



Sungshin Women's University

Fact Sheet for Exchange Student Program

Fall 2026 / Spring 2027 Semester

1. General Information

Name of University	Sungshin Women's University
Website	https://forms.gle/smWwKwCnrb4Gj4Bo9
Incoming team Contact Information	▪ Team Manager - Mr. Il Kim ▪ Mr. Seung Woo Hong TEL: +82-2-920-7753 - Service and Management for International Students - Chinese ▪ Mr. Jong Min Lee TEL: +82-2-920-7789 - International Exchange Student Admission - Service and Management for International Students (Including GKS) - English ▪ Ms. Chunshi Zheng TEL: +82-2-920-7405 - Coordinator for Chinese-Speaking Countries - Chinese ▪ Ms. Akane Kawamata TEL: +82-2-920-7573 / 7237 - Coordinator for Japan, Tutoring Program - Japanese ▪ Ms. Yunkyoung Noh, TEL: +82-2-920-7994 - International Student Admissions - GKS Student Management - English ▪ Ms. Eunsol Choi, TEL: +82-2-920-7937 - School of International Studies Academic Affairs, Mentoring Program - English ▪ Ms. Yunjung Han, TEL: +82-2-920-7301 - Issuance of Certificate of Admission, Buddy Program - English
	Email: intl-stud@sungshin.ac.kr
Office Location	Sungshin Women's University Office of International Affairs and Services Address: 2, Bomun-ro 34da-gil, Seongbuk-gu, Seoul 02844, Republic of Korea
Dormitory	TEL: +82-2-920-7359 Email: intl-dorm@sungshin.ac.kr Website: https://www.sungshin.ac.kr/dormitory/21610/subview.do
Campus Location	▪ Soojung Campus (Seoul, Donam) Address: 2, Bomun-ro, 34da-gil, Seongbuk-gu, Seoul 02844 ▪ Woonjung Green Campus (Seoul, Mia) Address: 55, Dobong-ro, 76 ga-gil, Gangbuk-gu, Seoul
	Link: https://www.sungshin.ac.kr/main_eng/20078/subview.do Map: https://www.sungshin.ac.kr/campusMap/main_kor/view.do?findCate=A

2. Academic Calendar

Schedule	Fall 2026	Spring 2027
Nomination deadline	March 17 - May 1, 2026	September 14 - October 23, 2026
Application (Online & Original Document Arrival Deadline)	Online: April 1 – May 22, 2026 Original-Documents Arrival: By May 22, 2026	Online: October 1 - November 23, 2026 Original-Documents Arrival: By November 23 2026
CoA Issuance Period	By the end of June 2026	By the end of December 2026
Semester Dates	September 1 st 2026 to end of December 2026	March 2 nd 2026 to end of June 2026
Dormitory Fee Payment	Notice before dormitory move-in	
Arrival Dates (Dormitory Move-in)	25 th and 26 th of August, 2026	23 rd and 24 th of February, 2027
Dormitory Residence Period	August 25, 2026 to December 30, 2026	February 24 to June 30 2027
Online Orientation	August 13, 2026	February 12, 2027
Offline Orientation	August 27, 2026	February 25, 2027
Course Registration*	August 12 - 14, 2026	February 17 - 29, 2027
Course Addition & Drop	Early September 2026	Early March 2027
Semester & Exam Period	1st Semester (Early March – Late June), 2nd Semester (Early September – Late December) Mid-term Exams: Week 7 or Week 8 Final Exams: Week 14 or Week 15 * Each course may have different exam periods	
Grade Results	Results : December 2026 Grade correction/finalization : End of December 2026	Results : June 2027 Grade correction/finalization : End of June 2027
*Course Registration Key Checkpoints	※ The maximum credit limit: 19 for bachelor's students and 9 for master's students. 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

