# Fall 2025

## Application Guidelines for International Students

## [English Track]

### - Day Program -

서울미디어대학원대학교

(http://www.smit.ac.kr)

# Recruitment Information & Admission Schedule

## ▣ Recruitment Course : Master's degree course (Day program)

## ▣ Admission Unit

| Degree | Division | Major | Degree Titles | Admission Quota |
|---|---|---|---|---|
| Master's degree (English Track) | Humanities and Social Science | E-Business | Master of Business Administration (MBA) | 00 |
| | | K-Culture Leadership | Master of Arts (MA) | |

※ All English-track departments/majors are scheduled to be incorporated under the SMIT International Graduate School in June 2025 (currently under establishment process).

## ▣ Admission Schedule

| Procedure | Schedule | Note |
|---|---|---|
| Online Application Submission | May 1 (Thur), 2025 ~ May 31 (Sat), 23:59 (Korea Standard Time) | ▪ 100% Online Application (http://admission.smit.ac.kr)<br>▪ Application fee : KRW 50,000<br>- HANA BANK : 850-910001-85805 (Account Holder : 서울미디어대학원대학교 /Seoul Media Institute of Technology)<br>- Application fee payment should be made before the deadline.<br>※ Payment must be made by account transfer under the applicant's name |
| Submission of Required Documents | May 1 (Thur), 2025 ~ June 7 (Sat), 2025 18:00 (Korea Standard Time) | ▪ Printed application form and required documents should be submitted by mail or in person.<br>[Address : (07590) 99 Hwagok-ro 61-gil, Gangseo-gu, Seoul, South Korea. 4F Academic Affairs team] |
| Interview | **June 21 (Sat), 2025** Morning / Afternoon or **June 20 (Fri), 2025** | ▪ Interview candidates will be notified individually via email or phone.<br>※ Contact information (email, mobile phone number) must be accurate. |
| Admission & Tuition Notice | June 30 (Mon), 2025 after 15:00 | ▪ Admission & tuition payment notice will be made to the email address indicated in the application form.<br>▪ Payment invoice will be available online. |
| Tuition Payment & Registration | July 2 (Wed), 2025~ July 4 (Fri), 2025 | ▪ Admitted Applicants should pay tuition to HANA Bank's virtual account. |

※ Fill out the application form through the graduate school application site (http://admission.smit.ac.kr)

※ After filling out the application form, deposit the application fee: **HANA Bank 850-910001-85805** (account holder : 서울미디어대학원대학교 / Seoul Media Institute of Technology) and submit the deposit receipt.

※ Information on graduate school admissions, announcement of successful applicants, etc.is provided through the contact information (email, mobile phone number) written on the application form.

※ The detailed schedule may be partially changed depending on the circumstances of the school, and in case of change, a separate notice will be given.

※ Interview will be conducted online, but may change depending on any circumstances.

# Eligibility

## ▣ Eligibility

| Category | Eligibility |
|---|---|
| International Students (English Track) | **[Academic Requirement]**<br>Holders of Bachelor's degree : Those who fall into one of the following categories<br>(Those who are expected to graduate International university are not eligible to apply.)<br>① Holders of a bachelor's degree or expected to obtain a degree (graduated or expected to graduate Korean University in August 2025)<br>② Individuals who are recognized to have educational qualifications equal to or higher than those of ① under relevant laws and regulations.<br><br>**[Nationality Requirement]**<br>Applicant and both of his/her parents must be non-Korean citizens and must meet all the following conditions<br>① Overseas Koreans and foreigners who have completed the entire curriculum equivalent to elementary, secondary and university education in Korea or in a foreign country<br>② Dual citizenship, including Korean nationality, and stateless persons are not recognized (nationality is based on the application deadline)<br><br>**[Language Requirement]**<br>Original copy of Language Proficiency (Minimum score of TOEFL iBT 71, TOEFL Essentials 7.5, IELTS 5.5 or TEPS 600 (NEW TEPS 326))<br>※ Applicants who have completed diploma in countries where their mother tongue language is English are exempt from the above requirements.<br>※ Please note that admission and visa issuance conditions may be subject to change in accordance with the national policies of South Korea. (Any changes will be notified separately.)<br>※ Depending on the country of origin, the Korean embassy or consulate in that region may require a separate certified English proficiency test score for visa issuance. |

