



순천향대학교
SOON CHUN HYANG
UNIVERSITY



Korean Language School Admission Guideline, 2022

Soonchunhyang University
Korean Language School

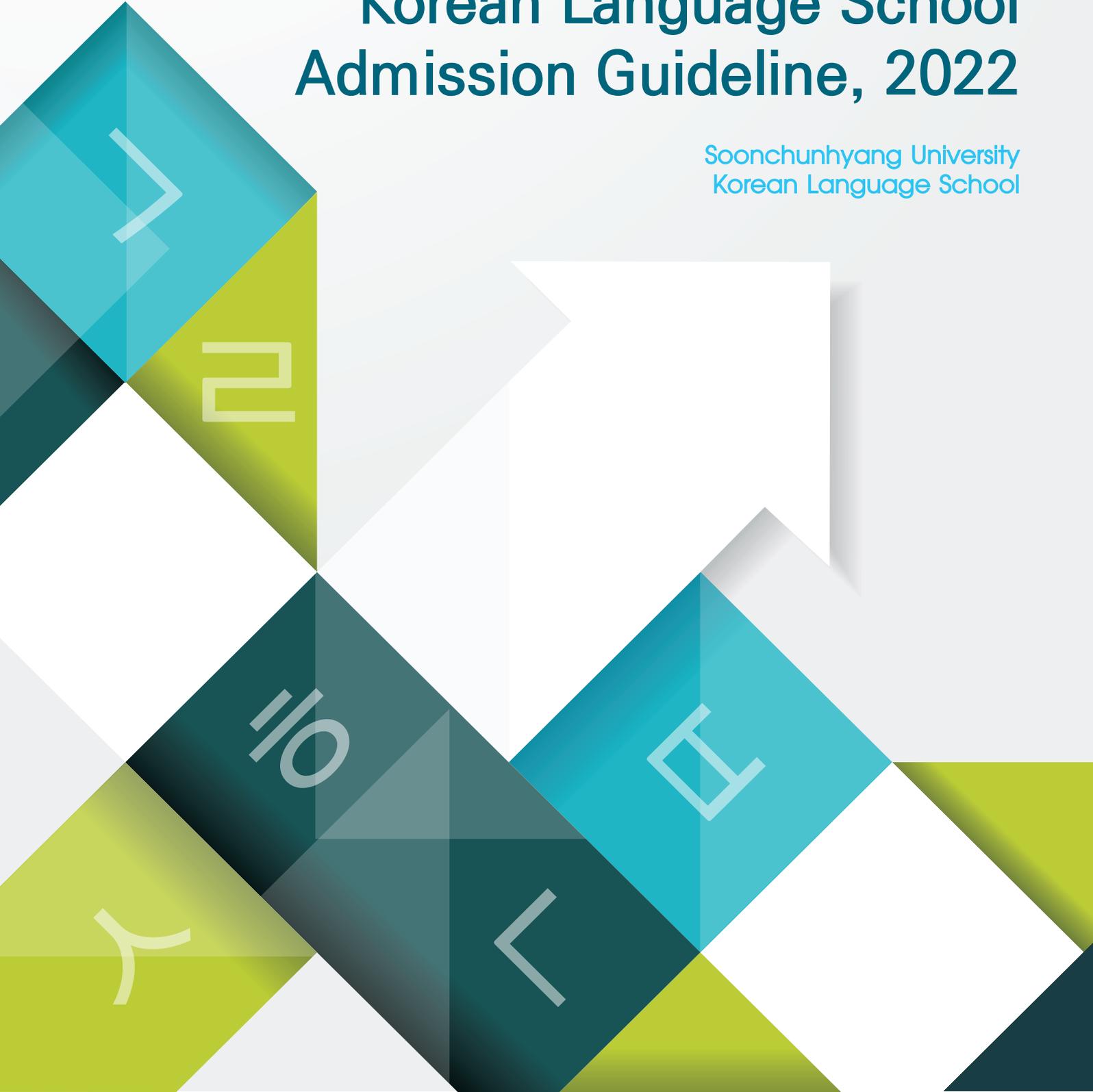
The background features several overlapping geometric shapes in shades of teal, lime green, and dark blue. Some shapes contain stylized Korean characters: a right-pointing chevron, a square with a vertical line, a circle with a vertical line, a square with a diagonal line, and a right-pointing chevron.



Table of Contents

Korean Language School Admission Guideline, 2022

- 03p Introduction
- 03p Korean Language School Program
- 04p Admission Schedule
- 04p Admission Number
- 04p Requirements
- 05p Admission Process
- 06p Documents
- 07p Important Notes
- 08p Tuition & Dormitory fee
- 08p Others(*Refunds)
- 09p Contact

1. Introduction

The Korean Language School(KLS) is one of the Soonchunhyang University(SCH)'s Korean Language Institute. The SCH KLS curriculum helps not only International Language School students, but also foreigners residing in Korea who wants to learn Korean language and culture.

The SCH KLS offers four quarters of intensive Korean Language courses a year and each quarter consists of 5 days per week, 10-week program and 200 hours of the curriculum.

