



Sungshin Women's University

Fact Sheet for Exchange Student Program 2025-Fall Semester

1. General Information

Name of Institution		Sungshin Women's University	
Number of Students		11,227 (International Students 1,118)	
Website	Sungshin Women's University	http://www.sungshin.ac.kr/	
	Office of International Affairs and Services	https://www.sungshin.ac.kr/int/index.do	Incoming Exchange Student Admission
		https://www.sungshin.ac.kr/sites/oiss/index.do	Incoming Exchange Student Management Orientation, Course work, Housing, Insurance, Grades, Immigration
Mailing Address		<p>02844 서울특별시 성북구 보문로 34다길 2 성신여자대학교 성신관 1층 국제교류팀</p> <p>Sungshin Women's University Office of International Affairs and Services Soojung Campus, Sungshin Hall 1st floor 2, Bomun-ro 34da-gil, Seongbuk-gu, Seoul 02844 Republic of Korea</p>	
Incoming Exchange Students Admission Services for Incoming Exchange Students		<ul style="list-style-type: none"> ▪ Team Manager - Mr. Il Kim ▪ Mr. Seung Woo Hong TEL: +82-2-920-7753 <ul style="list-style-type: none"> - Service and Management for International Students - Chinese ▪ Mr. Jong Min Lee TEL: +82-2-920-7789 <ul style="list-style-type: none"> - International Exchange Student Admission - Service and Management for International Students (Including GKS) - English ▪ Ms. Chunshi Zheng TEL: +82-2-920-7405 <ul style="list-style-type: none"> - Coordinator for Chinese-Speaking Countries - Chinese ▪ Ms. Akane Kawamata TEL: +82-2-920-7573 / 7237 <ul style="list-style-type: none"> - Coordinator for Japan - Japanese ▪ Ms. Yunkyong Noh, TEL: +82-2-920-7994 <ul style="list-style-type: none"> - International Student Admissions - GKS Student Management - English <p>Email: intl-stud@sungshin.ac.kr</p>	

2. Academic Calendar

Schedule	Fall 2025	Spring 2026
Nomination deadline	May 2 nd 2025	October 31 st 2025
Application & Original Document Arrival Deadline	December 15 th 2025 (On-line) December 26 th 2025 (Original-Documents Arrival)	November 11 2025 (On-line) November 24 th 2025 (Original-Documents Arrival)
Semester Dates (15 weeks)	September 1 st 2025 to December 22 nd 2025	March 2 nd 2026 to end of June 2026
Dormitory Fee Payment	Within 2 days of checking-in to the dormitory	
Dormitory Move-in date	26 th and 27 th of August, 2025	25 th and 26 th of February, 2026
Dormitory Residence Period	26 th of August 2025 to 30 th of December 2025	26 th of February 2026 to 30 th of June 2026
Online Orientation	8 th of August 2025	13 th of February 2026
Offline Orientation	28 th of August 2025	26 th of February 2026
Course Registration*	20 th of August 2025 to 22 th of August 2025	11 of February 2026 to 13 th of February 2026
Course Addition & Drop	September 1 st -September 8 th	First week of March 2026
Exam Period	Mid-term: 7 th or 8 th week of the semester Finals: The last week of the semester * Each course may have different exam periods	
Grade Results	Results : 2025.12.26. Results Inquiry&fixing : 2025.12.29.-2025.12.31	Results : June 2026 Results Inquiry&fixing : June 2026
*Course Registration Related Key Checkpoints	※ Please note that applicants may not be able to enroll in the desired courses at Sungshin Women's University. Therefore, applicants should be careful to ensure that their graduation schedule is not affected. Any disadvantages, such as delayed graduation due to the inability to register for the desired courses, are the responsibility of the applicant	

* Dates are subject to change every semester

* Course registration is based on a 'first come, first served' basis.