Nomination (by Home University)	Student nominations must be submitted through the online form by the Home University coordinator no later than the deadline. https://forms.gle/pcWmaGGQaNxhC1Go6 * Please nominate students within the number specified in our agreement. * In case of a nominee's withdrawal from the exchange student program to Sungshin, please inform us without delay.																
How to Apply	1. Online Application (By Students) - Link: https://tis.sungshin.ac.kr/comm/nxui/member/join.do?join=9 - Upload the Application Documents 2. Sending Original Application Documents (By Home University) * Please send all original application documents for nominated students together by postal mail to the Office of International Affairs and Services, Sungshin Women's University, by original-documents arrival deadline * The 'Certificate of Admission (visa document)' <u>can only be issued upon the arrival of the original documents.</u>																
Required Application Documents	* Please upload all required documents online and send the originals by post. 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 (English) 4. Official certificate of enrollment issued by the home university 5. Letter of Nomination: Free Format * Signed by the Director of International Office at Home University 6. Proof of Bank Statement <table><tr><td></td><td>Period of Study</td><td>Amount</td></tr><tr><td rowspan="2">Exchange Students (Tuition Waiver)</td><td>One semester</td><td>\$ 5,200 USD</td></tr><tr><td>Two semesters (1 year)</td><td>\$ 10,400 USD</td></tr><tr><td rowspan="2">Visiting (Tuition paying students)</td><td>One semester</td><td>\$ 9,210 USD</td></tr><tr><td>Two semesters (1 year)</td><td>\$ 18,420 USD</td></tr><tr><td>Double-Degree (Tuition paying students)</td><td>Four semesters (2 years)</td><td>\$ 18,420 USD</td></tr></table> 7. Personal Medical Assessment * Students with underlying health conditions or those who need to provide additional health information. 1) Height, Weight, Eye vision, Hearing, Blood type 2) Self check-up (medical history, allergy or other health-related matters) 3) Clinician's opinion on your general health status 4) Chest X-ray result 5) Name of medical clinic and clinician's signature/stamp 6) Proof of Vaccination, etc. 8. Color ID(passport) photo (3.5*4.5 cm) (Online Upload only) 9. Language proficiency score: TOPIK, TOEFL, IELTS (if applicable)		Period of Study	Amount	Exchange Students (Tuition Waiver)	One semester	\$ 5,200 USD	Two semesters (1 year)	\$ 10,400 USD	Visiting (Tuition paying students)	One semester	\$ 9,210 USD	Two semesters (1 year)	\$ 18,420 USD	Double-Degree (Tuition paying students)	Four semesters (2 years)	\$ 18,420 USD
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Qualification of Students	Any student (male/female) who meets the qualifications listed below can apply for the exchange student program at Sungshin Women's University. 1) Who is nominated by their home university 2) Undergraduate students that have completed <u>at least two semesters</u> 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 <u>not mandatory</u>.) * Courses may require a certain level of language proficiency * Recommended Language Proficiency Level: Above TOPIK Level 3 or TOEFL iBT 71									
✔ Major Selection	❖ Students will be registered in the <u>same or a related major as their home university</u>. ❖ When applying through the portal, select a department that is the same as or most similar to your current major at your home university. If it does not align with your field of study, <u>the university will change it to a more appropriate department during the administrative process</u>.									
✔ Course Restrictions & College/School limitations	• The maximum credit limit: 19 for bachelor's students and 9 for master's students. <table><tr><td></td><td>Undergraduate</td><td>Graduate</td></tr><tr><td>Acquirable Credits</td><td>Up to 19 credits</td><td> • Master's degree: Up to 9 credits • Doctoral degree: Up to 12 credits </td></tr><tr><td colspan="3">Major-related courses: 3 credits / Electives: 2 to 3 credits (1 credit = Minimum 15 teaching hours; can vary by course)</td></tr></table> • <u>Students may not be able to enroll in their preferred courses</u>, which may affect graduation credit requirements. The university is not responsible for any resulting disadvantages. • Course enrollment may be limited due to class capacity or restrictions based on major, student status, or course availability. • For master's courses, English-taught classes are very limited, and students may only be able to take undergraduate courses or Korean language classes. • Some courses listed as English-taught may still use Korean for textbooks, projects, or class activities; therefore, Korean proficiency may be required.		Undergraduate	Graduate	Acquirable Credits	Up to 19 credits	• Master's degree: Up to 9 credits • Doctoral degree: Up to 12 credits	Major-related courses: 3 credits / Electives: 2 to 3 credits (1 credit = Minimum 15 teaching hours; can vary by course)		
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4. Course Information

