Sookmyung Women's University
2026 Exchange Program Information Sheet

☐ CONTACT INFORMATION

Office Name		Office of International Affairs
Address		#104 Centennial Hall, Chengpa-ro 47-gil, 99 Yongsan-gu, Seoul 04310, Korea
Telephone/Fax		Tel:+82-2-710-9284/Fax:+82-2-710-9285
Homepage		http://e.sookmyung.ac.kr
Exchange Program Website		http://e.sookmyung.ac.kr
Contact Person(s) for Incoming Exchange Students	Contact Person	Eunice E. Park (Ms.)
	Email	inbound.exchange@sm.ac.kr
	Phone	+82-2-2077-7935
Contact Person(s) for Outbound Exchange Students	Contact Person (North/South America/Europe)	Semester student exchange : Siyoung Michael Choi (Mr.) Short-term exchange : Sunjoo Lee (Ms.) Email: outbound.exchange@sm.ac.kr Phone: +82-2-710-9284
	Contact Person (Asia/Africa/Oceania)	Semester student exchange : Siyoung Michael Choi (Mr.) Short-term exchange : Sunjoo Lee (Ms.) Email: outbound.exchange2@sm.ac.kr Phone: +82-2-710-9284

** As 2027 academic year has not yet been finalized, please be advised that key events are expected to take place around similar timeframes as previous years. Once confirmed, students will be promptly notified and provided with the relevant details.*

☐ APPLICATION REQUIREMENTS

Language Requirements	TOEFL – New Toefl iBT 3.5 (over ITP/PBT 530, CBT 197, iBT 71) IELTS 5.5, CEFR B2, TEPS 600, Duolingo 105 *Even if the minimum requirements of TOEFL, we can accept the students who don't have TOEFL score under the recommendation of the office of home university *Students whose native language is English do not need to submit TOEFL score. For the students who want to take the courses in Korean, recommended Korean Language test score is TOPIK 3 (recommended)
CGPA Requirement	Over 3.0/4.3, (2.8/4.0)
Level of Study (Undergraduate/Graduate)	Undergraduate/Graduate *Students are expected to have completed 1 year of a university or college degree program
Faculties/Schools Available to Exchange Students	All courses are open to Exchange Students except LCB Hospitality Management major, College of Pharmacy in undergraduate program. Please refer to page 3 for further details. ***In case of graduate student,** we would like you to contact the professor in advance before the application. There are limited courses available in English and may need to take the undergraduate courses.
Online Syllabus	**English Taught Course – Undergraduate Program** http://e.sookmyung.ac.kr > Course Time Schedule > Search for Course Time Schedule> **Type of lecture > Language: English** **English Taught Course – Graduate Program** **Please find the courses that their language is marked in English.* International Development Cooperation > Search

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Areas of study NOT Available to Exchange Students	*Course Restrictions* 1) LCB Hospitality Management major, College of Pharmacy(Undergraduate only, Graduate is open, yet applicants need to contact the Professors in advance) and Economics (limited to some courses) in undergraduate program and some courses are not open to exchange students. 2) Courses from College of Fine Arts, Music and Dept of Dance may require strict pre-requisite course completion and practical courses of these departments may be restricted for exchange students. 3) Others: International exchange students who wants to take capstone designed courses may require to pay extra fee. *English Courses* As each semester has limited English courses, please check from the previous year/semester for English courses as a reference. Each semester courses offered will vary and will be finalized around as below - Spring : Last week of Jan ~ - Fall : Last week of July ~
Application Deadline	

Spring Semester (March-Mid June)	Student Application : October 15 – November 30 University Nomination list: Nov 1
Sookmyung International Summer School (SISS)	Student Application : April 1~ April 30 University Nomination list: April 1
Fall Semester (September - Mid December)	Student Application : April 15 – May 30 University Nomination list: May 2

Required Application Materials	1) Online Application 2) Financial Proof Bank statement * Proof of Amount : equivalent to Amount KRW 6,500,000 per semester * Should be in English (It has to be legally translated) with the seal(stamp or signature) from the bank, issued within 3 months. * If the bank statement is from your family member, you should submit the family relationship official proof document. Only parents are accepted, not siblings, according to the immigration office guidelines. 3) Official Certificate of Enrollment 4) Official Certificate of Transcript 5) 1 Photo (3X4CM or passport-size) : Upload in JPG format only 6) Passport Copy : Must be valid until the end of your study in Korea. If needed, please have it renewed before application. 7) Medical Check Up Form (Official and personal) * X-ray test is recommended to be taken within 3 months of arrival in Korea. Students can submit the x-ray result later than the application deadline and take the test in Korea. It is required for all incoming exchange students * Health Insurance : (Must meet both 1 and 2 below) 1) Exchange students must be under their own priavate medical insurance that covers in Korea in case of medical support is needed 2) Exchange students must enroll the national Health Insurance and pay insurance fee every month from year March, 2021. Before this is activated when

