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2026 Spring Admission Guidelines of Graduate School of Professional Studies for International Students

※ This guideline is translated based on the Korean version of Sookmyung Women's University Admissions Guide. In case of any conflict, the Korean version of the guideline will be prioritized.

Night Time Course/
Female & Male
Students may apply



숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

1. Admission Schedule

Procedure	Schedule	Note
Application Forms Available online	October 29 (Wed), 10:00 a.m. – November 7 (Fri), 5:00 p.m.	Email Submission: apply2026gsps@sookmyung.ac.kr Please complete the Special Graduate School Application Form (page 14) and submit it via email.
Application Fee Submission Deadline	November 7 (Fri), 2025, 5:00 p.m.	신한은행 140-007-271166 Shinhan Bank (Sookmyung Women's University Branch) 2. Account No : 140-007-271166 3. Swift Code : SHBKRRSE 4. Name of Beneficiary : Sookmyung Women's University 5. Bank Address : 115 Chungpa-dong 3 Ka,
Submit Required Documents	October 29 (Wed), 2025, 10:00 a.m. – November 10 (Mon), 2025, 5:00 p.m.	[Document Submission: In person or by post] Administration Building #203 Office of International Affairs Sookmyung Women's University 100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310), Korea (04310)
Notice on Interview	November 26 (Wed), 2025	http://e.sookmyung.ac.kr → Notice
Interview	November 29 (Sat), 2025	[Interview / Oral Exam / Practical Test]
Final Result Announcement	December 11 (Thu), 2025	http://e.sookmyung.ac.kr → Notice <i>Dates are subject to change.</i>
Registration	In January 2026	Payment via virtual account transfer at any Shinhan Bank branch nationwide

Sookmyung Women's University English website: <http://e.sookmyung.ac.kr/>

Interview: November 29 (Sat), 2025

Finalized entrance interview venue and time will be announced on May 26 (Mon): e.sookmyung.ac.kr > notice board

GRADUATE SCHOOLS	DEPATMENT / MAJOR	INTERVIEW / ORAL EXAM	PORTFOLIO/Notice
Carbon Neutrality Studies	Department of Convergence of Climate and Environmental Studies	10:00	
Education & Science	TESOLFlex (Formerly TESOL)	11:30	Writing 10:00
Arts	Department of Traditional Dance	10:00	Performance included
	Department of Floral Art and Design	10:00	Performance included (Portfolio)
Human Resource	Human Resource Policy	10:00	
	Career Development	12:00	
Social Welfare	Department of Social Welfare Policy	10:00	
K-Culture	Department of K-beauty Cosmetics	10:00	

2. List of Graduate Schools

GRADUATE SCHOOLS	DEPATMENT	MAJOR	TAUGHT IN ENGLISH
Carbon Neutrality Studies	Department of Convergence of Climate and Environmental Studies	Climate and Environmental Studies	
		Convergence of Environment and Economics	
		Climate Change Communication	
Education & Science	TESOLFlex* (Formerly TESOL)	TESOL	●
TESOLFlex Program: Classes are primarily conducted in person; however, some courses may be offered in a blended format. ※ For detailed information regarding class formats and credit recognition, please contact the TESOLFlex Office at ☎ 02-2077-7760.			
Arts	Department of Traditional Dance	Traditional Dance	
	Department of Floral Art and Design	Floral Art and Design	
Human Resource Development	Human Resource Policy	Human Resource Development	
		Organizational Consulting	
	Career Development	Leadership Education	
		Career Counseling	
Social Welfare	Department of Social Welfare Policy	Social Welfare Policy	
		Multicultural Policy	
K-Culture	Department of K-POP	Music Business	
		Music Production	
	Department of K-Content	K-Content	
	Department of K-beauty Cosmetics	Cosmetics Industry	
		K-Beauty	
	Department of K-Food Studies	K-Food	