Course Registration	• Course syllabus/description (English): - Link: https://sugang.sungshin.ac.kr/?lang=en (View All Courses → Choose Course Name → Syllabus) - Department Info: https://www.sungshin.ac.kr/main_eng/15067/subview.do (Select the Department → Curriculum and Professor Information) - General Education (School of Creative Convergence Studies) : https://www.sungshin.ac.kr/generaledu/15978/subview.do • Course Registration: Online registration by Students - Courses are registered online on a first-come, first-served system. Details will be shared given during the online orientation. - Once the class capacity is full, enrollment in your preferred courses will no longer be possible. - We have two campuses, Soojung and Woonjung. Please note that, due to
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	the travel time between them, it may not be possible to attend consecutive classes scheduled on both campuses. • Academic Curriculum (Course Category) <table><tr><th colspan="2"></th><th>Division (Grade Level)</th><th>Remarks</th></tr><tr><td rowspan="4">Major</td><td rowspan="2">Core Major</td><td>1</td><td>Introductory and exploratory courses that provide foundational knowledge of the major.</td></tr><tr><td>2</td><td>Core courses suitable for students who have completed introductory-level coursework.</td></tr><tr><td rowspan="2">Advanced Major</td><td>3</td><td>Courses designed to develop professional knowledge based on Divisions 1 and 2.</td></tr><tr><td>4</td><td>Elective courses within the advanced major curriculum, suitable for gaining in-depth expertise.</td></tr><tr><td colspan="3">General Education</td><td>Core · Distribution · Career Courses</td></tr><tr><td colspan="4">- Course divisions (1, 2, 3, 4) are assigned based on academic year levels.</td></tr></table>			Division (Grade Level)	Remarks	Major	Core Major	1	Introductory and exploratory courses that provide foundational knowledge of the major.	2	Core courses suitable for students who have completed introductory-level coursework.	Advanced Major	3	Courses designed to develop professional knowledge based on Divisions 1 and 2.	4	Elective courses within the advanced major curriculum, suitable for gaining in-depth expertise.	General Education			Core · Distribution · Career Courses	- Course divisions (1, 2, 3, 4) are assigned based on academic year levels.			
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 English-taught Courses	◆ Courses taught in English are offered in general education and departmental courses; however, availability may be limited, and many courses are conducted in Korean. ◆ Some courses may have restrictions based on major or academic year. ◆ Certain courses may be available only to Korean degree-seeking students. ◆ Team projects or group activities in class may be conducted together with Korean students. ◆ The list of English-taught courses will be available about one month before the semester starts. ◆ Please note that you may not be able to enroll in all desired courses. Any issues affecting your graduation will be your responsibility.																							
