant or the applicant's parents do NOT hold foreign nationalities by birth, then the applicant must submit proof of their renunciation or loss of South Korean (Republic of Korea) citizenship in pursuit of another nation's citizenship.
(Only permitted when an applicant and their parents both acquired foreign citizenship before the applicant entered to high school.)
④ Any school qualification exams taken in Korea or overseas through curricula such as home-schooling, online courses, GED, adult education, or language school will not be considered for regular school curriculum.

2) Basic Matters Regarding the Submission of Documents

① After the online application is completed on the Uway Apply website, print out the UOS's forms (letter of self-introduction and study plan, etc.) from the OIA webpage and submit all the required admission materials via post to the OIA office.
② All supporting documents must be original and issued within 1 year from the deadline for the online application.
(As for Bank Statement – within 30days)
③ All submissions must be in Korean or English. Documents not written in Korean or English must be submitted with a notarized English translation by an authorized office located in the country where the submissions are originated from.
※ Applicants' own translation will not be accepted.
④ The spelling of the applicant's name written in English on all their documents must correspond to the spelling of their name on their passport.
⑤ Submitted documents will not be returned. We encourage applicants to prepare enough additional documents for visa application in advance.
⑥ Submission documents may be added or subtracted as required.
⑦ Please mark the key personal information such as name, date of birth, school name, graduation date, etc. for identification with a highlighter when submitting.
⑧ The applicant is responsible for any disadvantages caused by a mistake or omission in the documents. If the submitted documents have not met the minimum requirement, the applicant will be excluded from the document evaluation.
⑨ Regarding application forms and all the submitted documents, if any forgeries, counterfeits, falsified statements, or other unjust actions are discovered, the applicant will be rejected. If such matters are identified, even after admission, the acceptance of admission will be revoked and payed tuition fees will not be refunded.

3) Admission Proceedings

① Please write the contact information (phone number(s), email address(es), etc.) that you can be reached at on the application form. The University of Seoul does not bear any responsibility for any disadvantages caused by contact issues whatsoever.
② Information regarding admission scores will not be disclosed.

4) Requirements for Graduation

① Admitted applicants who do not hold a level 4 or higher on TOPIK when they enter the school are required to achieve this level before their graduation.
② Regardless of the time of admission (March or September), freshmen must complete eight semesters (10 semesters for architecture major in the department of architecture) and transfer students must complete four semesters to graduate. However, in the case of early graduation, it is possible only if the requirements for early graduation are met after application.
③ Each department may have qualifications or prerequisite subjects according to internal regulations.
④ Graduation credits and other graduation requirements vary for each department, so please check them with the department's office.
⑤ In the case of transfer students, the accredited credit of the UOS is determined by their previously enrolled university's completion credit, and accordingly, even if they enter the third grade, they may not be able to graduate within two years.

5) Additional Notes

① Schedules and content may change according to the universities' policies.
② All notifications will be posted on the OIA website at https://oia.uos.ac.kr (No individual notification will be provided.)
③ This application guide was originally written in Korean and then translated into other languages. If there are any disparities on the interpretation of its meaning, the Korean language version takes priority.
④ In the event of a semantic conflict in this guidelines, the Korean guidelines will be prioritized.

9. Notes for Submission of Certificate of Graduation

① Certificate of graduation and transcripts certified by the CHSI or consul (Apostille) must be submitted by the deadline submission. However, if the certification cannot be submitted within the application period, it must be submitted by the following period.
  ※ Submission deadline: Spring Semester – November 23, 2023 (Thu) / Fall Semester – May 23, 2024 (Thu)

② If you are an expected graduate, you must submit a certificate of graduation and a transcript certified by the CHSI or consul (Apostille).
  ※ Submission deadline: Final certificate and transcript must be submitted as soon as it is issued
   Spring Semester – January 19, 2024 (Fri) / Fall Semester – July 19, 2024 (Fri)
   However, exceptions will be accepted when time differences in academic schedules in the applicants' nation and Korea are less than one month.(ex. Japan)
  ※ Among the applicants who have been accepted, those who had not graduated from or were expected to finish school (when they applied) must submit their certificate of graduation or completion and their final transcripts or consul (CHSI or Apostille) to a OIA coordinator before the semester starts. If these documents are not submitted, admission will be rescinded even after admission.

