

2025 FALL SEMESTER NSU INTERNATIONAL GRADUATE SCHOOL GUIDELINES FOR FOREIGN APPLICANTS [1st Round]

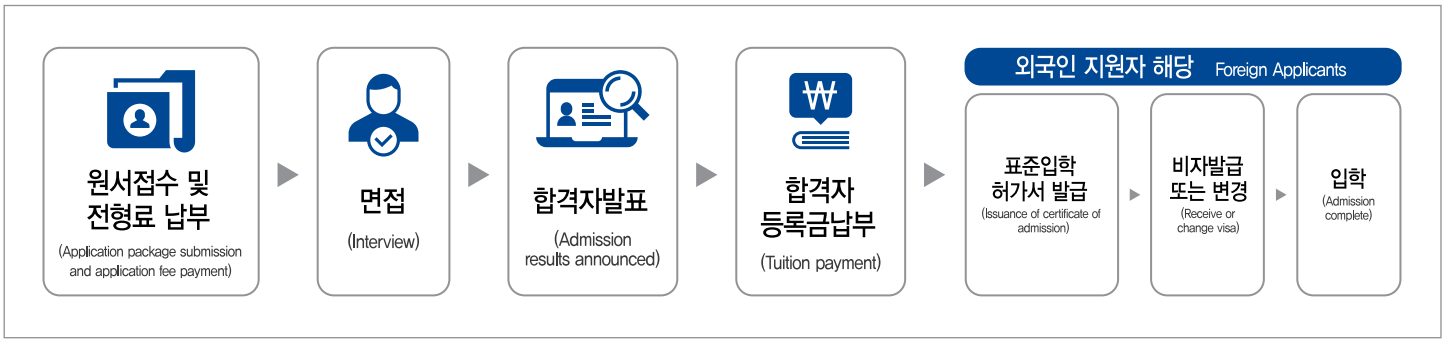
2025학년도 후기 1차 남서울대학교 국제대학원 외국인전형 신입학 모집요강

- Selected as an International Education Capacity Certified University
  교육국제화역량 인증대학 선정
- Awards students academic and Seongam scholarships throughout their program of study
  전 학기 성적장학금 및 성암장학금 지급
- 50% student discount for the Global Future Lifelong Education Center and Seongam Gymnasium Programs
  글로벌미래평생교육원 및 체육관 프로그램 50% 할인
- Selected as Korea's first International Baccalaureate (IB) high school (DP), middle school (MYP), and elementary school (PYP) teacher training institution.
  국내 최초 국제 바칼로레아(IB) 고등학교(DP) 중학교(MYP) 및 초등학교(PYP) 과정 교사양성 교육기관 선정

NAMSEOUL UNIVERSITY

국제대학원 홈페이지

입학절차
Application Procedure



지원일정 및 내용
Application Schedule

구분(Classification)	일정(Date)	안내사항(Note)
원서접수 및 전형료납부 (Application submission and fee payment)	2025.05.07.(수/Wed) ~ 05.12.(월/Mon)	✅ 제출시간 (in-person submission time): 09:00 ~ 17:00 (KST) ✅ 제출장소: 남서울대학교 인문사회학관 1층 10101-1 국제대학원 Submission location/postal address: Namseoul University International Graduate School, Building 10, Room 101-1 91 Daehak-ro Seonghwan-eup Seobuk-gu Cheonan-si Chungcheongnam-do Republic of Korea, 31020 ✅ 제출방법: 방문 및 우편접수 (Submission Method: Submit either in person or via express mail) ✅ 전형료: 5만원(석사과정) (Application Fee: 50,000 KRW cash (Master's course))
면접(Interview)	2025.05.16.(금/Fri) ~ 05.18.(일/Sun)	✅ 개별 안내 (Individual notification via email) ✅ 본교에서 교수와 직접 면접(국내거주 외국인 지원자) (Foreign applicants residing in Korea will have a face-to-face interview with professors on campus) ※해외체류자 및 불가피한 경우에는 화상면접으로 대체가능 (For applicants abroad or those who cannot come to campus for valid reasons, interviews will be done by video call)
합격자발표 (Admission results)	2025.05.21.(수/Wed)	✅ 개별 이메일 통지 (Individual notification via email)
등록기간 (Tuition payment)	2025.05.22.(목/Thu) ~ 05.25.(일/Sun)	✅ 등록금 납부방법: 지정은행 계좌 입금 (Payment should be made to the designated bank information provided on the payment invoice.)
접수방법 (Submission)	방문 및 우편 접수 (by post or visit in person) ✅ 접 수 처 : 31020 충청남도 천안시 서북구 성환읍 대학로 91 남서울대학교 국제대학원 Tel 041-580-3572~7 Fax 041-580-3570 (Address : Namseoul University International Graduate School Building 10, Room 101-1 91 Daehak-ro Seonghwan-eup Seobuk-gu Cheonan-si Chungcheongnam-do Republic of Korea, 31020 Tel. 041-580-3572~7 Fax. 041-580-3570)	