Korean Language Class	• University Courses (Regular Undergraduate Courses) - Link: https://sugang.sungshin.ac.kr/?lang=en (View All Courses → Select Depaetment ‘[본부]International Affairs and Services Team’ → Korean learning Courses) • International Education Institute (Korean Language Classes) ※ The tuition fee for the Korean Language Program varies depending on the number of credits. Applicants are required to pay KRW 160,000 in total (Application fee: KRW 80,000, Textbook fee: KRW 80,000), which is non-refundable. <table><tr><th colspan="2">Enrollment status</th><th colspan="2">Intensive Korean Language Classes at Sungshin Institute for International Education (Regular tuition fee: KRW 1,600,000)</th></tr><tr><th>Undergraduate</th><th>Graduate</th><th></th><th></th></tr><tr><td>9 credits or less</td><td>3 credits or less</td><td>Tuition Fee: Waived Application/Textbook Fee: KRW 160,000 Total: KRW 160,000</td><td rowspan="2">10 weeks Total of 200 hours (20hours/week)</td></tr><tr><td>10 credits or more</td><td>4 credits or more</td><td>Tuition Fee: KRW 800,000 (50% off) Application/Textbook Fee: KRW 160,000 Total: KRW 960,000</td></tr></table> • International Education Institute (국제교육원운영팀) Email: lang@sungshin.ac.kr Link: https://www.sungshin.ac.kr/siie_eng/index.do	Enrollment status		Intensive Korean Language Classes at Sungshin Institute for International Education (Regular tuition fee: KRW 1,600,000)		Undergraduate	Graduate			9 credits or less	3 credits or less	Tuition Fee: Waived Application/Textbook Fee: KRW 160,000 Total: KRW 160,000	10 weeks Total of 200 hours (20hours/week)	10 credits or more	4 credits or more	Tuition Fee: KRW 800,000 (50% off) Application/Textbook Fee: KRW 160,000 Total: KRW 960,000								
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Grading System	- Undergraduate: Out of 4.50, <u>Relative Evaluation</u> <table><tr><th>Grade</th><th>GPA</th><th>Grade</th><th>GPA</th><th>Grade</th><th>GPA</th></tr><tr><td>A+</td><td>4.5</td><td>B-</td><td>3</td><td>D0</td><td>1.3</td></tr><tr><td>A0</td><td>4.2</td><td>C+</td><td>2.6</td><td>D-</td><td>1</td></tr></table>	Grade	GPA	Grade	GPA	Grade	GPA	A+	4.5	B-	3	D0	1.3	A0	4.2	C+	2.6	D-	1					
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	A-	4	C0	2.3	F	0	
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	- Graduate School: Out of 4.50						
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	A+	4.5	C+	2.6			
	A0	4.2	C0	2.3			
	A-	4.0	C-	2.0			
	B+	3.6	F				
	B0	3.3					
	B-	3.0					
		• Korean Language at Institute for International Education - Out of 100% - Mid Term (40%), Final (40%), Attendance (10%), Attitude (10%)					
Transcript Issuance		• Academic Transcript Issuance - Fall semester: Mid-February - Spring semester: Mid-August • <u>All students' academic transcripts will be sent together by email to the Home University Coordinator.</u> Please note that original hard copies will not be provided.					

