

Korean Language School Admission Guideline, 2025

Applicants who are Expected to Obtain
Language Training Visa (D-4-1)

SCHU

Korean Language School Admission Guideline, 2025



▪ Applicants who are Expected to Obtain Language Training Visa(D-4-1)

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1. Introduction

The Korean Language School (KLS) is a Korean Language Institution affiliated with Soonchunhyang University. The SCH KLS offers a curriculum designed to help not only International Language School students, but also foreigners residing in Korea learn Practical Korean language and experience Korean 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 the following special benefits to the KLS students.

- ▶ International Student events and Korean Culture events
- ▶ Official TOPIK Support
- ▶ SCH Korean test

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

2. Korean Language School Program

Program	Time	Details
• Korean Class	Mon ~ Fri	<ul style="list-style-type: none"> ▶ Intensive Korean learning to meet the Korean universities' admission requirement ▶ Weekly class schedule (hours) : Speaking(8), Reading(4), Listening(4), Writing(4) ▶ Class level : 1~6 based on proficiency ▶ Level 1 and 2 will use the SCH Korean text book
• Korean Cultural Experiences	1 ~ 2 times per semester	<ul style="list-style-type: none"> ▶ Opportunity to experience Korean traditional culture and local festivals ▶ Visit cultural site and watch Korean performances
• Official 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
• SCH Korean Test	2 ~ 4 times a year	<ul style="list-style-type: none"> ▶ Can be used as a language proficiency test score for SCH's undergraduate admission ▶ Can be used as a mock test for the Official Test of Proficiency in Korean (TOPIK)
• Other Events	Year around	<ul style="list-style-type: none"> ▶ Korean Cultural Events: Events or competitions related to the Korean language and/or culture. ▶ Global Day : Setting up booth for sharing diverse cultures and foods with other international and Korean students ▶ Excellent academic awards ▶ Various events for international students

※ Above information is subject to change

3. Admission & Academic Calendar (2025)

Section		Spring	Summer	Fall	Winter
Class starts		March 3 rd (Mon)	July 7 th (Mon)	September 1 st (Mon)	November 17 th (Mon)
Class ends		May 9 th (Fri)	August 29 th (Fri)	November 7 th (Fri)	January 23 rd (Fri)
Admission Document Submission Deadline*Rolling Admissions Available	Applicants in Korea	February 7 th (Fri)	June 13 th (Fri)	August 8 th (Fri)	October 24 th (Fri)
	Overseas Applicants	January 10 th (Fri)	May 9 th (Fri)	July 11 th (Fri)	September 19 th (Fri)
Tuition Payment Deadline		Announced Individually			

※ Above information is subject to change

※ Summer Quarter is a 8-weeks with 200 hours program

4. Volume of Recruits

▶ **No specific number of recruit is set**

※ There is no limit on the number of recruits (or successful candidates), all applicant who pass the document screening will be accepted

5. Admission Requirements

A Foreign nationals

B Applicant should graduate (expected to graduate) from high school domestic/overseas or recognized as the same level of education according to the law, the applicant must completed minimum 12 years of elementary and secondary education

※ If the applicant’s home country adopt an education system of less than 12 years, the completion of a primary and secondary education will be considered as high school graduate level of education

※ Any kind of pre-school education or language school education is not valid

※ School qualification exam, homeschooling and cyber education is not valid

C Those who can obtain Korean VISA (D-4-1)

6. Admission Process

Applicant Nomination and Verification of Eligibility

- ▶ The applicant who is nominated by the partner institution, possessing a legal visa and verified identity applicant can apply
- ※ Prior inquiry is necessary to determine eligibility for admission

Understanding Admission Guideline

- ▶ It is essential to thoroughly understand the admission guidelines before submitting your application
- ※ Any disadvantages resulting from a lack of understanding are applicant's responsibility

Submit Application and Required Documents

- ▶ Submit the application and required document before the deadline
- ※ If submitted after the deadline, it will not be accepted

Admission Document Screening

- ▶ Application Form and documents will be carefully and comprehensively evaluated if the applicant meets the criteria below
 - ↳ Eligibility, financial stability, study plan, submitted documents and etc.