The SCH KLS provides field trips and cultural events for students. In addition, the KLS provides Special TOPIK Classes to prepare for TOPIK test.

※ For more information, please visit our website at <http://sgee.sch.ac.kr>

2. Korean Language School Program

Program	Time	Details
• Korean Class	Monday to Friday	<ul style="list-style-type: none"> ▶ Intensive Korean Class to prepare students for degree programs ▶ Weekly Class hours : Speaking(8), Reading(4), Listening(4), Writing(4) ▶ Class level : 1 ~ 6 ▶ Class level 1 and 2 will use the SCH Korean text book
• Cultural Field Trip	1 ~ 2 times per semester	<ul style="list-style-type: none"> ▶ Local Festivals ▶ Visit Cultural Site and watch Korean Performances
• TOPIK Support	6 times a year	<ul style="list-style-type: none"> ▶ Free TOPIK Special Classes offered for 2 ~ 3 weeks before TOPIK test ▶ Free Shuttle Bus will be provided for TOPIK test
• Other Activities	Year Round	<ul style="list-style-type: none"> ▶ SCH Korean Writing Contest ▶ Global Day : Sharing diverse cultures and foods with other international students and Korean students ▶ Excellent academic awards ▶ Various events for international students

※ Above information is subject to change

3. Admission Schedule(2022)

Section		Spring Quarter	Summer Quarter	Fall Quarter	Winter Quarter
Class starts		Feb 28(Mon)	May 16(Mon)	Aug 29(Mon)	Nov 14(Mon)
Class ends		May 6(Fri)	Jul 22(Fri)	Nov 4(Fri)	Jan 20(Fri)
Document Submission Deadline	Applicants in Korea	Feb 4(Fri)	Apr 22(Fri)	Aug 5(Fri)	Oct 21(Fri)
	Overseas Applicants	Dec 31(Fri)	Mar 18(Fri)	Jul 1(Fri)	Sep 16(Fri)
Tuition Payment Deadline		Individually Announced	Individually Announced	Individually Announced	Individually Announced

※ Above information is subject to change

4. Admission Number

▶ **There is no limit on the Admission Number**

※ The applicant who passes the SCH KLS admission process, he or she will be accepted

5. Requirements

A Applicant must graduated or expected to graduate from highschool who completed more than 12 years of education(Elementary school, Middle school, Highschool) that is considered same according to the law

- ※ If the applicant's home country has a education system of less than 12 years, the completion of a primary and secondary highschool education will be accepted
- ※ Any kind of pre-school education or language school education is not valid
- ※ School qualification exam, homeschooling and cyber education is not valid

B Legal resident or foreigner who can obtain Korean VISA

6. Admission Process

Applicant Nomination / Check Admission Application requirements

- ▶ The applicant who is verified by the partner institution or possessing a legal visa can apply
- ※ Please inquire us if you can apply or not in advance

Check Admission Guideline

- ▶ Please read the Admission Guideline carefully
- ※ Applicant is fully responsible for not reading the Admission Guideline

Submit Application and documents

- ▶ Submit the application and required document before the deadline
- ※ Late submission will not be accepted

Document Screening

- ▶ Review the application and documents and decide if the applicant meets the criteria below
- ↳ Eligibility, financial ability, study plan, submitted documents and etc.

Announce Successful Applicant

- ▶ Admission result will be emailed individually or announced through partner institution

Tuition Payment

- ▶ Pay the tuition before the deadline
- ※ If the tuition is not paid before the deadline, the applicant's admission will be cancelled

Apply for the VISA

- ▶ Apply for the VISA or change your visa status
- ※ If needed

Enter Korea

- ▶ Enter Korea according to the announced official arrival date
- ※ If needed

Admission Process Complete

7. Documents

Section	Required Documents List	Note
KLS Student	(1) KLS Application [*SCH Template] ※ Photo, Self-introduction Letter, Certificate of Financial Support form and etc.	Documents can be submitted in person or mail
	(2) High School Graduation certificate ※ Graduation certificate can be submitted as a copy	
	(3) High School official Certificate of Graduation ※ This certificate must be verified either by Apostille or by the Korean Consulate ※ If graduated from community college, community college certificate of graduation can be submitted	
	(4) Official Transcript of Academic Records for High School	
	(5) Copy of Applicant's Passport	
	(6) Copy of Foreigner Registration Certificate in Korea(Alien Card) [※If applicable]	
	(7) Official Certificate of Nationality ※ ID card, Certificate of Family Relations, Birth Certificate and etc. ※ Documents that can prove both applicant and parents are foreigner	
	(8) Financial Certification ※ The certification that exceeds \$10,000 USD must be under applicant's name If the certification is under applicant's parent's name, applicant must submit the certificate of Family Relations as well ※ Applicants can submit additional document such as proof of employment and certificate of sponsor income	
	(9) Proof of Immunization against Tuberculosis(TB) [※Overseas Applicants Only]	
	(10) Copy of certificate of Korean National Health Insurance [※If applicable] ※ If the applicant does not have Korean National Health Insurance, the applicant will be automatically signed up after 6 months of Korea entrance ※ The applicant must purchase private insurance company insurance before the Korean National Health Insurance becomes effective	
<p>★Additional documents for a associate degree holder or a bachelor degree holder★</p> <p>(1) Applicant must submit community college or university graduation certificate or certificate of enrollment ※ Graduate certificate can be submitted as a copy</p> <p>(2) Community college or university official certificate of graduation ※ This certificate must be verified either by Apostille or by the Korean Consulate ※ Applicable for community college or university graduated applicants</p> <p>(3) Two(2) official Transcripts of Academic Record from community college or university</p>		