## ▣ Admission Process

| | |
|---|---|
| Access the online application portal. (http://admission.smit.ac.kr) | ▸ Online Application Principles (http://admission.smit.ac.kr)<br>▸ Provide accurate personal information, including name, date of birth, and mobile phone number<br>▸ When completing the application, attach a recent, color, upper-body photo (3x4cm) taken within the last year in jpg or png format. |
| ↓ | |
| Complete the admission application (Enter applicant's basic information, self-introduction, etc.) | |
| ↓ | |
| Payment of application fee (to the school's bank account) | ▸ Application Fee: KRW 50,000<br>- **(HANA Bank) 850-910001-85805** (예금주 : 서울미디어대학원대학교 / Seoul Media Institute of Technology)<br>- Be sure to transfer the fee under the applicant's name or Numbers<br>▸ Applicants who have not paid the application fee will not be accepted. |
| ↓ | |
| Document submission (submission of application form and scholarship application, etc.) (via mail or in-person) | ▸ Admission applications and required documents can be submitted by mail or in person.<br>- Address: **99, Hwagok-ro 61-gil, Gangseo-gu, Seoul, 07590, South Korea, 4th Floor Admissions Office, Seoul Media Institute of Technology)** |
| ↓ | |
| Interview process (scheduled online interview). | ▸ Information regarding the interview schedule and related details will be provided individually through the contact details (email, mobile phone number) listed in the admission application.<br>※ Please ensure that the contact details (email, mobile phone number) are accurately provided |
| ↓ | |
| Announcement of successful applicants and tuition fee notification (issuance of tuition fee invoice) | ▸ Notification of acceptance and registration information will be sent to the email provided in the admission application.<br>▸ Tuition fee invoices will be issued online. |
| ↓ | |
| Payment of tuition fee for admitted students (payment through a virtual account) | ▸ Payment of tuition through a virtual account at Hana Bank. |
| ↓ | |
| Certificate of Admission Permit and Tuition Payment Certificate | ▸ After confirming tuition payment, a tuition payment confirmation document and a standard admission permit will be issued. |

# Scholarship & Entrance - Tuition Fee

## ▣ Scholarship

▪ 2025 Scholarship Program

*※ K-Culture Leadership major will not provide scholarships based on language proficiency*

*※ Scholarship policies for the K-Culture Leadership major will be announced at a later date.*

- [Scholarships for International students] are provided differently according to language proficiency level

| Official English test | perfect score | Excellent English | Admission Criteria Official English Test Score |
|---|---|---|---|
| TOEFL IBT | 120 | 96 or higher | 71 or higher |
| TOEFL Essentials | 12 | 9.6 or higher | 7.5 or higher |
| IELTS | 9 | 7.5 or higher | 5.5 or higher |
| TEPS | 990 | 792 or higher | 600 or higher |
| NEW TEPS | 600 | 480 or higher | 326 or higher |

- [2025 Scholarship (planned)]

| Standard | Scholarship | Actual payment amount |
|---|---|---|
| When admission criteria are satisfied | 30-33% of tuition | 2.7-2.8 million won |
| Excellent English | 47.5-50% of tuition | 2.0-2.1 million won |

▪ For detailed information regarding scholarship amounts, selection criteria, and payment rates, please contact the graduate school.

※ Scholarship and Tuition Fee are subject to change based on school policy.

## ▣ Entrance Fee & Tuition Fee

| | Major | Amount | Notes |
|---|---|---|---|
| Entrance Fee | ALL | KRW 800,000 | Paid on the first term |
| Tuition Fee | K-culture Leadership<br>e-Business | KRW 4,745,000 | Every Semester |

## ▣ Important Notes

- Admission may be canceled if required documents are not submitted.
- Applicants who are absent from the interview will be disqualified.
- Applicants who are not permitted to issue a visa by the Ministry of Justice will be disqualified. (100% refund for visa denied applicants.)
- If any documents are found to be false, your admission to SMIT will be revoked and the paid tuition will not be refunded. (*Applicants are responsible for errors in writing and insufficiency of required documents.)
- The school can cancel your acceptance or admission even after enrollment if there is any problem with the documents' authenticity, eligibility, exam cheating, etc.
- Applicants from foreign universities must actively cooperate if the school asks for clarification regarding academic background even after admission.
- The selection of successful applicants is based on the school's admission criteria, and may not be selected if the academic ability is significantly insufficient.

## ▣ Contact

☎ 02-6953-3204 ✉ admission@smit.ac.kr ❤ www.smit.ac.kr

❤ (07590) Seoul Media Institute of Technology, 99 Hwagok-ro 61-gil, Gangseo-gu, Seoul, Republic of Korea