Announce Successful Applicant

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

Tuition Payment

- ▶ Tuition fees should be paid within the specified deadline as instructed
- ※ Failure to pay tuition fees within the given period will result in forfeiture of enrollment

Apply for the VISA or Change of Residency Status

- ▶ Apply for the VISA or change your visa status

Enter Korea

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

Admission Process Complete

7. Documents

Section	Required Documents List	Note
Applicants who are Expected to Obtain Language Training Visa (D-4-1)	<p>(1) One copy of KLS Application Form [*SCH Template] ※ ID Photo, Study Plan, Pledge for Financial Responsibility for Study Aboard, and Tuition Payment Plan, etc.</p> <p>(2) One copy of High School Graduation (Expected Graduation) certificate ※ Graduation certificate can be submitted as a copy ※ If the Expected Graduation certificate is submitted, applicant must submit the Graduation Certificate before the admission date</p> <p>(3) One copy of Certificate of High School Graduation ※ Certificates issued by Korean or overseas government (Ministry of Education website), Official Consulate, Apostille and etc. ※ Certificate of High School Graduation issuance details can be found at Ministry of Law notice and Diplomatic office notice ※ If the applicant is expected to graduate, then the applicant must submit the Certificate of High School Graduation before the admission date ※ If graduated from community college or university, Certificate of Educational Background of Community College or University can be submitted</p> <p>(4) One copy of High School Official Transcript</p> <p>(5) One copy of Applicant's Passport</p> <p>(6) One copy of Applicant's Alien Registration Card [※If applicable]</p> <p>(7) One copy of Foreign Nationality Certificate ※ ID card, Certificate of Family Relations, Birth Certificate and etc. ※ Documents that can prove both applicant and parents are foreigner</p> <p>(8) One copy of Financial Certification at least 8,000,000 KRW under applicant's name ※ Financial Certification amount and conditions may different to each applicant. If the certification is under other person's name, applicant must submit the certificate of relations ※ Applicants may have to submit additional document such as sponsor(parents)'s income (proof of employment or property)</p> <p>(9) One copy of certificate of Korean National Health Insurance [※If applicable] ※ If the applicant does not have Korean National Health Insurance yet, 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>	Documents can be submitted in person or by mail
	<p>★Additional documents for a associate degree or a bachelor degree holder★</p> <p>① One copy of Community College or University (Expected) Graduation Certificate, or Certificate of Enrollment ※ Graduate Certificate can be submitted as a copy</p> <p>② One copy of Community College or University Graduation, or Certificate of Enrollment (including Leave of Absence, Drop Out, Completion Status) that is related to Certificate of Education Background ※ Certificates issued by Korean or overseas government (Ministry of Education website), Official Consulate, Apostille and etc. ※ Certificate of Educational Background of High School Graduation issuance details can be found at Ministry of Law notice and diplomatic office notice</p> <p>③ Two(2) Official Transcripts of Academic Record from community college or university</p>	

★ Important Note for Required Documents ★

- 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
- If the submitted documents are not original, the applicant must have it notarized
- Submitted documents is for the university and the applicant will have to prepare for the documents that is required by the diplomatic offices or immigration office
- Admission documents may differ depending on applicant's condition
- Please submit the documents on time. If you submit it late, it will not be accepted
- If the submitted document has an error or false, it will be rejected
- Submitted documents will not be returned to the applicant