Notes

- A. All documents should be original in Korean or English(Except for passport, ID card and etc.)
If not, original documents should be submitted with translation either in Korean or English
- B. If the submitted documents are not original, the applicant must have the documents notarized
- C. Submitted documents is for the university and the applicant will have to submit more documents that is required by the Korean government(Embassy, Consulate) or immigration office
- D. Application documents may differ depending on applicant's condition
- E. Please submit the documents in time. If you submit it late, it will not be accepted
- F. If the submitted document has an error or false, it will be rejected
- G. Submitted documents will not be returned to the applicant

8. Important Notes

- A. Application personal information must be correspondence with the passport information. The applicant is responsible for mistyped application. The information cannot be modified after submission
- B. Application and documents will not be returned
- C. False documents and/or forged documents will result in cancellation of admission
 - ※ If student has been accepted or acceptance has been cancelled from the other university for the reason above, the student may not apply SCH University for 3 years
- D. Any fraudulent act and cheating during the selection process, the applicant will be disqualified
- E. Any application fails to comply the admission schedule will be denied or cancelled for the admission
 - ※ Late submission will not be accepted
 - ※ If student fails to pay the tuition before the deadline, the admission will be cancelled without notice
- F. University can disqualify student's admission after reviewing the application regardless of table of organization
- G. Admission result will be emailed to the applicants
- H. If the applicant cannot graduate highschool before the KLS semester start date, admission will be cancelled
- I. If student fails to obtain VISA or change VISA status, the admission will be cancelled and the paid tuition will be refunded according to refund regulation
- J. Application document must be submitted as stated on the Admission Guidelines and if the submitted document is different, it will not be accepted. Also, applicant must submit the additional documents within the designated period if the university requests
 - ※ Admission documents may differ depending on the applicant
- K. If the applicant has a health condition that is highly contagious to others, the admission can be cancelled
 - ※ Overseas applicant must submit the proof of Immunization against Tuberculosis(TB)
- L. Applicant must read the admission guideline carefully before applying and fully responsible for not reading the admission guideline
- M. Admission application and document personal information will be used for the purpose of 「Personal information usage agreement form」 and the admitted students' personal information will be collected and used for university academic purpose
- N. If any cases that is not written on this admission guideline, the university will decide after the committee meeting

9. Tuition and Dormitory fee

A Tuition

- ▶ Tuition : ₩5,000,000(₩1,250,000 X 4 quarters)
- ※ Field Trip fee is included

B Dormitory Fee

- ▶ ₩1,968,000(4 quarters)
- ※ Key deposit is included, Food expenses are not included

C Payment of ₩6,968,000(4 quarters)

- ※ Total payment may vary depending on the registered quarters
- ※ Above information is subject to change

10. Others

A Upper level promotion & Attendance

- 1) Promotion Standard : Semester Attendance above 80% & total grade above 70
- 2) VISA extension standard : Semester Attendance above 70%
 - ※ Student can be expelled if he or she does not fulfill the VISA extension standard

B Tuition Refund

- 1) Refund Regulation

Refund Requested Date		Refund Amount
Before semester starts		Every tuition that is paid in advance
After semester starts		*Tuition refund requested month amount and rest of the tuition of the following months
*Tuition refund requested month	A) Before semester starts	100 %
	B) Class period did not pass 1/3 of the month	2/3 of the refund requested date
	C) Class period passed 1/3 but did not pass 1/2 of the month	1/2 of the refund requested date
	D) Class period passed 1/2 of the month	None

※ Above information is subject to change

- 2) Notes

- A) If refund is given to the foreign account, refund amount may vary depending on the currency and transfer fees
- B) Refund will take about 2 ~ 3 weeks
- C) If the visa is rejected by the Korean Consulate or the Korean government, the admission will be canceled and the paid tuition fee will be refunded according to the refund regulation
- D) Drop out from school or attending degree programs, paid tuition will be refunded according to the refund regulation

11. Contact

A Mailing Address

- ▶ B1301, Korean Language School, Soonchunhyang University, 22-9 Soonchunhyang-ro, Shinchang-myeon, Asan-si, Chungcheongnam-do, Republic of Korea(Postal Code : 31538)

B Phone No.

- ▶ +82-41-530-1304, 1307

C E-MAIL

- ▶ lkh3379@sch.ac.kr

D Website

- ▶ <http://sgee.sch.ac.kr>

※ This guideline in English is provided for applicants' convenience. You should follow all criteria in the guideline in Korean