

Shin Ansan University **September 2026 Admission**  
Special Admission Guidelines for  
International Students (English Track)

March 2026

# Table of Contents

I. Departments Open for Admission	2
II. Admission Schedule	2
III. Eligibility Requirements	3
IV. Selection Method and Evaluation Principles	4
V. Required Documents	6
VI. Documents to Submit After Final Admission	7
VII. Admission Procedure	8
VIII. Important Notes for Applicants	10
IX. Announcement of Results and Registration	10
X. Document Checklist to Submit	16

<Appendix> Application Form, Personal Statement (Study Plan), Financial Support Agreement, Personal Information Consent Form

## I Departments Open for Admission

NO	Division	Department	Program Length	Admission Quota	Remarks
1	Social Humanities	Business Administration	2	80	English Track
2	Engineering	Computer Information	2	80	

- ※ Applicants can apply to only one department. Multiple applications are not allowed. (If rejected in the 1st round, applicants may apply again in the 2nd or 3rd round.)
- ※ Applications can be submitted in person or by mail. Only documents received by the deadline will be accepted.

## II Admission Schedule

Category	Admission Schedule			Remarks
	1st Round	2nd Round	3rd Round	
Application Submission & Document Submission	March 23, 2026(Mon) - April 17, (Fri)	April 20, 2026(Mon) - June 22, (Mon)	June 23, 2026(Tue) - July 20, (Mon)	- In-person or postal submission - Only submissions received by the deadline will be accepted. - Interview conducted during application period.
Announcement of Results	April 24, 2026(Fri)	June 30, 2026(Tue)	July 28, 2026(Tue)	- Individual notification or SMS
Tuition Payment	April 27(Mon) - May 8, 2026 (Fri)	July 01(Wed) - July 10, 2026 (Fri)	July 29(Wed) - Aug 4, 2026 (Tue)	- Deposit to IBK Bank under the student's name
Certificate of Admission Issuance	After June 3, 2026 (Wed)	After July 13, 2026 (Mon)	After August 5, 2026 (Wed)	- Issued in order of tuition payment
Admission Date (Semester Start)	September 1, 2026 (Tue)			- Orientation by department

- ※ The above schedule may be subject to change depending on circumstances, and any changes will be announced separately.
- ※ After tuition payment and issuance of the Certificate of Admission, applicants cannot apply to or register at another university.
- ※ Even if admitted and registered, admission may be cancelled if the student can't obtain a visa or fails to enter Korea within 3 weeks after the semester begins.
- ※ The Certificate of Admission will be issued only after tuition payment is completed.
- ※ Visa processing times vary by country and may be delayed in some cases.

● Mailing Address & Contact Information

- Address : International Affairs Office (English Track), Room 106, International Education Building, Shin Ansan University  
135 Shinansandaehak-ro, Danwon-gu, Ansan-si, Gyeonggi-do, Republic of Korea

- Tel : +82-31-490-6198 Fax : +82-31-490-6195 E-mail : norwood@sau.ac.kr

### III Eligibility Requirements

Category	Eligibility Requirements	
Category 1	<p>- <b>Both Parents Are Foreign Nationals</b></p> <ul style="list-style-type: none"> <li>• The applicant and their parents must have obtained foreign nationality before the applicant started an education program equivalent to Korean elementary school.</li> <li>• If the applicant or parents previously held Korean nationality, a certificate of renunciation or loss of Korean nationality must be submitted.</li> <li>• If only one parent is the legal guardian responsible for the applicant, only the guardian's nationality will be considered, and it must be verified with official government documents.</li> <li>• Dual nationality holders (including Korean nationality) are not eligible to apply.</li> </ul> <p>※ Applicants with dual citizenship, including Korean nationality, are not eligible to apply.</p>	
Category 2	<p>- <b>Graduates (or expected graduates) who completed an educational program equivalent to Korean elementary, middle, and high school education overseas.</b> (Academic qualifications from GED, equivalency exams, home schooling, or cyber learning are not recognized.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign students who completed all primary and secondary education in countries with less than a year 12 system are eligible.</li> <li><input type="checkbox"/> If the full curriculum was completed in two or more countries with different education systems.</li> </ul> <p>- Year-11 and Year-12 systems: Recognized as high school only if the final 3 years of primary/secondary education were completed in that country.</p> <p>- Year-13 system or more: Recognized as high school if Grades 10-12 or 11-13 were completed in that country.</p>	
Common Requirements	English	<p>- <b>Applicants with IELTS 5.5 or higher</b> [TOEFL 503, CBT197, IBT 71, IELTS 5.5, CEFR B2, TEPS score of 600 (NEWTEPS score of 326)]</p>