3. Qualifications (Both female & male students may apply)

- (1) Those who have obtained or are expected to obtain a bachelor's degree from a domestic or overseas university by February 2026.
- (2) Foreign student whose parents are both foreigners
 - In case the applicant and parents change their Korean nationalities to other country, they must obtain foreign nationalities before entering high school.
 - Korean citizens, including who hold dual citizenship, are NOT eligible to apply.
 - In the case where an applicant is one-parent family (mother or father) the applicant's nationality eligibility is determined by the nationality of the one-parent.as one-parent family or unmarried mother or father.
 - Please submit additional official documents if applicant's family relationship needs to be confirmed (parents' divorce, remarriage, single parent, death, missing and etc.) for verification.
- (3) **Except for TESOLFlex, Traditional Dance, Floral Design, Social Welfare, and K-Food departments, only applicants with a valid study visa in Korea are eligible to apply. (D-2 visa application unavailable / Refer to page 7)**
- (4) Applicants who are applying **<Korean track> majors** must have Korean language test scores for one of the following tests should submit their scores. Applicants must meet the following minimum required scores: **TOPIK level 3 or higher**. Accepted Students (conditionally admitted only) who have registered and do not have any Korean scores must take a Language Proficiency Exam before the semester starts. If the results are lower than the requirement, a leave of absence should be taken until an acceptable score is obtained.
- (5) Applicants who are applying **<English track> majors** must meet the following language scores minimum TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, New TEPS 327 or higher. **Applicants to the English Track must hold a valid language test score that meets the minimum requirement at the time of application.**
- (6) For exceptions, see subparagraphs from section [*]Exceptions

*** Exception:**

- ① Korean or other national Government Scholarship students must follow the regulations provided by the appropriate government.
- ② Applicants who meet one of the following conditions below exempt from submitting language test score.
 - <Korean track>
 - Applicants who received(or are expected to) a B.A. or M.A. degree in Korea
 - Applicants who graduated(or are expected to) a .B.A or M.A. with a major in Korean language
 - Applicants who have finished(or are expected to) their Korean Language Courses level 4 or higher at Sookmyung Global Language Institute
 - <English track>

Applicants from countries with English as official Language and have completed the education entirely in English. If the country has more than 2 official(common) languages, including English, then the student needs to submit documents as proof that the education curriculum proceeded in English. (ie. Official letters from university) Appeals will be reviewed after all application items have been received.

4. Required Documents

a. Required Documents

Category	Note		
Mandatory	Application: Print and submit the application after completing the online registration – Studyinkorea.go.kr		
	Study & Future Career Plan (Form provided, download)		
	Graduation (or expected to graduate) certificate and Degree certificate		
	Official University Transcript of All grades - Specific GPA on a basic 100-point grade scale or specify the original grade scale - In case the transcript does not have information on the applicant's percentile score, an applicant must submit an additional official certificate issued by the school, confirming that the applicant's academic achievement		
	Academic Record Check Agreement (Form provided, download)		
	Certificates of Citizenship of the Applicant and Parents		
	Official documents indicating family relationship between the Applicant and Parents (i.e., Family relationship, birth certificate etc.)		
	Exchange students must submit a certificate of enrollment (for current students) or a transcript (for completed students) as supporting documents.		
Optional	Korean proficiency (Korean Track)	TOPIK Level 3 or higher, Certificate of Lingua Express Level 4	
	English proficiency (English Track)	TOEFL PBT 530, CBT 197, IBT 71, IELTS 5.5, New TEPS 327 (or higher)	
	TESOLFlex (Formerly TESOL) Graduate School of Education & Science www.tesolma.com	1) Resume (in English) – Free form 2) Study Plan (in English, each page should be A4 size and approx. 500 words long) 3) English Language TEST score	
		Applicants who have completed the SMU-TESOL, YL-TESOL, STG	SMU-TESOL or YL-TESOL transcripts
		Applicants who are going to complete the SMU-TESOL, YL-TESOL, STG	Enrollment recommendation letter (You may download at www.tesolma.com)
	Traditional Dance http://koreadance.sookmyung.ac.kr/	When submitting the application, applicants must also submit a USB containing a video of their practical performance.	<The USB must include the following:> 1. Test Category: Traditional Dance / Classical Dance / Ethnic Dance / Folk Dance 2. Costume: Appropriate attire according to the performance piece 3. Performance Duration: Within 3 minutes
	Copy of Alien Registration Card	Only for applicants who are residing in Korea	

b. Instructions for Document Submission

- All documents, except for the application form, must be submitted in their original form. However, if the original cannot be submitted, a certified copy verifying that it is identical to the original must be provided, or the original must be brought along at the time of submission for verification.
- Documents that are not written in Korean or English must be submitted with a notarized translation.
- Apostille certification must be submitted for certificates of enrollment, transcripts, and graduation certificates from foreign schools. (For countries not part of the Apostille Convention, consular verification must be submitted. Please refer to "Appendix 1. Notes on Submission of Certificates from Foreign Schools.")