③ After the final admission process, the OIA may request an applicant's academic records from the highest level school they attended based on the form of consent to academic record requests submitted by the applicant. If the requested confirmation certificate is not received within six months, the applicant must individually contact the school where they graduated and submit their official academic records. If the school fails to submit the applicant's official academic records, admission will be rescinded.

10. Application Fee

1) Application fee: KRW 80,000

2) Payment Method

① Applicants must pay the application fee online. (Please refer to the guidelines regarding online payment).
② If the payment is not completed during the application period, the application will be automatically rescinded.
③ When the application payment is completed then an application number will be provided to the applicant. Once application materials have been printed, the online application process is finished and no changes will be permitted (such as changes related to the application process, chosen major, etc) and cancellation will be impossible.

3) Refund: The application fee is refundable in the following situations

Reasons for refund	Amount of refund
▶ Unable to complete the admission process due to reasons which are the fault of the UOS.	
▶ Unable to complete the admission process due to natural disaster.	Full Amount
▶ Unable to complete the admission process due to hospitalization due to illness or accident, or the applicant's death. (Documentary proof is required)	

11. Scholarships for International Undergraduate Students

1) Full-tuition scholarship: Top 10 percent of international students

2) Half-tuition scholarship: Tetween the top 10 and 20 percent of international students

※ Recipients of outside scholarships are not eligible to receive any intramural scholarships that waive tuition fees.

12. Dormitory Application

1) Applicants must apply for a dormitory during the designated application period.

2) A dormitory is assigned only to applicants who applied during the application period, and the result of dormitory assignment will be notified to applicants after they pay tuition.

Types	Facility	Fee (Including a KRW 100,000 deposit)
Residence Hall	A room for two A room for three	KRW 764,000 per semester (16 weeks)
International House	2 rooms shared by 2 people, 3 rooms shared by 3 people, 4 rooms shared by 4 people, 5 rooms shared by 5 people	KRW 1,056,000 per semester (16 weeks)

※ The above costs are based on the fall semester of 2023. More information is available on the dormitory website (http://dormitory.uos.ac.kr/).

13. Documents for Issuance of Certificate of Admission

Type	Requirement	Examination Standard		
All accepted students	A copy of statement of financial support and bank statement	Spring semester	Date of issue: After January 1, 2024	A copy of a bank statement with applicant or applicant's parent as an account holder
		Fall semester	Date of issue: After july 1, 2024	
		Standard amount	Minimum of 20,000,000 KRW (or equivalent amount of other currencies)	
		Deadline: Spring Semester – January 19, 2024 (Fri) / Fall Semester – July 19, 2024 (Fri) ※ Print the Statement of Financial Support from the OIA website ※ from Chinese banks, the assets must be frozen, and only documents issued within 6 months of the submission date are accepted. 　(Spring Semester: by March 31, 2024 (Sun) / Fall Semester: by September 30, 2024 (Mon) ※ If the bank statement is not in Korean or English, you must submit a Korean or English translation notarization. ※ Regardless of visa type, all accepted applicants must submit a bank statement.		
Accepted students who applied as an expected graduate	Final Certificate of Education	Applicants who applied as an expected graduate, certificate from the CHSI or consul (apostille), certificate of graduation, and transcript must be submitted. Deadline: As soon as the certificate of graduation and transcript is issued Spring Semester – by January 19, 2024 (Fri) / Fall Semester – by July 19, 2024 (Fri) Refer to 19p, [Appendix 1] Education Verification Guidelines If your graduation schedule is later than the above schedule, you should contact the OIA coordinator in advance.		

※ If these documents are not submitted, admission will be rescinded even after admission.