3. Nomination & Application Procedures

<p>Period of Study</p>	One semester or a Full year			
	Spring Intake		Fall Intake	
	One semester	Full year	One semester	Full year
	March to June	March to December	September to December	September to June
<p>Qualification of Students</p>	<p>Any student (male/female) who meets the qualifications listed below can apply for the exchange student program at Sungshin Women's University.</p> <ol style="list-style-type: none"> 1) Who is nominated by their home university 2) Undergraduate students that have completed at least two semesters at their home university. (Graduate students must have completed at least one semester) 3) Students who have above-minimum grade required by their home university 4) Language Proficiency in either Korean or English (Submission of official scores is not mandatory.) <p>* Courses may require a certain level of language proficiency</p> <p>* Recommended Language Proficiency Level: Above TOPIK Level 3 or TOEFL iBT 71</p>			
<p>Course restrictions or College/School limitations</p>	<p>No restrictions, apart from some courses that require prerequisites and/or courses with specified limitations.</p>			
<p>Required Documents (Home University)</p>	<p>Online student nomination must be completed by partner university coordinator by the designated date.</p> <p>https://forms.gle/eBaiTqSCxAWTnrTi6</p>			
<p>Required Documents (Students)</p>	<p>Please apply and upload below-stated documents through our online system. All attachments should be clear and accurate.</p> <p>Online application site: https://tis.sungshin.ac.kr/comm/nxui/member/join.do?join=9</p> <p>* We request home university coordinators to postmail all of the original documents for the entire exchange applicants to Sungshin Women's University, Office of International Affairs and Services.</p> <p>The documents must arrive by the 26th of May, 2025.</p>			

The 'Certificate of Admission (visa document)' can only be issued upon the arrival of the original documents.

1. A copy of the student's online application form
2. Copy of valid passport
(Page with photo/name/date of birth must be clearly shown.)
3. Official academic transcripts, each in English & in native language
(Original document)
4. Official certificate of enrollment issued by the home university
(Original document)
5. Color ID(passport) photo (3.5cm*4.5cm) *(Not required via postmail)*
6. Language proficiency score: TOPIK, TOEFL, IELTS *(Not mandatory)*
7. Health examination form *(Original Document)*
8. Proof of bank statement *(Original Document)*
9. Letter of nomination: Signed by the Director of International Affairs at home university *(Original Document)*

* We do not have a fixed health examination format. However, the form **must include** the below-stated items:

- 1) Height, Weight, Eye vision, Hearing, Blood type
- 2) Chest X-ray result
- 3) Clinician's opinion on your general health status
- 4) Self check-up (medical history, allergy or other health-related matters)
- 5) Name of medical clinic and clinician's signature/stamp
- 6) Proof of Vaccination *(Not mandatory)*

* Also, we recommend students to be vaccinated for the following items: Measles, Mumps, Rubella, Varicella, Diptheria, Tetanus, Pertussis, Hepatitis B, Hepatitis A, Japanese Encephalitis, Poliomyelitis, Meningococcal meningitis **(Not mandatory)**

Please use the link below to send and/or receive information regarding the original documents. We will not respond to emails unless it is urgent. Please note that **the link below should only be used by the university outbound coordinators.**

<https://docs.google.com/spreadsheets/d/1jgTX3GsSzSkHRyxpx2qFNBWpuf6MaDG3D6pPoUY40/edit?usp=sharing>

* 8. Proof of Bank Statement

	Period of Study	Amount
Exchange Students (No Sungshin tuition)	One semester	\$ 5,000 USD
	Two semesters (1 year)	\$ 10,000 USD
Visiting (Tuition paying students)	One semester	\$ 9,000 USD
	Two semesters (1 year)	\$ 18,000 USD
Double-Degree (Tuition paying students)	Four semesters (2 years)	\$ 18,000 USD