8. Important Notes

- A. Personal information (English Name, Birth date, etc) stated on Application Form must match the information on the passport. Any disadvantages due to inaccuracies in the application form are the applicant's responsibility and no changes can be made after submission
- B. Submitted application and documents will not be returned
- C. If admission documents and qualification turned out to be a false or forge, admission will be cancelled
 - ※ If the applicant has been disqualified for the reason above, the applicant is not eligible to apply to Soonchunhyang University for 3 years after disqualified date
- D. Any fraudulent act and cheating during the selection process, the applicant will be disqualified for the admission
- E. The applicant must comply with the announced schedule for the admission document submission and tuition payment
 - ※ If the applicant does not submit the required document within the deadline, applicant will be disqualified for the admission
 - ※ If student fails to pay the tuition before the deadline, the admission will be cancelled without notice
- F. Admission Committee may decide not to admit individuals who are considered incapable of studying at the SCH's Korean Language School regardless of the number of available slots
- G. Admission result will be e-mailed to the applicants
- H. If applicant cannot graduate highschool before the KLS semester starts, admission will be cancelled
- I. If the visa has been denied by the Korean government, admission will be cancelled and the paid tuition will be refunded according to refund regulation
- J. Admission documents must be submitted as specified in the admission guidelines. Failure to comply will result in non-acceptance. If the university requests additional documents, they must be submitted within the given deadline
 - ※ Admission documents may differ depending on the applicant
- K. If there are any special health conditions (such as highly contagious diseases), admission (permission to enroll) may be canceled
 - ※ Some overseas applicants may have to submit the Medical Check Form (including Tuberculosis test) to the diplomatic offices when applying for the visa
- L. Before submitting the Admission Application Form, applicants must thoroughly understand the admission guidelines. Any disadvantages arising from a lack of understanding are the applicant's responsibility
- M. Admission application and document personal information will be used for the purpose of 「Personal information usage agreement form」 and the admitted applicant's personal information will be collected and used for university academic purpose
- N. Any matters related to admission to the Korean Language School not specified in these guidelines will be determined and implemented by the university's International Education and Exchange Committee. Violation of the above-listed applicant responsibilities may lead to the cancellation of admission or enrollment permission

9. Tuition and Dormitory Fee

A Tuition

- ▶ ₩5,200,000(₩1,300,000 X 4 quarters)
- ※ Including Cultural Experiences fee

B Dormitory Fee

- ▶ ₩2,104,000(4 quarters)
- ※ Key deposit fee is included, food expenses are not included

C Total Fee upon Admission

- ▶ ₩7,304,000 (4 quarters)

- ※ The total amount may vary depending applicant's conditions
- ※ Above information is subject to change

10. Others

A Advancement & Attendance

- 1) Advancement Criteria : Attendance at least 70% and average score above 65
- 2) VISA extension standard : 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		100% of the paid amount
After semester starts	A) Before reaching one-third (1/3) of the total class	two-third (2/3) of the tuition fees
	B) After reaching one-third (1/3) but before half (1/2) of the total class	half (1/2) of the tuition fees
	C) After reaching half (1/2) of the total class	No refundable

※ Above information is subject to change

- 2) Notes

- A) If tuition is refunded to the overseas account, refund amount may differ due to the transfer fee and the currency
- B) Tuition refund process may take about 2~3 weeks after submitting the refund request form
- C) If student fails to obtain VISA or their VISA's status change is denied, admission will be cancelled and tuition fee will be refunded according to the above refund regulation
- D) In cases where withdrawal, expulsion, or enrollment in a higher-level school occurs, the paid tuition fees will be processed according to the above regulations

11. Contact

A Mailing Address

- ▶ BI301, Office of Global Education & Exchange, Soonchunhyang University, 22-9 Soonchunhyang-ro, Shinchang-myeon, Asan-si, Chungcheongnam-do, Republic of Korea(Postal Code : 31538)

B Phone No.

- ▶ +82-41-530-1307

C E-MAIL

- ▶ pes@sch.ac.kr

D Website

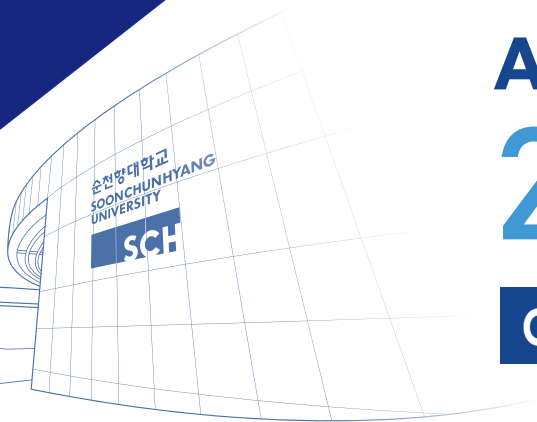
- ▶ <http://sgee.sch.ac.kr>

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

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Other Legally Resident Status Holders



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• Other Legally Resident Status Holders

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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 want to learn Korean language and culture.