모집학과
Recruiting Department

구분 (Classification)	과정 (Program of Study)	학과 (Department)	모집인원 (Recruitment Quota)
인문사회계열 (Humanities and Social Sciences)	석사과정 (Master)	인터내셔널에듀케이션학과(영어트랙) International Education (English track)	정원외: 제한없음 (International applicants: Unlimited)
		글로벌테크노엔터프리뉴어십학과(영어트랙) Global Techno-Entrepreneurship (English track)	
		글로벌중독재활상담학과(영어트랙) Global Addiction Rehabilitation Counseling (English track)	
		글로벌호텔경영학과(영어트랙) Global Hospitality Management (English track)	
		국제경영학과(영어트랙) International Business (English track)	
자연과학계열 (Natural Science)		글로벌물리치료학과(영어트랙) Global Physiotherapy (English track)	
		재활운동학과(영어트랙) Rehabilitation Exercise (English track)	

전형료
Application Fee

과정(Program of Study)	전형료(Application fee)
석사과정(Master)	50,000원 (KRW)

납부방법(method of payment method)

계좌입금: 농협 301-0251-6674-01, 예금주: 남서울대학교 국제대학원
※ 전형료 입금 시 입금자명은 본인 성명으로 납부
Account Information: Nonghyup Bank 301-0251-6674-01, Depositor: Namseoul University, International Graduate School.
※ Application fee should be paid by the applicants' name.

※ 납부된 전형료는 환불불가
※ 전형료 납부 시 한국 원화로 납부해야 함, USD를 포함한 어떤 외화로 납부 불가

※ Application fee cannot be refunded
※ Payment must be in Korean won, Namseoul IGS cannot accept ANY foreign currency including USD

지원자격
Admission Eligibility

1. 국내 · 외 정규대학에서 학사학위를 취득한 자 또는 국내에서 2025년 8월 학위취득 예정자 혹은 관련 법령에 의하여 학사학위 취득자와 동등학력이 있다고 인정되는 자
   A person who has obtained a bachelor's degree from an accredited university at home or abroad, a person who is expected to obtain a bachelor's degree in KOREA by August 2025, or a person who is deemed to have equivalent education to a bachelor's degree recipient under relevant statutes.

2. 영어능력시험 성적 취득자 (영어트랙 지원자에 한함)
   A person who has obtained the minimum required score in one of the following English proficiency tests **(English track applicants only)**
   – 공인영어성적: TOEFL iBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202점 이상 중 택 1
   – Requires submission of a certified and valid English score sheet with minimum TOEFL iBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202

※ 단, 영어를 모국어 또는 법정 공용어로 사용하는 국적을 소지한 외국인 학생은 해당국가의 중등교육(중 · 고등학교) 또는 고등교육(대학 · 대학원)을 이수한 증빙서류(졸업증명서 등)로 대체 가능
Language proficiency exemption: Foreigners who have completed their bachelor's degrees in a country where English is the native or official language. They must provide proper attested or apostilled academic documents as well as a letter of English-medium instruction from their undergraduate university.