14. Audition Requirements for the Department of Music (2024)

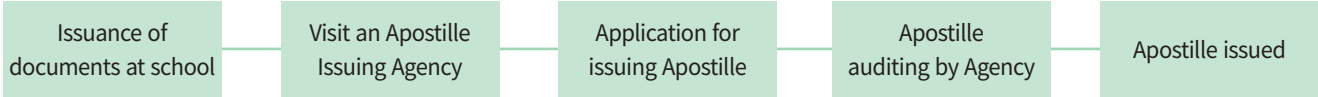| Major			Requirements
Musical Composition			① Interpretation and analysis of traditional harmonies (60 min) ② Piano performance: a work of the applicant's choice (fast movement without repetition, and from memory) ③ Composition portfolio (submitted along with the application form) - Submit three songs which an applicant has composed and files of their performance or MIDI files. ※ ①, ②, ③ all mandatory
Vocal Music			① Italian song ② German song ※ ①, ② mandatory ※ However, when singing an aria, it should be sung in the original language, but it should not overlap with the other songs and languages. e.g. Italian song + German song, Italian aria + German song, Italian song + German aria etc.
Piano			① Test Piece : F. Chopin's Étude Op. 10, or Op. 25. (Except No.3 of Op.10, No.6 of Op.10, and No.7 of Op.25.) ② Test Piece : a fast-tempo song, applicant's choice, except the F. Chopin Etude category in ①. ※ Both ① & ② are mandatory.
Orchestra Music	Strings	Violin	• One prepared piece (Except for slow movements or cadenzas)
		Contrabass	
		Viola	
		Cello	
		Classical guitar	
	Wind	Oboe	
		Clarinet	
		Trombone	
		Bassoon	
		Tuba	
		Flute	
		Trumpet	
		Horn	
	Percussion		① Timpani (One prepared piece) ② Snare drums - A work of the applicant's choice - Roll : pp < ff > pp (10 seconds) ③ Marimba - A work of the applicant's choice - Major, relative major, and minor keys (natural, harmonic, or melodic). Applicants will be drawn at random. ※ Department of Music provides a Corogi SP3000 5 Octave marimba ※ ①, ②, ③ all mandatory (Note: ③ must be performed by memorizing)

15. Contact Information

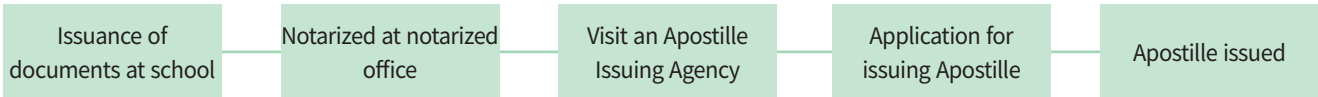| College	Department		Location	Telephone
Public Affairs and Economics	Public Administration		The 21st Century Building #215	+82-2-6490-2010~1
	International Relations		The 21st Century Building #213	+82-2-6490-2035~6
	Social Welfare		The 21st Century Building #406	+82-2-6490-2075~6
	Economics		Mirae Hall #504	+82-2-6490-2051~2
	Science in Taxation		The 21st Century Building #411	+82-2-6490-2095~6
Business Administration	Business Administration		Mirae Hall #506	+82-2-6490-2210~4
Engineering	Electrical and Computer Engineering		Information and Technology Building #401	+82-2-6490-2310~1
	Chemical Engineering		The 2nd Engineering Building #306	+82-2-6490-2360~1
	Mechanical and Information Engineering		Science and Technology Building #428	+82-2-6490-2380~1
	New Materials Science and Engineering		Science and Technology Building #516	+82-2-6490-2400~1
	Civil Engineering		Architectural and Civil Engineering #326	+82-2-6490-2420~1
	Computer Science and Engineering		Information and Technology Building #202	+82-2-6490-2440~2
	Artificial Intelligence		Architectural and Civil Engineering #334	+82-2-6490-2460~1
Humanities	English Language and Literature		Liberal Arts Building #321	+82-2-6490-2510~1
	Korean Language and Literature		Liberal Arts Building #217	+82-2-6490-2530~1
	Korean History		Liberal Arts Building #328	+82-2-6490-2550~1
	Philosophy		Liberal Arts Building #419	+82-2-6490-2570~1
	Chinese Language and Culture		Liberal Arts Building #216	+82-2-6490-2587
Natural Science	Environmental Horticulture		Natural Science Building #411	+82-2-6490-2680~1
	Mathematics		Mirae Hall #812	+82-2-6490-2606~7
	Statistics		Mirae Hall #708	+82-2-6490-2625~6
	Physics		Science and Technology Building #217	+82-2-6490-2640~1
	Life Science		Natural Science Building #213	+82-2-6490-2660~1
	Applied Chemistry		Architectural and Civil Engineering #334	+82-2-6490-2460~1
Urban Science	Architecture	Architectural Engineering	Architectural and Civil Engineering #401	+82-2-6490-2753~4
		Architecture		+82-2-6490-2751~2
	Urban Planning and Design		Baebong Hall #305	+82-2-6490-2790~1
	Transportation Engineering		The 21st Century Building #503	+82-2-6490-2815~6
	Landscape Architecture		Baebong Hall #206	+82-2-6490-2835~6
	Urban Administration		The 21st Century Building #404	+82-2-6490-2710~1
	Urban Sociology		The 21st Century Building #409	+82-2-6490-2730~1
	Geoinformatics		The 21st Century Building #602	+82-2-6490-2880~1
	Environmental Engineering		Changgong Building #313	+82-2-6490-2853~6
Arts and Physical Education	Music		Music Building #B101	+82-2-6490-2930~1
	Industrial and Visual Design	Visual Design	Design and Sculpture Building #406	+82-2-6490-2906~7
		Industrial Design		
	Sports Science		The Centennial Memorial Hall Na-Dong #813	+82-2-6490-29456
	Environmental Sculpture		Design and Sculpture Building #114	+82-2-6490-2916~8