The Korean language courses are divided into 10-week and 5-week programs. The 10-week program is designed for foreign students with the goal of enrolling in domestic universities and focuses on comprehensive Korean language learning. The 5-week program, on the other hand, emphasizes practical Korean language skills required for daily life.

The SCH KLS provides the following special benefits to the KLS students.

- ▶ International Student events and Korean Culture events
- ▶ Official TOPIK Support
- ▶ SCH Korean test

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

2. Korean Language School Program

A 10-week Program

Program	Time	Details
• Korean Class	Mon ~ Fri	<ul style="list-style-type: none"> ▶ Intensive Korean learning to meet the Korean universities' admission requirement ▶ Runs on 4-semester system per year, with each semester consisting of 5 days a week, 10 weeks, and 200 hours ▶ Weekly class schedule (hours) : Speaking(8), Reading(4), Listening(4), Writing(4) ▶ Class level : 1~6 based on proficiency ▶ Level 1 and 2 will use the SCH Korean text book
• Korean Cultural Experiences	1 ~ 2 times per semester	<ul style="list-style-type: none"> ▶ Opportunity to experience Korean traditional culture and local festivals ▶ Visit cultural sites and watch Korean performances
• Official 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
• SCH Korean Test	2~4 times a year	<ul style="list-style-type: none"> ▶ Can be used as a language proficiency test score for SCH's undergraduate admission ▶ Can be used as a mock test for the Official Test of Proficiency in Korean (TOPIK)
• Other Events	Year around	<ul style="list-style-type: none"> ▶ Korean Cultural Events: Events or competitions related to the Korean language and/or culture. ▶ Global Day : Setting up booth for sharing diverse cultures and foods with other international and Korean students ▶ Excellent academic awards ▶ Various events for international students

※ The information above is subject to change

B 5-week Program

Program	Time	Details
• S-KLEC Korean Language Classes	Based on Course Selection	<ul style="list-style-type: none"> ▶ Intensive practical Korean course for daily life for those residing in Korea ▶ Operates up to 6 sessions per year, with each session lasting 5 weeks and 50 hours ▶ Divided into weekday morning, afternoon, and weekend sessions ▶ Classes include Basic, Intermediate, Advanced, TOPIK Preparation, and Social Integration Program Evaluation Preparation ▶ Classes may not be offered if the number of participants is below the minimum requirement
• SCH Korean Test	2~4 times a year	<ul style="list-style-type: none"> ▶ Can be used as a language proficiency test score for SCH's undergraduate admission ▶ Can be used as a mock test for the Official Test of Proficiency in Korean (TOPIK)

※ The information above is subject to change

3. Admission & Academic Calendar(2025)

A 10-week Program

Section	Spring	Summer		Fall	Winter
Class starts	March 3 rd (Mon)	1 st Round	May 19 th (Mon)	September 1 st (Mon)	November 17 th (Mon)
		2 nd Round	July 7 th (Mon)		
Class ends	May 9 th (Friday)	1 st Round	July 25 th (Fri)	November 7 th (Fri)	January 23 rd (Fri)
		2 nd Round	August 29 th (Fri)		
Application and Admission Document Submission Deadline ※Rolling Admissions Available	February 7 th (Friday)	1 st Round	April 25 th (Fri)	August 8 th (Fri)	October 24 th (Fri)
		2 nd Round	June 13 th (Fri)		
Tuition Payment Date	Announced Individually				