▸ Important Notes Regarding Transcripts for All Academic Years

- ① Submit transcripts converted to a 100-point scale. (If it is not possible to provide a percentage-based score, submit either the grading scale used or an explanation of the grading system.)

② If the submitted transcript does not include grades converted to a 100-point scale or lacks information on the GPA, an additional verification letter with the applicant's grades must be issued by the university and submitted.

c. Only official Korean language proficiency test (TOPIK) and English proficiency test scores issued within the last two years from the application deadline are accepted.

d. Applicants who obtained a bachelor's degree in China must submit the "Verification Report of China Higher Education Qualification" (in English) as proof of their highest academic qualification.

Guides for submission of documents to recipients of academic records and degrees in China
Submission documents for domestic and Chinese applicants

(1) Certificate of Academic report (Both must be submitted) * Consular confirmation documents are not accepted

(a) <Credentials Report> (English): <http://www.cdgd.edu.cn>
If not in English, submit a notarized translation

(b) <Online Verification of Higher Education Qualification Certificate> (English) : (chsi.com.cn)
If not in English, submit a notarized translation

* Only for prospective graduates can apply with <Online Verification of Student Record>
And after graduation, applicant must submit (a) and (b) and diploma/graduation certificate/transcript

(2) A copy of notarized a) diploma and b) graduation certificate (Both in English)
If not in English, submit a notarized translation

All. Report Card: Choose one of the following methods

(1) Original certification report

※ Chinese Education Certification Center (www.chsi.com.cn): Bachelor/Master's degree certificate, University enrollment certificate (English)

※ Chinese Degree Certification Center (www.chinadegrees.cn): Bachelor/Master's degree certificate, University enrollment certificate (English)

(2) Original Consular Confirmation: Submit by receiving the consular confirmation from the Korean Embassy at the graduation school

Note

Submission documents will not be accepted if they are not validated on the site at the time of application.

It takes about 30 days for the certificate to be issued, so please be prepared in advance.

e. All application documents must be submitted either in person or by mail, and only those that arrive by 17:00 on **Monday, November 10, 2025**, will be accepted.

f. The applicant is responsible for any disadvantages caused by errors in the application form, failure to submit required documents, or failure to meet the deadline. Once submitted, the application, documents, and application fee will not be returned under any circumstances.

g. If it is found that an applicant was admitted through false information on the application, forged documents, or other fraudulent methods, the admission will be canceled even after enrollment, and the applicant may be held legally responsible.

If an applicant submits falsified or altered documents related to fact verification required for admission to this graduate school, it will be considered misconduct. In accordance with the regulations outlined in this admission guide, the entrance examination of applicants and admitted students involved in such misconduct will be rendered invalid. Additionally, their eligibility to take the entrance examination will be suspended for two years from the date the invalidation takes effect. Depending on the case, this may also constitute a violation of Article 231 of the Criminal Code, "Forgery or Alteration of Private Documents," so extreme caution must be exercised.

h. Additional supplementary documents may be requested if necessary, and failure to submit these supplementary documents may result in disqualification from the application process.

i. If you are expected to graduate, you must submit your official graduation certificate to the International Admissions Team after being accepted.