4. Course Information

<p>English-taught Courses</p>	<p>We offer English courses across various departments. International students have no restrictions on taking courses from different departments. The most up-to-date course list will only be available a month prior to the beginning of semester.</p> <p>* Please note that some courses may have some limitations.</p> <p>* Please make sure to check for the course's availability in advance, via email.</p> <p>※ Please note that applicants may not be able to enroll in the desired courses at Sungshin Women's University. Therefore, applicants should be careful to ensure that their graduation schedule is not affected. Any disadvantages, such as delayed graduation due to the inability to register for the desired courses, are the responsibility of the applicant</p>																							
<p>Course Registration</p>	<ul style="list-style-type: none"> • Course syllabus/description (Korean): https://sugang.sungshin.ac.kr/ • Course Registration: Requires online registration, which is based on a first come, first served system. Instructions given during the online orientation. • Credit Acquirement <table border="1" data-bbox="536 1003 1385 1151"> <thead> <tr> <th></th> <th>Undergraduate</th> <th>Graduate</th> </tr> </thead> <tbody> <tr> <td>Acquirable Credits</td> <td>Up to 19 credits</td> <td> <ul style="list-style-type: none"> • Master's degree: Up to 9 credits • Doctoral degree: Up to 12 credits </td> </tr> </tbody> </table> <p>Major-related courses: 3 credits Electives: 2 to 3 credits (1 credit = Minimum 15 teaching hours; can vary by course)</p> <ul style="list-style-type: none"> • Designing a course plan <table border="1" data-bbox="536 1350 1385 2031"> <thead> <tr> <th></th> <th>Class Choices</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Case 1</td> <td>영어강좌 University (Undergraduate/Graduate) Courses taught in English Only</td> <td>If you are fluent in English</td> </tr> <tr> <td>Case 2</td> <td>한국어강좌 University (Undergraduate/Graduate) Courses taught in Korean Only</td> <td>If you are fluent in Korean</td> </tr> <tr> <td>Case 3</td> <td>영어강좌 + 한국어강좌 University (Undergraduate/Graduate) Courses taught in English and Korean</td> <td>If you are fluent in both Korean & English</td> </tr> <tr> <td>Case 4</td> <td>한국어강좌 + 외국인을 위한 교양강좌 University (Undergraduate/Graduate) Courses taught in Korean & *Korean Language and Culture electives (Students can register up to 2 courses)</td> <td rowspan="2">*Korean Language and Culture elective classes are open only for International Students and offer different Korean proficiency levels</td> </tr> <tr> <td>Case 5</td> <td>영어강좌+외국인을 위한 교양강좌 University (Undergraduate/Graduate) Courses taught in English & *Korean Language & Culture electives (Students can register up to 2 courses)</td> </tr> </tbody> </table>		Undergraduate	Graduate	Acquirable Credits	Up to 19 credits	<ul style="list-style-type: none"> • Master's degree: Up to 9 credits • Doctoral degree: Up to 12 credits 		Class Choices	Reference	Case 1	영어강좌 University (Undergraduate/Graduate) Courses taught in English Only	If you are fluent in English	Case 2	한국어강좌 University (Undergraduate/Graduate) Courses taught in Korean Only	If you are fluent in Korean	Case 3	영어강좌 + 한국어강좌 University (Undergraduate/Graduate) Courses taught in English and Korean	If you are fluent in both Korean & English	Case 4	한국어강좌 + 외국인을 위한 교양강좌 University (Undergraduate/Graduate) Courses taught in Korean & *Korean Language and Culture electives (Students can register up to 2 courses)	*Korean Language and Culture elective classes are open only for International Students and offer different Korean proficiency levels	Case 5	영어강좌+외국인을 위한 교양강좌 University (Undergraduate/Graduate) Courses taught in English & *Korean Language & Culture electives (Students can register up to 2 courses)
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• **Intensive Korean Language Classes at Sungshin Institute for International Education**

※ Available only until the Fall 2025 semester; scheduled for removal starting from the Spring 2026 semester.

Enrollment status		Intensive Korean Language Classes at Sungshin Institute for International Education	
Undergraduate	Graduate		
9 credits or less	3 credits or less	Free of Charge Application fee: KRW80,000 (non-refundable)	10 weeks Total of 200 hours (20hours/week)
10 credits or more	4 credits or more	50% off from the original fee Original fee: KRW1,600,000 50% discount fee: KRW800,000 Application fee: KRW80,000 (non-refundable)	

Grade Assessment

Undergraduate: Out of 4.50, Relative Evaluation

Grade	GPA	Grade	GPA	Grade	GPA
A+	4.5	B-	3	Do	1.3
Ao	4.2	C+	2.6	D-	1
A-	4	Co	2.3	F	0
B+	3.6	C-	2		
Bo	3.3	D+	1.6		

Graduate School: Out of 4.50
(C- or higher is recognized as the acquisition credits)