※ The information above is subject to change

※ The 2nd Round of Summer Quarter is a 8-weeks with 200 hours program

B 5-week Program

Section	1 st	2 nd	3 rd	4 th	5 th	6 th
Class starts	March 3 rd (Mon)	April 21 st (Mon)	June 9 th (Mon)	September 1 st (Mon)	October 20 th (Mon)	December 8 th (Mon)
Class ends	April 6 th (Sun)	May 25 th (Sun)	July 13 th (Sun)	October 5 th (Sun)	November 23 rd (Sun)	January 11 th (Sun)
Application and Admission Document Submission Deadline	For each session, admissions are available until the Thursday before the start of the semester					
Tuition Payment Date	Announced Individually					

※ The information above is subject to change

4. Volume of Recruits

▶ **No specific number of recruit is set**

※ There is no limit on the number of recruits (or successful candidates), all applicant who pass the document screening will be accepted

5. Admission Requirements

▶ **Legal residents with the ability to pursue language courses at domestic universities**

※ No nationality or age restrictions apply

6. Admission Process

A 10-week Program



Admission Eligibility Verification

- ▶ Only those who meet the criteria can apply
- ※ Prior inquiry is necessary to determine eligibility for admission

Understanding Admission Guidelines

- ▶ It is essential to thoroughly understand the admission guidelines before submitting your application
- ※ Any disadvantages resulting from a lack of understanding are applicant's responsibility

Submit Application Form and Required Documents

- ▶ Submit the application form and required documents within the designated period for each semester
- ※ Failure to adhere to the specified deadline will result in the inability to process your admission application

Admission Document Screening

- ▶ Admission eligibility, study plan, document completeness, and other factors are qualitatively evaluated based on the application form and required documents

Announce Successful Applicant

- ▶ Notification of Acceptance via Personal E-Mail

Tuition Payment

- ▶ Tuition fees should be paid within the specified deadline as instructed
- ※ Failure to pay tuition fees within the given period will result in forfeiture of enrollment

Admission Procedure Complete

B 5-week Program



Admission Eligibility Verification

- ▶ Only those who meet the criteria can apply
- ※ Prior inquiry is necessary to determine eligibility for admission

Understanding Admission Guidelines

- ▶ It is essential to thoroughly understand the admission guidelines before submitting your application
- ※ Any disadvantages resulting from a lack of understanding are applicant's responsibility

Submit Course Registration Form and Required Documents

- ▶ Submit the Course Registration Form and required documents within the designated period for each semester
- ※ Failure to adhere to the specified deadline will result in the inability to process your admission application
- ▶ Select Desired Courses (Multiple Selections Allowed)

Confirmation and Notification of Course Offerings

- ▶ Confirmation of course availability based on the number of applicants for each course
- ※ Notification via individual E-Mail or phone
- ※ If desired, adjustments can be made to the available course

Tuition Payment

- ▶ Tuition fees should be paid within the specified deadline as instructed
- ※ Failure to pay tuition fees within the given period will result in forfeiture of enrollment

Admission Procedure Complete

7. Documents

Section	Required Documents List	Note
10-week Program	<p>(1) One copy of the Korean Language School Application Form [*SCH's Form] ※ ID Photo, Study Plan, Pledge for Financial Responsibility for Study Aboard, and Tuition Payment Plan, etc.</p> <p>(2) One copy of the applicant's passport</p> <p>(3) One copy of the applicant's Alien Registration Card</p> <p>(4) One copy of the National Health Insurance Certificate [*If Applicable] ※ For those who have not subscribed National Health Insurance, you must obtain private insurance until you are enrolled in the National Health Insurance</p>	
5-week Program	<p>(1) One copy of the Course Registration Form [*SCH's Form]</p> <p>(2) One copy of the applicant's passport</p> <p>(3) One copy of the applicant's Alien Registration Card [*If Applicable]</p> <p>(4) One copy of the National Health Insurance Certificate [*If Applicable]</p>	

★ Important Note for Required Documents ★

- A. All admission documents(excluding some documents such as Alien Registration Cards and passports) must be submitted in the original document in Korean or English
- B. Admission documents may vary depending on the applicant's conditions
- C. It is mandatory to submit documents within the specified deadline, and late submissions will not be accepted
- D. If any discrepancy or error is found in the document review process, it will not be accepted
- E. Submitted documents will not be returned