# Application Documents

## ▣ Freshman Student (International Applicants) Document Submission

| | Application Documents | | | Notes |
|---|---|---|---|---|
| 1 | Application Forms | **mandatory** | **1 Original** | ■ Upon completing the online application, print out the application forms, then submit these documents along with other required documents<br>- [http://admission.smit.ac.kr (Admission site)]<br>- Print out the completed application form |
| 2 | Application Fee Receipt | **mandatory** | 1 copy | ■ After payment of application fee, submit the payment receipt.<br>- Deposit account: **HANA Bank) 850-910001-85805** (Account holder : 서울미디어대학원대학교 Seoul Media Institute of Technology)<br>※ Applicants who have not paid the application fee will not be accepted. |
| 3 | **Bachelor's Graduation Certificate and Bachelor's Degree Certificate** | **mandatory** | **1 Original** | ※ Documents must be authenticated by Korean Embassy or Apostilled.<br>■ **Applicant who has completed Bachelor's degree in Korea**<br>- Original copy, issued within 3 months of the application deadline.<br>- Those who are expected to graduate must submit a certificate of expected graduation<br>■ **Applicant who has completed Bachelor's degree outside of Korea**<br>- Original and notarized copy (notarized in fact) issued within 3 months from the application deadline<br>- For details, refer to 〈Guidelines for Submitting Certificates of Graduates from Overseas Universities〉 |
| 4 | **Transcript of all grades of undergraduate course** | **mandatory** | **1 Original** | ※ Expected graduates must submit transcripts up to the previous semester<br>■ **Applicant who has completed Bachelor's degree in Korea**<br>- Original copy, issued within 3 months of the application deadline.<br>- (For transfer students) Submit transcripts from both the final university attended and the previous university.<br>■ **Applicant who has completed Bachelor's degree outside of Korea**<br>- Original or notarized copy (notarization of facts), issued within 3 months of the application deadline.<br>- For details, refer to 〈Guidelines for Submitting Certificates of Graduates from Overseas Universities〉 |
| 5 | Consent to Release of Information | **mandatory** | **1 Original** | ■ Check the attached file or download the form from the our website.<br>■ Sign and submit the original document |
| 6 | copy of passport (foreigner) | **mandatory** | 1 copy | ■ copy of passport<br>- Overseas residents: 1 copy of their passport<br>- Domestic residents: 1 copy of passport + 1 copy of alien registration card |
| 7 | Nationality certificate of applicant and parents (passport, ID Card) | **mandatory** | 1 copy | ■ copy of passport<br>- Chinese nationals: Parents, submit a copy of your Chinese ID card<br>- Non-Chinese citizens: Submit a copy of parent's passport or home country ID card |
| 8 | Certificate of | **mandatory** | **1** | ■ Original or notarized copy (actually notarized) |

| | Application Documents | | | Notes |
|---|---|---|---|---|
| | Family Relations (Self, Father, Mother) | | **Original** | ■ Chinese nationals<br>- In case the whole family is in one household register<br>: 1 notarized copy of the parents' household register.<br>- Parents, if the person is not in one household<br>: Parents, 1 copy of the family register + 1 notarized copy of the family relationship certificate.<br>■ Japanese nationals: 1 notarized copy of family register.<br>■ US and other nationalities: 1 notarized copy such as birth certificate.<br>■ Documents to prove the divorce or death of parents<br>- 1 original or notarized copy of divorce certificate or death certificate. |
| 9 | Certification of Financial Ability /Financial Certification for Admission | **mandatory** | **1 Original** | ■ Bank Statement Requirement:<br>Bank statement with a balance of KRW 20 million or the equivalent in another currency. (The statement should be **issued within 30 days** prior to the application date, and it must reflect a **minimum** deposit period of one month. Please note that a new submission will be required for visa changes in the future.)<br>※ The statement should specify the deposit period and remain valid until March 1, 2025.<br><br>■ Submission of Current Residence Bank Balance Certificate Required<br>- **Residence in the Korea** : proof of the amount received from family members or individuals who can be verified through a family relationship certificate **(Submission of remittance certificate is mandatory)**<br>※ **For domestic banks (including foreign bank branches in the country)** : the original document must be submitted.<br>- **Uzbekistan nationality** : Copy of the bank balance certificate for a domestic bank account in Uzbekistan. (For successful visa applicants applying for a student visa, the original document must be resubmitted within the specified timeframe for visa issuance.)<br><br>※ Fill out additional financial guarantee **only if the account is not in your name.**<br>If the financial guarantor pays the tuition, a written oath to pay for study abroad expenses, a certificate of employment (business registration certificate), and a property tax taxation certificate are required. |
| 10 | Official language proficiency score | **mandatory** | **1 Original** | ■ Original of Language Proficiency<br>- Minimum score of TOEFL iBT 71, TOEFL Essentials 7.5, IELTS 5 or TEPS 600 (NEW TEPS 326)<br>■ Citizens of English-speaking countries or where English is an official language do not need to provide additional proof of proficiency<br>■ Depending on the country of origin, the Korean embassy or consulate in that region may require a separate certified English proficiency test score for visa issuance. |
| 11 | Document Submission Checklist | **mandatory** | **1 Original** | ■ Check the attached file or download the form from the our website.<br>■ Review and sign each required document individually before submitting the original copies. |
| 12 | Other documents | optional | 1 Original | ■ Portfolio of work, research report and thesis, etc. |

**※ Those who have graduated from overseas universities, refer to "Guidelines for submitting certificates for those who graduated from overseas universities" and prepare documents.**

## ■ Guidelines for Submitting Certificates of Graduates from Overseas Universities

※ As a rule, original documents must be submitted for all submitted documents, and applicants who have graduated (planned) from a foreign university must attach a translation along with the original document and submit it notarized if the original document is not written in Korean or English.