5. Application Fee

(1) Application Fee

GRADUATE SCHOOLS	DEPATMENT	MAJOR	KRW
Carbon Neutrality Studies	Department of Convergence of Climate and Environmental Studies	Climate and Environmental Studies	80,000 (80USD)
		Convergence of Environment and Economics	
		Climate Change Communication	
Education & Science	TESOLFlex* (Formerly TESOL)	TESOL	
Human Resource Development	Human Resource Policy	Human Resource Development	
		Organizational Consulting	
	Career Development	Leadership Education	
		Career Counseling	
Social Welfare	Department of Social Welfare Policy	Social Welfare Policy	
		Multicultural Policy	
K-Culture	Department of K-POP	Music Business	
		Music Production	
	Department of K-Content	K-Content	
	Department of K-beauty Cosmetics	Cosmetics Industry	
		K-Beauty	
	Department of K-Food Studies	K-Food	
Arts	Department of Traditional Dance	Traditional Dance	90,000 (90USD)
	Department of Floral Art and Design	Floral Art and Design	

○ Applicants who in Korea : Shinhan Bank 140-007-271166

○ Applicants who out of Korea : Please transfer the bank account as below

Name of Bank : Shinhan Bank (Sookmyung Women's University Branch) Account No : 140-007-271166

Swift Code : SHBKCRSE

Name of Beneficiary: Sookmyung Women's University

Bank Address: 115 Chungpa-dong 3 Ka, Yongsan-ku, Seoul, Korea

* If you have acquaintance in Korea, we advised you to have them fee transferred for smooth support and check

* Overseas Balancing charges should be covered by students

* Please transfer under name of applicants and submit the receipt with application documents

(2) Refund Policy

In most cases, the application fee is nonrefundable. However, exceptions may be made based on the following circumstance: Force Majeure and other extenuating circumstances may be considered with appropriate supporting documentation.

6. Examination and Distribution of Marks

Classification	Interview	Total
Freshmen	100% (100 Points)	100% (100 Points)

*If you cannot participate in the interview test due to your staying in overseas, the interview will be processed by Skype, Zoom or phone.

7. CLASS

(1) Classes are twice a week (6 credits, 15 weeks per semester) and are held after 18:00

(2) TESOLFlex Program: Classes are primarily conducted in person; however, some courses may be offered in a blended format.

※ For detailed information regarding class formats and credit recognition, please contact the TESOLFlex Office at

 02-2077-7760.

8. VISA APPLICATION

GRADUATE SCHOOLS	DEPATMENT	D-2 Visa	Note
Education & Science	TESOL Flex	<u>Applicable</u>	
Social Welfare	Social Welfare Policy		
K-Culture	K-Food		
Arts	Traditional Dance		
	Floral Art and Design		
Others		Non-applicable	Applicants must have a visa that allows them to study in Korea

9. International Students Scholarship

(1) Entrance Scholarship (1st Semester)

- Requirements: Applicants whose parents are both foreigners and was admitted to the school through the international student admissions and was selected by the scholarship student selection process.
- Evaluation criteria: Language Score (100%)

Notes		Korean Track		English Track	
Categories	Scholarship coverage	TOPIK	Sookmyung Global Language	TOEFL(iBT)	IELTS
A	70% of Tuition	Level. 6	-	Above 110	Above 8.0
B	50% of Tuition	Level. 5	Completion of level. 6	100~109	7.0~7.5
C	40% of Tuition	Level. 4	Completion of level. 5	80~99	6.0~6.5
D	30% of Tuition	Level. 3	Completion of level. 4	60~79	5.5

⚠ Note: Scholarship conditions for the TESOLFlex program may differ from those of other programs. For details, please contact the department directly.

(2) Entrance Scholarships (1st Semester) - Sookmyung Alumni Scholarship (E scholarship)

- A. Requirements: Sookmyung Graduate (Expected to)
- B. Scholarship specifics: Entrance fee waiver

(3) Entrance Scholarships (1st Semester) - Sookmyung Exchange Student Scholarship (E scholarship)

- A. Requirements: Exchange student at Sookmyung who has completed their study (Expected to)
- B. Scholarship specifics: Entrance fee waiver
- C. Required documents: In the case of an exchange student, you must submit a certificate of enrollment or a certificate of transcript (Certificate of Completion)