	Alien registration card is issued in Korea, students must be responsible for their own health insurance coverage in Korea. [★NON-OECD NATIONALITY APPLICANTS, PLEASE REFER TO THE END OF THE DOCUMENT FOR ADDITIONAL DOCUMENT SUBMISSION]
Exchange Application Form	**http://e.sookmyung.ac.kr > Admission > International Programs > Global Exchange> How to Apply> "Online Application Apply Now" Click~!** * The applicants should upload the required applications on the online application. * The program coordinator should send us the nomination list at the provided nomination form from Sookmyung Women's University. * The medical check (official) may be submitted after arrival to Sookmyung if the students want to do the medical check in Korea and/or purchase the insurance at Sookmyung. [★NON-OECD NATIONALITY APPLICANTS, PLEASE REFER TO THE END OF THE DOCUMENT FOR ADDITIONAL DOCUMENT SUBMISSION]

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☐ ACADEMIC INFORMATION

Semester Dates	**Spring Semester: March 3 – June 22, 2026** **Fall Semester: Sept 1- Dec 21, 2026** ** If the last day of the semester falls on a weekend or affected by holidays, the official academic end date may be adjusted by 1–2 days into the following week.*
No. of weeks per semester	16 weeks
Orientation Dates	Spring Semester: Feb 26, 2026 (tentative) Fall Semester: Aug 28, 2025 (tentative)
Recommended Arrival Dates (Housing Check in)	Spring Semester: Feb 24-25, 2026 (tentative) Fall Semester: Aug 25-26, 2025 (tentative) * For housing check-in: **Only available during the <u>week day</u>** and check in dates are firmly fixed. * Students planning to stay in Sookmyung Int'l Housing will have to check the dormitory office check-in dates later. Website: https://dorm.sookmyung.ac.kr/international/facilities.php E-mail: inthouse@sm.ac.kr
Course Load	Minimum: 9 credits Maximum: 18 credits Yearly total credit maximum: 36 credits
Language Courses	We offer Korean Language Courses (Level I-IV: Beginner to Advanced level) to Exchange Students on regular semester. The credits (3 credits/each) can be transferable to your university. The actual levels offered may differ depending on each semester.
Required Courses for Exchange Students	There are no mandatory courses but we suggest the students to take Korean Language Courses for the life in Korea.
Other Academic Information Useful for Exchange Students	***Regular Semester** We offer the courses taught in English for exchange students, so they can take the courses with the other international and SMU students. English Course List **http://e.sookmyung.ac.kr > Course Time Schedule** ***<u>Type of Lecture: English</u>*** *If Course List for Semester is not available yet, please refer to the list of Semester of last year for your reference. **Each semester courses offered will vary and will be finalized around as below** **Spring: Last week of Jan~** **Fall: Last week of July~** ***Sookmyung International Summer School** Before starting the semester, you can apply for the summer schools- 4 weeks programs with several cultural activities and lectures. http://summer.sookmyung.ac.kr/

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Special Courses on Korean Studies (Taught in English)	We offer special courses on Korean Studies every semester to a better understanding of Korea, its history and its culture.
Transcript Issue Date	Spring Semester – Mid July Fall Semester – Mid January * The transcript can be issued when the grades are finalized, usually 2nd week of July or Jan every semester.
Explanation of Credit/Grading System	*Credit The total class hours of 1 credit course are 15 hours. *Grading Scale A+ (4.3, 97-100), A (4.0, 94-96), A- (3.7, 90-93), B+ (3.3, 87-89), B (3.0, 84-86), B- (2.7, 80-83), C+ (2,3, 77-79), C (2.0, 74-76), C- (1.7, 70-73), D+ (1.3, 67-69), D (1.0, 64-66), D-(0.7, 60-63), F(0, 00-59) Pass/Fail

☐ HOUSING AND ACCOMMODATION

: Kindly Note that International Housing Office is a separate dept. Students may directly contact them for swift assistance. (inthouse@sm.ac.kr)

Housing Fee and Type

Haebang Tower Sookmyung International House (2-4F)

Single and Triple, Quad Occupancy

Room type	Each Semester Rate (4months) (US$1=KRW1,400))	Items
Single Occupancy	KRW 2,004,000 (US$1,431)	Bed, Closet, Desk, Chair, Air-conditioner,Toilet
Triple Occupancy(A)	KRW 1,764,000 (US$1,260)	Bed, Closet, Desk, Chair, Air-conditioner,Refrigerator, Sink, Toilet
Triple Occupancy(B)	KRW 1,764,000 (US$1,260)	Bed, Closet, Desk, Chair, Air-conditioner,Toilet
Quad Occupancy	KRW 1,620,000 (US$1,157)	Bed, Closet, Desk, Chair, Air-conditioner

* Specific information about how to pay your dormitory fee will be informed when you check in.
* Student who wants to stay in the dormitory during vacation must make a payment of 2 month fee before vacation begins.