### 1. A person from an Apostille member country

- Documents to be submitted: Apostille certificate proving graduation
- Issuing agency: Organization designated by the government of the country (Ministry of Foreign Affairs and Trade in the case of Korea)
  - ※ Check (www.hcch.net) for information on Apostille-related institutions by country.
  - ※ If you are from a private school, first get notarization and then issue an Apostille confirmation (Note) Apostille confirmation can be replaced with "overseas educational institution confirmation" or "consular confirmation"

■ Membership status : https://www.hcch.net/en/instruments/conventions/status-table/?cid=41 (can be checked here.)

※ Inquiries: Ministry of Foreign Affairs (☎ 02-2002-0251, 0252) / Ministry of Justice (☎ 02-720-8027)

| Country | Members |
|---|---|
| Asia, Oceania | New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, China(Including Macau and Hong Kong), the Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines and Korea |
| Europe | Georgia, Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, North Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Cyprus, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra Albania, Estonia, Great Britain, Austria, Uzbekistan, Ukraine, Italy, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Turkiye, Portugal, Poland, France, Finland and Hungary |
| North America United States | United States (Guam, including Mauri Islands, Saipan, Puerto Rico), Canada |
| South America | Guyana, Guatemala, Grenada, Nicaragua, the Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela,<br>Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras,<br>Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Paraguay and Jamaica |
| Africa | Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Eswatini, Cape Verde, Burundi and Tunisia, Rwanda |
| Middle East | Morocco, Bahrain, Saudi Arabia, Oman, Israel |

### 2. Those who have not signed up for Apostille

- Documents to be submitted : "Overseas educational institution confirmation" or consular confirmation proving graduation
- Issuing institution: Korean consulate in the country

## 3. A person who has obtained a degree in China

| | |
|---|---|
| 1) 1 copy of academic background certification report<br><br>2) 1 copy of degree certification report | ▶ For proof of final education, you must refer to the issuance method below and attach documents issued in English. Documents confirmed by the consul cannot be submitted.<br>**[How to issue]**<br>① Apply directly to the Chinese Ministry of Education's Education and Degree Certification Center (online, direct, mail)<br>② Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Institute), an agency in Korea<br><br>• Academic Certification Center: www.chsi.com.cn<br>→ Bachelor's degree certificate, university enrollment certificate (English)<br>• Degree Certification Center: www.cdgdc.edu.cn<br>→ Bachelor's degree certificate, university enrollment certificate (English)<br>• Seoul Confucius Academy: http://www.cis.or.kr/ |
| 3) 1 copy of graduation (expected) certificate<br><br>4) 1 copy of the academic record | ▶ Must submit Korean and English translations (notarized)<br>▶ For prospective graduates, the degree certificate must be submitted after obtaining the degree |
| 5) 1 copy of transcript | ▶ Must submit Korean and English translations notarized)<br>**[How to issue]**<br>① Apply directly to the Chinese Ministry of Education's Education and Degree Certification Center (online, direct, mail)<br>② Apply through Seoul Confucius Academy (Korea-China Cultural Cooperation Institute), an agency in Korea<br>③ Original consular verification: Submit after receiving consular verification at the Korean embassy in the school where you graduated. |

※ Matters to be noted when issuing documents from the Chinese Ministry of Education's Academic Background and Degree Certification Center

1. If the documents submitted at the time of application are not verified on the site, they will not be accepted.
2. It takes about 30 days to issue a certificate, so prepare in advance.
3. If an individual has been directly certified by the Academic/Degree Certification Center, it is exceptionally recognized, but in this case, it is limited to the period during which online verification is possible (usually valid for 30 days from the date of issuance, extension possible)

## ※ Notes on document submission

▶ Applicants from foreign universities must actively cooperate if the school requests a clarification regarding academic background inquiry even after admission, and if there is a problem with the content even after admission/graduation, all matters such as admission to the school will be canceled.

▶ Those who have **submitted a certificate of expected graduation** must submit the certificate of graduation **by August 29th (Fri), 2025.**

▶ Where to receive documents :

**※ Address : (07590) Admissions Officer, 4th Floor, Seoul Media Institute of Technology, 99 Hwagok-ro 61-gil, Gangseo-gu, Seoul, Republic of Korea)**

Please note that if **the application documents are not received by June 7th (Sat), 2025, the application will be canceled.** (Submission method: registered mail, in-person submission, courier service (quick service), etc.)