5. Student Life at Sungshin

Health Insurance	Private Health Insurance (Mandatory) - 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 around KRW 80,000, coverage is provided for six months (one semester). - The purpose of this private insurance is to cover medical gaps that may arise from the time you enter the country until your National Health Insurance coverage begins, which can take several months. <u>The Certificate of Admission will be issued only after the payment has been confirmed.</u> Further details will be provided to students who have completed the application.
	National Health Insurance (Mandatory) - 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. (₩80,000–100,000 per month) - Students with Japanese or French nationality are eligible to apply for the exemption. (Students must apply for the exemption individually)
Student Visa (D-2)	All incoming international students at Sungshin must obtain a D-2 student visa. Required documents provided by Sungshin Women's University: - Certificate of Admission - Business Registration Certificate of Sungshin Women's University Documents Sending Date: - Spring semester: Early to Mid January - Fall semester: Early to Mid July ◆ Note

	- After receiving the Certificate of Admission and the Business Registration Certificate from us via email, you can apply for a D-2 student visa at the Korean Embassy in your home country. Please contact the relevant diplomatic mission for specific procedures, required forms, and processing time, as they may vary by country. - The D-2 student visa is valid for a single entry to Korea. <u>Without an ARC, you cannot re-enter Korea on the same student visa.</u> Be sure to obtain your ARC before departure during your exchange period. - Please note that your D-2 visa will be used upon your first entry into Korea and will be invalidated when you depart from Korea in the absence of a valid Registration Card. Should you wish to go ahead with the above planned itinerary, you will need to apply for D-2 visa again for your exchange program.																											
Housing	• Dormitory Accommodation: Dormitory housing is available for international students. • Room Type: Double Room / Triple Room / Quadruple Room (Room assignments may vary depending on the university’s circumstances.) • Location: All dormitories are located within a 5–10 minute walking distance from campus. • Room Assignment: <u>Rooms are randomly assigned</u> by the housing manager according to the number of students. • Application for Dormitory: On your online application form, <u>select “Yes”</u> to reserve a spot in the dormitory. • In early January, you will receive a <u>Google Form survey to complete the final confirmation or cancellation</u>, along with further details. • Dormitory Cancellation Deadlines: – Spring Semester: July 31, 2026 – Fall Semester: January 29, 2027 • Payment: – Method: <u>Bank Transfer</u> – Deadline: <u>Within 1–2 days after moving into the dormitory</u> – Please exchange currency before arrival, as international transfers, ATMs, and card payments may not be reliable. – Failure to complete payment by the deadline may result in eviction from the dormitory. • During Vacation: Dormitory stay is available upon prior request. • Fees (All fees are subject to change) <table><tr><th></th><th>Type</th><th>KRW Semester Fee</th><th>Period</th><th>Notes</th></tr><tr><td rowspan="3">External Agency</td><td>Single</td><td>2,940,000</td><td rowspan="3">2026 Fall Semester 25th of August to 30th of December 2026</td><td rowspan="3">6 Different Buildings (Studio Type) All residents are international students</td></tr><tr><td>Double/Triple</td><td>1,750,000</td></tr><tr><td>Quad</td><td>1,537,500</td></tr><tr><td>The House</td><td>Double</td><td>2,097,380</td><td rowspan="3">2027 Spring Semester 23th of February to 30th of June 2027</td><td>Newly Built First come-first served</td></tr><tr><td rowspan="3">Sungmiryo</td><td>Double</td><td>1,857,380</td><td rowspan="3">Run by the University (Shared bathroom, showers, and kitchen)</td></tr><tr><td>Triple</td><td>1,487,500</td></tr><tr><td>Quad</td><td>1,115,630</td></tr></table>		Type	KRW Semester Fee	Period	Notes	External Agency	Single	2,940,000	2026 Fall Semester 25th of August to 30th of December 2026	6 Different Buildings (Studio Type) All residents are international students	Double/Triple	1,750,000	Quad	1,537,500	The House	Double	2,097,380	2027 Spring Semester 23th of February to 30th of June 2027	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
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	• Contact Information TEL: +82-2-920-7359 Email: intl-dorm@sungshin.ac.kr Website: https://www.sungshin.ac.kr/dormitory/21610/subview.do
Rough Estimate of Cost of Living in Seoul	• 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
Sungshin Global Friends (Tutoring)	Tutoring (Language Exchange) - Sungshin students (Korean) and international students teach each other their native languages. - Enhances learning and intercultural understanding by encouraging students to improve their language skills through consistent study and cultural exchange. - Global Plus Scholarship: 100,000 KRW for all participants upon completion.
Sungshin Global Friends (Buddy)	The Buddy Program aims to support international students in both academic and daily life, and also share language and cultural exchange. • Program Details - Free participation (no fee required) - Support for international students' academic and campus life • Requirements - Attend at least 10 sessions during the program period - Participate in mandatory in-person activities • Eligibility Only students who can maintain consistent communication and activities with a Korean mentor student may apply
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 - Support for International Students' Campus Life - Planning and Hosting Exchange Events (Support for international students upon arrival and orientation, workshops, cultural experiences, Sungshin Global Festival, sports day, farewell parties, etc.) - Instagram: @sungshin.sisa (https://www.instagram.com/sungshin.sisa/)