International House 1

Double Occupancy

Room type	Each Semester Rate (4months)(US$1=KRW1,400))	Items
Double Occupancy	KRW 2,424,000 (US$1,732)	Bed, Closet, Desk, Chair, Air-conditioner

*Dormitory fees may be adjusted upward in the future.
* Specific information about how to pay your dormitory fee will be informed when you check in.
* Student who wants to stay in the dormitory during vacation must make a payment of 2 month fee before vacation begins.

Housing Information

-There is **no** **meal plan**, so students have to prepare their own meals.
Facility.
* HaebangTower Sookmyung International House has shared lounge area, kitchen

	and laundry facilities. * Laundry facilities (washing machines and dryers) are coin-operated and need to be charged for laundry and dryer use. * Single, Triple, and Quad Occupancy has shared refrigerators for student use. * Quad Occupancy has shared toilet and shower room at the end of the hallway. * The facilities are in good condition. * It is possible to offer a discount on food at Haebang Tower Rooftop cafe & bar for residential students. * **Housing fee has to be paid by students upon her/his arrival at once through virtual account system. (Further notice will be given by the International Housing office)** http://dorm.sookmyung.ac.kr/international/facilities.php
Housing Application	The detailed dates will be informed again after the nomination finished. You can find out the application period and online application for housing at the website below: **https://dorm.sookmyung.ac.kr/international/facilities.php** Tentative application period for Spring housing every year : **Jan. 6~10** Tentative application period for Fall housing every year : **July. 7~11**

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☐ OTHER INFORMATION

Total Number of Students	Undergraduate: Approx. 10,000 Graduate: Approx. 3,000
Total Number of International Students (Approximate)	More than 1,000 international students (Including the students for Exchange, Degree and Korean Language Programs)
Insurance Requirements	All international students must enroll the national health insurance since March 2021. In year 2023, the monthly health insurance fee is approx KRW 75,490 per month. The premium fee may be changed every year. After registering your residence card in Korea, you will be subject to enroll the national health insurance and the fee invoice will be informed to you from the National Health Insurance Service. If you receive medical coverage equivalent to medical care benefits (Article 41 of the National Health Insurance Act) by foreign laws, from foreign insurance, or under the contract with your employer, you may apply for exemption from the subscription. Please contact NHIS directly regarding your exemption.
Visa Requirements	D-2-6 : Exchange Student Visa Students should obtain D-2-6 student visa before they arrive in Korea. By entering the other visa, students will not be able to study in
Estimated Living Expenses (per semester/ 4 months) -1 US$=1,350KRW	-Accommodation:US$1,100 -Food: US$1,600 -Transportation: US$160 -Other expenses: US$800 **=>Grand Total: Approx. US$3,700**

Campus Maps (if available online)	https://e.sookmyung.ac.kr/en/intro/campus-tour.do
Airport Pickup (if available)	Available *SMU buddy will pick you up at ICN international airport or Gimpo airport. Your students should pay the pick-up charge $50 to the buddy at the airport.
Student Buddy Program (if available)	Available *Each exchange students will be introduced one SMU buddy. The buddies will help the exchange students to assimilate into the campus life and Korean Culture. Airport Pick-up Service and other support (helping for the issuance of Alien Registration Card) will be provided by SMU buddies.

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<table>
<tr><td>Korean Language Program (Sookmyung Global Language Institution)</td><td>