Grade	GPA	Grade	GPA
A+	4.5	C+	2.6
A ₀	4.2	C ₀	2.3
A-	4.0	C-	2.0
B+	3.6	F	
B ₀	3.3		
B-	3.0		

- **Korean Language at Institute for International Education**
 - Out of 100%
 - Mid Term (40%), Final (40%), Attendance (10%), Attitude (10%)
- **Academic Transcript Issuance**
 - Fall semester: Mid-February
 - Spring semester: Mid-August

5. Student Life at Sungshin

<p style="text-align: center;">Health Insurance</p>	<p>National Health Insurance</p> <ul style="list-style-type: none"> • National Health Insurance is mandated by the law. • National Health Insurance is applied upon the issuance of the Residence Card. • Details about registration and fees are TBA. • Fees must be paid on a monthly basis.
	<p>Private Health Insurance</p> <ul style="list-style-type: none"> • As required by the Korean Ministry of Education, you are required to be covered by Korean private health insurance. • For a one-time payment of approximately 85,000 KRW, you will be covered for one semester. • The purpose of this private insurance is to prevent medical blind spots that occur from the moment you enter the country up until you are covered by the National Health Insurance, which takes a few months.
<p style="text-align: center;">Housing</p>	<ul style="list-style-type: none"> • Dormitory accommodation is provided to exchange students. Depending on the type of housing, rooms will be shared by 2 or 3 students. The assigned rooms may change due to circumstances. • Location: All dormitories are located near the campus within 5 to 10 minutes walking distance from campus. • Room Assignment: The housing manager <u>will assign the rooms in random</u> according to the number of students. • Applying for the dormitory: Check on 'Yes' to save your spot in our dormitory on your online application form. • A Google Form will be sent to you for final confirmation and cancellation of the dormitory, along with additional information on the first week of July 2025. <p>Cancellation Deadline: 31st July 2025/January 30th 2026</p> <p>Payment Method: <u>Cash</u></p> <p>Payment Deadline: <u>Within 2 days of checking into the dormitory</u></p> <ul style="list-style-type: none"> - Please make sure to exchange your currency before arriving because you may face unexpected difficulties with international wiring, ATMs, and credit or check cards. - Payment must be finished by the designated deadline, or you may be evicted from the dormitory - • During Vacation: Available upon prior request • All fees are subject to change. • Housing fee :

	Type	KRW Semester Fee	Period	Notes	
	External Agency	Single	2,940,000	<u>2025 Fall Semester</u> 26th of August to 30th of December, 2025 <u>2026 Spring Semester</u> 25th of February to 30th of June, 2026	6 Different Buildings
		Double/Triple	1,750,000		(Studio Type)
		Quad	1,537,500		All Residents are from abroad
	The House	Double	2,097,380		Newly Built First come-first served
	Sungmiryo	Double	1,857,380		Run by the university (Shared bathroom, showers, and kitchen)
		Triple	1,487,500		
		Quad	1,115,630		
	Rough Estimate of Cost of Living in Seoul	<ul style="list-style-type: none"> • Housing: Single room ₩ 680,000 / Double room ₩ 400,000 monthly • Food/ Meals: Approx. ₩ 400,000 monthly • Local Transportation: Approx. ₩ 50,000 monthly • Personal Expenses: Approx. ₩ 200,000 monthly ✓ Approx. ₩ 1,050,000 ~ 1,330,000 monthly 			
	Global Friends (Language Exchange)	Sungshin students and international students, exchange each other's languages and cultures.			
Global Friends (Buddy)	The Buddy program aims to help exchange students to get used to their academic life here at Sungshin as well as getting used to living in Korea. Through this program, Korean students and exchange students both aim to build a strong and lasting friendship.				
Sungshin International Students Association (SISA)	Sungshin students and international students participate in various cultural exchange programs, experience Korean culture, participate in Sungshin Festival and share other aspects of school life				

Student Visa

All international incoming students coming to Sungshin must apply for a **D-2 student visa**.

Upon receiving the Certificate of Admission and Business Registration Certificate from us via email, you can apply for your student visa at the Korean Embassy in your home country.

Required documents provided by Sungshin Women's University:

Certificate of Admission & Business Registration Certificate

Documents Sending Date:

Spring semester: **Early to Mid January**

Fall semester: **Early to Mid July**