(4) Entrance Fee Scholarship Notes

- The Scholarship result will be announced on the website(<http://e.sookmyung.ac.kr>) along with the final admission result.
- Entrance fee and tuition is based on the department's tuition of the semester
- For <English track> applicants, should the student come from a country that uses English as a native language or as an official(common) language and holds citizenship in that country and is expected to achieve a degree there, the student will be given a mark same to TOPIK level. 5, only if the student does not submit a language score. However, if the mentioned country has more than 2 official(common) languages, including English, then the student needs to submit documents as proof that the education curriculum proceeded in English.
- For <Korean track> applicants, if you have a bachelor, MA, or Ph.D. degree in Korea (or expected to graduate), or majored in Korean Language at an overseas undergraduate or graduate school (or expected to graduate), then the applicant will receive a mark same to TOPIK level. 4, if no additional language scores are submitted.
- Entrance scholarship is not given duplicative.
- (Among A~E scholarship, only one scholarship can be given)

(5) Scholarship while in School (Regular Semester: Within 5 Semesters for Masters Course)

- Automatically awarded based on previous semester's GPA
- According to the International Students Admission regulations, the scholarship could be changed
- One must be taking more than 6 credits excluding P/F courses
- Only given to regular semester (5 semesters for Graduate School of Professional Studies)
- The GPA of Supplementary Course during MA will not be included at total GPA.
- Only Korean National Health Insurance subscribers are eligible.

Previous Semester GPA	Scholarship
4.0	50% Tuition Waive
3.7 ~ 4.0 Below	30% Tuition Waive
3.5 ~ 3.7 Below	20% Tuition Waive

9. CONTACT

GRADUATE SCHOOLS	DEPATMENT	MAJOR	CONTACT	WEBSITE
Carbon Neutrality Studies	Department of Convergence of Climate and Environmental Studies	Climate and Environmental Studies	02)2077-7658	https://ccessookmyung.ac.kr/
		Convergence of Environment and Economics		
		Climate Change Communication		
Education & Science	TESOLFlex (Formerly TESOL)	Teaching English to Speakers of Other Languages	02)2077-7760	http://tesolma.com
Arts	Department of Traditional Dance	Traditional Dance	02)710-7877	http://koreadance.sookmyung.ac.kr/
	Department of Floral Art and Design	Floral Art and Design	02)710-9087	http://style.sookmyung.ac.kr
Human Resource Development	Human Resource Policy	Human Resource Development	02)710-9998	http://hrd.sookmyung.ac.kr
		Organizational Consulting		
	Career Development	Leadership Education	02)710-9537	
		Career Counseling	02)710-7387	
Social Welfare	Department of Social Welfare Policy	Social Welfare Policy	02)710-9929	http://policy.sookmyung.ac.kr
		Multicultural Policy		
K-Culture	Department of K-POP	Music Business	TBD (To Be Determined)	
		Music Production		
	Department of K-Content	K-Content		
	Department of K-beauty Cosmetics	Cosmetics Industry		
		K-Beauty		
	Department of K-Food Studies	K-Food	02)710-9853	http://www.koreancuisine.co.kr

✦ Contact information for International Students Admission

- Contact Person : (Ms) Saewoom Chae
- Address : Administration Building #203, Office of International Affairs, Sookmyung Women's University
100, Cheongpa-ro 47-gil, Yongsan-gu, Seoul, Korea (04310)
- Homepage: <http://e.sookmyung.ac.kr>
- E-mail : admission@sookmyung.ac.kr
- Tel : +82-2-710-9817

Apostille and Embassy Legalization Information

1. International school graduation certificate and transcript certificate

Student who has graduated from overseas universities should submit the Apostille certificates, and Student graduating from countries without the Apostille Agreement (including China) must obtain confirmation from the consul at Korean Embassy located at the country of graduated universities.

2. Apostille certification

- Apostille confirmation Authority
Ministry of Foreign Affairs Apostille desk: 02-2100-7600
Ministry of Justice Apostille desk: 02-720-8027
- Apostille Member countries (2025.8.)

Sookmyung Women's University / 숙명여자대학교

Graduate School of Professional Studies Study Plan and Career Plan

특수대학원 지원동기 및 향후 진로계획

◆ Master's Course ◆

Examinee Number	✱ Do not fill this blank.	Full Name	
Department		Major	
1. Self Introduction 자기소개			
2. Motivation for Higher Education 진학동기			
3. Study & Career Plan/ 학업계획 & 진로계획			

I submit the study plan as stated above. 위와 같이 학업계획서를 제출합니다.