Website: lingua.sookmyung.ac.kr
E-mail: linguaexpress@sookmyung.ac.kr

○ Academic Schedule - **2026** Regular & Short-term course

<table>
<tr><th rowspan="2">Semester</th><th rowspan="2">Course</th><th rowspan="2">Period</th><th colspan="2">Application Deadline</th><th rowspan="2">Placement Test Date</th></tr>
<tr><th>1st (D4 visa)</th><th>2nd (Other visas, Re-registration)</th></tr>
<tr><td rowspan="2">Spring</td><td>Regular</td><td>03.03 ~ 05.13
(Mar.3 ~ May.13)</td><td rowspan="2">2025.12.26 ~ 2026.01.02
(Dec.26 ~ Jan.2)</td><td rowspan="2">01.23 ~ 01.30
(Jan.23 ~ Jan.30)</td><td rowspan="2">02.13
(Feb.13)</td></tr>
<tr><td>Short-term</td><td>03.03 ~ 03.23
(Mar.3 ~ Mar.23)</td></tr>
<tr><td rowspan="2">Summer</td><td>Regular</td><td>06.01 ~ 08.10
(Jun.1 ~ Aug.10)</td><td rowspan="2">03.27 ~ 04.03
(Mar.27 ~ Apr.3)</td><td rowspan="2">04.24 ~ 05.01
(Apr.24 ~ May.1)</td><td rowspan="2">05.20
(May.20)</td></tr>
<tr><td>Short-term</td><td>06.01 ~ 06.22
(Jun.1 ~ Jun.22)</td></tr>
<tr><td rowspan="2">Fall</td><td>Regular</td><td>09.01 ~ 11.13
(Sep.1 ~ Nov.13)</td><td rowspan="2">6.12 ~ 6.22
(Jun.12 ~ Jun.22)</td><td rowspan="2">07.17 ~ 07.24
(July.17 ~ July.24)</td><td rowspan="2">08. 14
(Aug.14)</td></tr>
<tr><td>Short-term</td><td>09.01 ~ 09.21
(Sep.1 ~ Sep.21)</td></tr>
<tr><td rowspan="2">Winter</td><td>Regular</td><td>12.01 ~ 2027.02.12
(Dec.1 ~ Feb.12,2027)</td><td rowspan="2">09.11 ~ 09.18
(Sep.11 ~ Sep.18)</td><td rowspan="2">10.23 ~ 10.30
(Oct.23 ~ Oct.30)</td><td rowspan="2">11.18
Nov.18</td></tr>
<tr><td>Short-term</td><td>12.01 ~ 12.21
(Dec.1 ~ Dec.21)</td></tr>
</table>

</td></tr>
<tr><td>Scholarship offered Volunteer Program</td><td>Many international students from all around the world can also join to volunteer in Second Language Tutoring program(SLT). Through this program, international Students get the chance of teaching their mother language to Sookmyung students and receive small amount of scholarship (approx. KRW10,000 per an hour) throughout the semester.</td></tr>
<tr><td>Other Information Useful for Exchange Students</td><td>We offer some Korean culture programs to exchange students thoughout the semesters.</td></tr>
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* The information is subject to change, and we will do our best to have it noticed in advance.

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Non-OECD nationality students additional document submission

Exchange student applicants whose nationalities are non-OECD must additionally
1. Submit the original <Certificate of Enrollment>
2. Submit the original <Bank balance Certificate>

By the Korea immigration office policy strengthening, we are now requiring non-OECD nationality exchange students(D-2-6) document submission for <Letter of acceptance>, since 2022 Fall incoming students.

* **OECD members :** Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, Finland, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Germany, Japan, Latvia, Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, UK, USA

* **Additionally required documents**

1. <Certificate of Enrollment>

Student's Nationality	University Location	Document submission
OECD	All countries	No additional documents needed
Non-OECD	All countries except China	Choose either (1) or (2) (1) Apostille (2) Consular certificate (영사확인) :Certified by Korean consulate in the country where the school belongs
	China	-Undergraduate Enrollment certificate from CHSI(学信网) -Website: https://www.chsi.com.cn/xlcx/bgcx.jsp - Make sure that it is valid until the semester starts. (ie. Fall:~Aug31/ Spring:~Feb28)

2. <Bank Balance Certificate>

Student's Nationality	University Location	Document submission
OECD	All countries	No additional documents needed
Non-OECD	All countries	1. Original copy needed (no apostille or consular certification needed) 2. Upload on Sookmyung online application system 3. Needs seal(signature or stamp of the bank) at the bottom

* NOTES *

1. Both documents need to be submitted both (1) Online application **AND** (2) hard copies via post.
When the hard copy document is received at Sookmyung, we will be going through the <Letter of acceptance>

process.
2. Even if the applicant's home university is located in OECD member countries, she/he still needs to submit documents above, according to her/his nationality.
3. We do not have the deadline, however we recommend students to start the process as soon as possible for a swift process. Letter of acceptance will be issued when we receive the electronic copies via your home univ. program coordinator

◆◆◆◆◆ HOW TO SUBMIT THE DOCUMENT ◆◆◆◆◆

1. Students need to upload the apostilled/consular certified documents above on the Online application system upon application. Students need to check "NON-OECD" section, and upload the apostilled/consular certified documents.

2. Submit the original copies to your home univ. program coordinator. She/he will send us the original hard copy to Sookmyung via post.

3. Once SMU receive the hard copy, we will be sending the <Letter of acceptance> needed for D-2-6 student visato the student.

Finished.