제출서류
Required Documents

구분(Sortation)	제출서류(Documents to submit)
공통 (Required for all applicants)	❶ 입학지원서(Application form with 3.5 x 4.5cm picture)
	❷ 학업계획서(Study Plan)
	❸ 학부 졸업(예정)증명서(bachelor's diploma from an accredited university) * 원본제출 필수 original attestations only, no copies
	❹ 학부 전(全)학년 성적증명서(official transcript from an accredited university) * 최종평점 GPA 및 백분율 기재 (Final CGPA and percentage must be included. A signed letter from the undergraduate university showing the converted CGPA out of a 4.5 scale is required if the final grade is not already stated as so, or if there is no official grade conversion key included in the transcript). * 원본제출 필수 (Original attestations only, no copies)
	❺ 학력조회동의서(Signed academic confirmation consent form) * 외국대학 졸업자 해당 (only graduates of non-Korean universities)
	❻ 영어능력 입증서류(영어트랙 지원자 해당)(English language proficiency certification) – TOEFL iBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202점 이상 공인영어성적증명서 중 택 1 – Minimum score of one of the following: TOEFL iBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202 (Language proficiency exemption: Foreigners and Koreans who have completed their bachelor's degrees in a country where English is the native or official language. They must provide proper attested or apostilled academic documents as well as a letter of English-medium instruction from their undergraduate university.)
	❼ 개인정보동의서 (Consent to Collect Personal Information)
	❽ 교수추천서 (선택사항) (Professor recommendation letter (optional))
외국인 지원자 해당 (Additional required documents for foreign applicants)	❶ 최종학력 인증서류(아래 서류 중 1개 제출) ➔ 아포스티유 (Apostille) 확인을 받은 학위(학력) 등 입증서류 ➔ 출신학교가 속한 국가 주재 한국영사 또는 주한 공관 영사확인을 받은 학위(학력) 등 입증서류 ➔ 중국교육부 운영 학력, 학위인증센터 발행 학위 등 인증보고서 – 중국 내 학력, 학위 취득자에 한함 (중국학생만 해당) ❶ The final graduation certificate (A document meeting one of the following conditions—in original form—must be submitted.) ➔ Degree, academic ability or confirmed document which has been Apostilled ➔ Degree, academic ability, or confirmed document by consular or representative of the Korean Embassy ➔ Degrees completed in China must have a certified report of the Chinese Education Ministry, and degree or academic ability published by the Confirmation Center
	❷ 지원자 가족관계증명서 (Notarized certificate of family relationship issued by a government agency)
	❸ 지원자 & 부모의 외국국적증명서(Foreign nationality certification of applicant and applicant's parents) – 외국인등록증, 시민권사본, 여권사본(Passport) 등 택 1 – Submit one of the following for the applicant, applicant's father, and applicant's mother: copy of valid passport, national identification, or Residence Card of Korea – In the case of a deceased or divorced parent, proper documentation must be submitted instead (e.g., notarized certificate of death or divorce, notarized affidavit of death or divorce)
	❹ 재정능력 입증서류(Certificate of authentication of bank balance) – 지원자 & 부모(재정보증인)명의의 한화 1,600만원 이상 국내 · 외 은행이 발급한 예금 잔고증명서 원본 – Original bank certificate (not photocopy or scan) showing a balance equivalent to a minimum of 16 million Korean won. Bank certificate must have a stamped date of less than one month from the submission date and be from one account only. In the case of a financial guarantor for applicants, only the father or mother can be the financial guarantor (only in the case that both parents are deceased can a sibling be a financial guarantor). In the case the certificate is not in the applicant's name, proof of family relationship and original notarized financial asset documentation of the guarantor must be submitted together ※ 남서울대학교 학부 및 남서울대학교 국제교육원 어학연수 재학생의 경우 법무부 특례에 근거 재정보증금액 1/2 적용 한화 800만원 이상 국내은행 본인 잔고증명서 원본 ※ Following the guidelines from the Ministry of Justice, undergraduates who are about to graduate from NSU, are allowed to submit an original bank statement showing over 8 million Korean won to apply for IGS programs (this does not apply to NSU alumni who want to apply to IGS programs after some time has passed from the time of graduation). The bank statement must be in the applicant's name, issued by a Korean bank, and have a stamped date of less than one month from the date of submission. ※ 예금 잔고증명서는 원본으로 제출하여 하며(사진X) 입학 지원 한달 내에 발급된 잔고증명서만 접수 가능 (This must be the original document issued by the bank, not a photocopy and the stamped date must be within one month of the application date)