20 / /

Applicant 지원자

(Signature/서명)

Forward to President of Sookmyung Women's University

숙명여자대학교 총장 귀하

[Appendix] 학력조회동의서 양식 Education verification agreement

※ 한국어 또는 영어로 작성하며 반드시 자필서명 합니다. Please fill the form in Korean or English, do not forget sign it.

학력조회동의서

Academic Record Check Agreement

이 양식에 서명함에 따라 본인이 이수한 학력/학위과정에 대하여 진위를 조회할 수 있도록 숙명여자대학교에 권한을 부여하며 학력조회에 동의합니다.

By signing this form, I am giving my agreement and hereby authorize Sookmyung Women's University to verify my degree/enrollment records.

Applicant Information 지원자 정보	
School Name 학교명	
Name of Applicant 지원자성명	(Family Name, 성) (Given Name, 이름)
Academic Background 학력 / 취득학위	☐ 고등학교 졸업 High School Graduate ☐ 학사 Bachelor ☐ 석사 Master
Major Course of Study 학과/전공	
Student ID Number 학번	
Date of birth 생년월일	년 (YYYY) / 월/(MM) / 일/(DD)
Date of admission(transfer from another school) 입학일자	년 (YYYY) / 월/(MM) / 일/(DD)
Date of graduation(transfer to another school) 졸업일자	년 (YYYY) / 월/(MM) / 일/(DD)
Signature of Subject, Date 지원자 서명 및 작성일자 지원자 서명(Signature of Subject) Date 작성일자 년 (YYYY) / 월/(MM) / 일/(DD)	
Office in Charge of You Graduated Information (Applicant who graduated School in Korea, do not need to fill in.) 학력조회 담당부서명 및 연락처, 이메일 (국내대학 졸업자의 경우 기재하지 않음)	Name of office : Phone : FAX : Email :

귀하가 제공한 개인정보는 학력조회 의뢰 용도로만 사용되며 엄중히 관리됩니다.

The information you provide will be kept in strict confidence and will be used only for the purpose of degree(enrollment) verification. Thank you for your assistance.



SOOKMYUNG WOMEN'S UNIVERSITY

<이메일 발송용 지원서 양식>

Sookmyung Women's University/숙명여자대학교
GSPS Admission for International Students/특수대학원 외국인전형

Examinees' No. 수험번호	※ Do not fill in ※ 작성하지 마시오.	Admission year 입학년도		Term 학기	Spring/봄학기	Admission type 전형유형	Freshman/신입학 () Transfer/편입학 ()	
College 대학				Academic Category		Foreigners whose parents are both foreigners		
Division 전공				GPA(percentage) 평점평균		/100		
Applicant's Name 지원자 이름	Kor 한글	여권상 이름과 동일하게 작성해주시오. Please write exactly as shown on your passport.					(Photo ,3cm×4cm) (칼라사진3cm×4cm)	
	Eng 영어							
Birthday or Alien Registration No. 생년월일 또는 외국인등록증번호	Y	Y	M	M	D	D	/	
Name of High school 고등학교 이름						Location (nation) of High School 고등학교 소재국		
Name of University 대학교 이름						Location (nation) of University 대학교 소재국		
Duration of high school 고등학교 입학일~졸업일	DD/MM/YYYY~ DD/MM/YYYY					TOPIK Level 한국어능력시험급수		
Duration of University 대학교 입학일~졸업일	DD/MM/YYYY~ DD/MM/YYYY					English Test Score 영어시험점수		
Nationality 국적	Applicant 지원자		Father 아버지		Mother 어머니			
연락처	Applicant 지원자	Phone Number/전화			Address 주소	Zip Code/우편번호		
		Mobile phone/휴대전화			Email			
	Family 가족	Phone Number/전화			Name 이름	Relationship 지원자와의 관계		
		Mobile phone/휴대전화						
	Address 주소	Zip Code/우편번호						
I certify that the information given in this application is complete and accurate. 본인은 상기 기재내용이 사실과 다르지 않음을 서약함. DD/MM/YYYY (Date/작성일) Applicant/지원자 (Signature/서명)								