8. Important Notes

- A. Personal information(such as English name, date of birth, etc.) on the Admission Application Form(or Course Registration Form) must match the information on the passport or Alien Registration Card. Any disadvantages due to inaccuracies in the application form are the applicant's responsibility. Responsibility and changes to the information after submission are not allowed
- B. Submitted documents will not be returned
- C. Falsification, forgery, or omission of key information in eligibility and admission documents, leading to successful admission, will result in the cancellation of admission
- D. Adherence to the specified schedule(document submission, tuition payment, etc.) is mandatory
 - ※ Failure to submit admission documents within the designated period will result in the inability to apply for admission
 - ※ If accepted students do not pay tuition within the specified deadline, their enrollment will be forfeited without further notice
- E. Admission Committee may decide not to admit individuals who are considered incapable of studying at the SCH Korean Language School regardless of the number of available slots
- F. Acceptance status is communicated through E-MAIL or by phone
- G. Admission documents must be submitted as specified in the admission guidelines. Failure to comply will result in non-acceptance. If additional documents are required by the university, they must be submitted within the given deadline
 - ※ Admission documents may vary depending on the applicant's conditions
- H. If there are any special health conditions(such as highly contagious diseases), admission(permission to enroll) may be canceled

- I. Before submitting the Admission Application Form(or Course Registration Form), applicants must thoroughly understand the admission guidelines. Any disadvantages arising from a lack of understanding are the applicant's responsibility
- J. Personal information provided on the Admission Application Form (or Course Registration Form) and admission documents will be collected and used in accordance with the 「Consent for Collection, Use, and Provision of Personal Information」. The personal information of enrolled students will be used for academic management purposes
- K. Matters related to admission to the Korean Language School not specified in these guidelines will be determined and implemented by the university's International Education and Exchange Committee. Violation of the above-listed applicant responsibilities may lead to the cancellation of admission or enrollment permission

9. Tuition

Section	Payment Amount		Note
10-week Program	Tuition Fee	1,300,000 KRW/semester	※ Includes cultural experience fee
	Dormitory Fee	526,000 KRW/semester	※ Only if you wish to stay in the dormitory ※ Includes key deposit, meals not included
5-week Program	Tuition Fee	300,000 KRW/semester	

※ The information above is subject to change

10. Others

A Advancement(or Completion) and Attendance Requirements

1) 10-week Program

- ▶ Advancement Criteria : Semester attendance rate of 70% or higher and an average score of 65 points or above
- ※ If the above criteria are not met, according to related regulations, expulsion may be applied

2) 5-week Program

- ▶ Completion Criteria : Semester attendance rate of 70% or higher

B Tuition Refund

1) Tuition Refund Regulations

Refund Requested Date		Refund Amount
Before Class starts		100% of the paid amount
After Class Starts	A) Before reaching one-third (1/3) of the total class	two-third (2/3) of the tuition fees
	B) After reaching one-third (1/3) but before half (1/2) of the total class	half (1/2) of the tuition fees
	C) After reaching half (1/2) of the total class	No refundable

※ The information above is subject to change

2) Notes

- A) If the refund is given to the international bank account, refund amount could have some difference due to the transfer fee and the currency
- B) The refund process is expected to take approximately 2-3 weeks after the submission of the refund application
- C) In cases where withdrawal, expulsion, or enrollment in a higher-level school occurs, the paid tuition fees will be processed according to the above regulations

11. Contact

A Mailing Address

- ▶ B1301, Office of Global Education & Exchange, Soonchunhyang University, 22-9 Soonchunhyang-ro, Shinchang-myeon, Asan-si, Chungcheongnam-do, Republic of Korea(Postal Code : 31538)

B Phone

- ▶ Korean, English : +82-41-530-1307
- ▶ Russian : +82-41-530-1537

C E-MAIL and Kakao Talk Open Chat

- ▶ E-MAIL : pes@sch.ac.kr
- ▶ Kakao Talk Open Chat : 순천향 S-KLEC

D Website

- ▶ <http://sgee.sch.ac.kr>

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