[Appendix 1] Education Verification Guidelines

1. Procedure for Issuance of Apostille

A. Official Documents (Public school)

Issuance of documents at school	Visit an Apostille Issuing Agency	Application for issuing Apostille	Apostille auditing by Agency	Apostille issued

B. Private Documents(Private school)

Issuance of documents at school	Notarized at notarized office	Visit an Apostille Issuing Agency	Application for issuing Apostille	Apostille issued

※ Status of Apostille Member nations as of 2023.03.23.

Region	Member nations
Asia, Oceania	Australia, China (Macao, Hong Kong), Japan, South Korea, New Zealand, Brunei, Mongolia, The Cook islands, Fiji, India, The Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, The Philippines, Singapore, Indonesia
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, The United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosova
North America	The United States of America
Latin America	Argentina, Mexico, Panama, The Republic of Suriname, Venezuela, Antigua and Barbuda, The Bahamas, Barbados, Belize, Colombia, The Commonwealth of Dominica, The Dominican Republic, Ecuador, El Salvador, Granada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica
Middle East · Africa	Namibia, The Republic of South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, Sao Tome and Principe, The Republic of Senegal, Seychelles, Swaziland, Oman, Israel, Cape Verde, Tunisie, Seychelles, Islamic Republic of Pakistan

Source : Ministry of Foreign Affairs (https://www.0404.go.kr/consulate/consul_apo.jsp)

2. Consular authentication

Academic documents (Certificate of graduation / degree / enrollment and transcript(s) for all academic years) must be authenticated by the Korean Consul or Korean Embassy located in the country where the school work is originated from

3. Education Verification issued by the Ministry of Education of China (Received in China)

Academic documents (Certificate of graduation / degree / enrollment and transcript(s) for all academic years) must be authenticated by the Korean Consul or Embassy(Consulate) in the Republic of Korea.
- **Verification Center :** China Higher Education Student Information and Career Center (中国高等教育学生信息网 (学信网))
- **Website :** www.chsi.com.cn   **Telephone :** +86-10-8219-9588   **E-mail :** kefu@chsi.com.cn
- If you have any inquiries, please contact a designated staff of each province
 (Contact information on http://www.chsi.com.cn/xlrz/201202/20120228/284945923.html)
※ **If wanting to get a certification issued in Korea, can apply at the Confucius Institute in Seoul**
Website : www.cis.or.kr   **Telephone :** +82-2-554-2688   **E-mail :** cis88@cis.or.kr

▪ Campus Map

B. Rear Gate

C. Sky Pond

A. Main Gate

Main Library

Student Dormitory

University Center

Main Auditorium

① **Cheonnong Hall**
#321, Institute of International Cooperation &
Education

② UOS Innovation Complex

③ Architecture and Civil Engineering Building

④ Changgong Building

⑤ Liberal Arts Building

⑥ Baebong Hall

⑦ University Center

⑧ Natural Science Building

⑩ Kyongnong Hall

⑪ The 2nd Engineering Building

⑫ Student Hall

⑬ University Press ROTC Building

⑭ Science and Technology Building

⑮ The 21st Century Building

⑯ Design and Sculpture Building

⑱ Birch Hall

⑲ Information and Technology Building

⑳ Law School

㉑ Main Library

㉒ Student Dormitory

㉓ Architecture Structural LAB Building

㉔ Civil Engineering Structural LAB Building

㉕ Media Hall

㉗ Main Auditorium

㉘ Main Stadium

㉙ University Museum

㉜ Wellness Center

㉝ Mirae Hall

㉞ International House

㉟ Music Building

㊱ Kindergarten

㊲ The Centennial Memorial Hall

㊳ Smart LAB Building

㊶ Outdoor Tennis Court

81 Greenhouse

Ⓐ Main Gate

Ⓑ Rear Gate

Ⓒ Sky Pond