서류 제출 시 유의사항
Notes on documents for submission

❶ 서류 중 한국어나 영어로 작성되지 않은 경우는 반드시 한글(영어) 번역서를 첨부하여 공증을 받아 제출해야 함.
(Documents which are not in Korean or English must be accompanied by notarized translations into Korean or English)

❷ 서류는 원본 제출을 원칙으로 함. (All documents, unless otherwise stated, must be original—no photocopies or scans.
– 단 본교 학부과정을 거쳐 입학하는 경우 기 제출한 서류 사본도 인정
– However, if are a graduate of NSU's undergraduate program, you can submit a copy of the documents you submitted originally.
※ 원본 서류에 아포스티유 혹은 영사인증을 받았을 경우 원본 서류를 한국대사관에서 복사한 후 원본 서류 증명을 받아서 제출
(If apostilles or attestations are attached to original documents, they need to be photocopied at the Korean Embassy and then have the original attestation on the official copies)

❸ 졸업예정자는 지원 시 졸업예정증명서를 제출하고 2025년 8월 29일까지 최종졸업증명서를 제출해야 함.
(If the applicant is expected to graduate, the final graduation certificate must arrive in the admissions office no later than August 29, 2025. It is important to note that the final graduation certificate should arrive much earlier than this stated deadline (e.g., January/July) in order to receive certificate of admission and apply for visa in time before the start of the semester.)

❹ 제출된 학부 전(全)학년 성적증명서에 평균평점에 대한 정보가 기재되어 있지 않거나 성적을 GPA 백분율로 환산하기 어려운 경우 출신대학의 성적에 대한 공식적인 설명 자료를 추가 제출해야 함.
(If the submitted transcript does not contain a grade point calculation out of a 4.5 scale, a CGPA letter of conversion must be submitted in addition to the attested/apostilled transcript.)

❺ 부모(재정보증인)의 재정능력서류를 제출할 경우 부모(재정보증인) 재직증명서, 자산증명서도 같이 제출해야 함.
(When submitting sponsor/guarantor's (i.e., father or mother's) financial documents, certificates of employment, and financial asset certificates should also be submitted.)

❻ 공인영어성적은 취득일로부터 2년 이내의 성적만 인정
(Scores for the English proficiency test must be within 2years of the application date. Expired test scores will not be accepted.)

❼ 모든 비영어권 문서는 영어로 번역되고 공증되어야 하며 이름의 철자는 여권 이름의 영어 철자와 일치해야 함.
(All non–English documents must be translated to English and notarized. Any spellings of names must match the English spelling of the passport names.)

선발방법
Admission Evaluation Criteria

구분 (Classification)	서류심사 (Screening of submitted documents)	면접 (Interview)	합계(총점) (Total score)
전체학과(All)	70점(70 points)	30점(30 points)	100점(100 points)

- 전형 요소별 산출한 점수를 일괄 합산하여 그 성적 순위를 정해 선발한다. 단, 면접 점수가 현저히 낮을 경우 선발인원에서 제외될 수 있다.
- 학과별 모집인원은 별도로 정하지 않고 대학원에서 심의를 거쳐 조정한다.
- The scores calculated for each screening element are added together to determine the final scores and ranking for admissions. If the interview score is significantly low, it may lead to disqualification of the applicant.
- The number of applicants for each department is not determined separately but is adjusted after deliberation at the IGS.

유의사항
Notes

1. 접수된 서류와 전형료는 취소 또는 반환하지 않음.
(All submitted documents and application fees are final and cannot be canceled refunded, or returned.)

2. 원서접수 마감일 까지 필수제출서류중 하나라도 제출되지 않을 경우 접수 불가
(Applicants should be aware that failure to submit any one of the required documents from the application package by the final deadline will result in their submission being declined for admissions.)

3. 등록기간 내에 등록금을 납부하지 못할 시에는 합격이 취소됨.
(Applicants who fail to pay tuition on time will be disqualified from admissions.)

4. 표시된 날짜는 한국 표준시 기준으로 서류와 등록금은 정해진 기간까지 학교 사무실이나 은행계좌로 제출 혹은 납부 되어야 한다. ※마감일에 우편발송안됨.
(Dates and times indicated are according to Korean Standard Time. Documents and payments must be submitted to our school office or bank account by the stated deadline) ※ documents postmarked by the deadline will not be accepted; they must arrive prior to the deadline.

5. 등록 유의사항 (Registration Notice)
가. 이중등록금지 – 2개 이상의 대학에 합격한 자는 반드시 하나의 대학원에만 등록해야 하며, 이를 위반할 경우 모든 대학원의 합격 및 입학이 취소 됨.
나. 본 대학원에 합격한 자는 지정 기간 내에 지정된 은행에 등록금을 납부하여야 함.
다. 해외 송금자의 경우에는 반드시 국제송금수수료를 포함해서 납부해야 함.
a. Prohibition on double registration – If the applicant is accepted by more than one university, they must register at only one university. If the applicant registers at two or more universities at the same time, the admission of all universities will be revoked.
b. Successful applicant must pay tuition fee to the designated bank within the designated period.
c. In the case of overseas transactions, payment must account for international transfer fees and/or exchange rate.

6. 입학포기 (Cancellation of admission and tuition refund)
※ 입학포기자는 아래의 서류를 입시부서로 제출해야 하며, 본교의 등록금 반환 규정에 의거하여 반환 함.
※ The applicant must submit the following documents to International Graduate School Office
가. 본교 등록금 납입 영수증 원본 1부 (An original copy of the tuition fee receipt)
나. 입학포기각서(본교 소정양식) 1부 (A signed and completed Cancellation of Admission and Tuition Refund forms.)
다. 본인 명의의 국내 통장 사본 1부 (A copy of applicant's Korean bankbook or bank certificate which states the bank's address, e-mail, contact number, SWIFT CODE, and the account information of the applicant.)

7. 입학자에 대한 경력 및 학력 조회 등을 통해 허위사실이 발견되면 입학 후라도 합격 및 입학허가를 취소 함.
(If falsified information is found in the applicant's career or academic background, enrollment will be canceled even after admission. This includes any record of criminal and/or illegal activity.)

8. (외국인지원자해당) 서류제출 후에 지원자는 SNS (WhatsApp (number: +82-10-2498-8643)) 을 통해 제출내용 (성명, 지원학과) 을 알려줘야 함.
After submitting documents, applicants must download WhatsApp and send a text message to the IGS (WhatsApp number: : +82-10-2498-8643) with the following information:
– Full name – Applied major (i.e., MIE, MGARC, MGPT, MIB, MGHM, MRE, or MGTE)

9. (외국인지원자해당) 외국인 ESL 혹은 D2비자 신청자에 대한 중요사항 (Important Reminders for Foreign ESL and D2 Visa Applicants:)
1) Submit ONE of any valid English language certificates to the IGS office: TOEFL iBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202 or higher
2) Once applicants have received visa documents for your Korean visa appointment at the Embassy, they must notify and update the IGS on the date and status continuously (e.g., date of appointment & date when visa result has been issued).
3) Send us copy of airline ticket and confirm arrival at Korean airport with IGS. (THESE ARE EXTREMELY IMPORTANT! STUDENTS WHO FAIL TO DO EITHER OF THESE WILL HAVE THEIR VISA AND ENROLLMENT CANCELLED).

10. (외국인지원자해당) 비자 거절 혹은 지원 포기에 따른 수업료 환불 유의사항
(If visas are denied or students are unable to continue with the program, IGS will issue a refund on tuition and fees)
1) The amount of the refund will depend on when the refund was applied for.
2) Only students who have applied for refunds prior to the semester will be eligible for the 100% refund of tuition and enrollment fees.
3) If refunds are sent to an overseas account, bank fee deductions must be considered.
4) The estimated time for tuition refunds is one to two months from the time the refund was applied for.

11. (외국인지원자해당) 합격통지서 및 입학허가서 해외 우편발송 안내사항
For any areas that are not serviced by EMS, the overseas postage of the admission documents must be covered by the applicant (e.g., DHL).

12. 모집요강에 기재되지 아니한 사항은 본 대학의 관련규정에 의거하거나 대학원 운영위원회 심의 등을 거쳐 총장이 이를 따로 정한다.
Matters not listed in the application guideline shall be determined separately by the President of NSU in accordance with the relevant regulations of the university or after deliberation by the International Graduate School steering committee.