## IV Selection Method and Evaluation Principles

### 1. Selection Method

#### (A) Selection Method

Category	Evaluation Element	Total Score	Remarks
Document Review	Document Evaluation	100	
Interview	Interview Evaluation	200	Face-to-face or Online

#### (B) Document and Interview Evaluation

Evaluation Type	Evaluation Criteria
Document Review	Comprehensive evaluation of personal statement (study plan), academic transcript, and language proficiency
Interview Evaluation	Overall assessment of study purpose, motivation, suitability for the major, readiness for studying in Korea, and attitude

#### (C) Scoring Criteria

Document Evaluation Score	100	90	80	70	60
Personal Statement	Excellent	Very Good	Average	Poor	Very Poor
Interview Evaluation Score	200	180	160	120	80
Study Purpose & Others	Excellent	Very Good	Average	Poor	Very Poor

- Applicants will be selected through document screening and interview evaluation, and final admission decisions will be made after review by the International Student Admission Committee of Shin Ansan University.
- Students who obtain 200 points or higher out of 300 total points will be selected.
- However, the university may decide not to select applicants if their evaluation results are considered insufficient, regardless of the admission quota.
- Applicants who fail to submit required documents or who are found ineligible will be excluded from evaluation regardless of their scores.

## (D) Evaluation Principles

- (1) based on document screening (personal statement / study plan) and interview evaluation.
- (2) In case of a tie, applicants will be ranked according to:
  - ① IELTS score ② High school academic grades ③ Personal statement score ④ Interview score
- (3) Evaluation scores and assessment details will not be disclosed.
- (4) Matters not specified in this guideline will be decided by the International Student Admission Committee.

## 2. Application Fee

(A) **Application Fee: 50,000 KRW**

(B) Payment Method: Bank Transfer(The applicant's passport number must be written in the transfer memo)

1) Bank: IBK Bank Account Holder: Shin Ansan University

2) **Bank Account: Provided separately**

※ Applications will not be processed if the application fee is not paid.

## V Required Documents

Category		Type 1: Applicants Whose Parents Are Both Foreign Nationals Type 2: Applicants Who Completed All Education Abroad
Common	1	<b>Original</b> Application Form (University Form) – 1 (Application Form, Personal Statement, Financial Support Agreement, Personal Information Consent Form)
	2	<b>Photo copy</b> Copy of Applicant's Passport
	3	<b>Photo copy</b> Copy of Alien Registration Card (Only for applicants currently residing in Korea)
	4	<b>Original</b> High School Graduation Certificate (or Expected Graduation Certificate) and Academic Transcript ① Apostille Countries: Submit original documents with Apostille certification ② Non-Apostille Countries: Submit documents with notarization and consular confirmation <b>※ English Proficiency Requirement (English Track)</b> (Principle) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) or higher. (Exception) Students from English-speaking countries or those who completed secondary or higher education in such countries may submit proof of graduation to meet the English requirement.
	5	<b>Photo copy</b> Official English test score (IELTS 5.5+ / within validity period) – if applicable <b>※</b> Submit English proficiency proof in accordance with Ministry of Justice guidelines. <b>※</b> For applicants residing in Korea: language program transcript and attendance record.
	6	<b>Photo copy</b> Copy of ID or passport (Applicant & Parents)
	7	<b>Original</b> Notarized translation of family register (or family relation certificate) <b>※</b> If parents are divorced: submit notarized translation of divorce certificate (1 original). <b>※</b> If a parent is deceased: submit notarized translation of death certificate (1 original).
	8	<b>Original</b> Notarized financial support documents (employment certificate, income certificate, financial support agreement)
	9	<b>Original</b> Photos (3.5cm × 4.5cm), taken within the last 3 months, name written in English on the back

## VI Documents to Submit After Final Admission

Category	Required Documents
1	<b>Original</b> Original Bank Balance Certificate – 1 copy (Applicant’s or parent’s account: KRW 20,000,000)
2	<b>Original</b> Visa Application Form [Immigration Control Act Enforcement Rules – Form No. 17] * For applicants residing overseas only
3	<b>Original</b> Application Form [Immigration Control Act Enforcement Rules – Form No. 34] * For applicants residing in Korea only
4	<b>Photo copy</b> Medical Certificate (Including Hepatitis and Tuberculosis) * From a hospital designated by the local Korean embassy

### \* Notes on Document Submission

- Documents issued overseas must include: Consular verification, or Apostille certification.  
But Documents issued by Korean schools abroad recognized by the Ministry of Education are exempt.

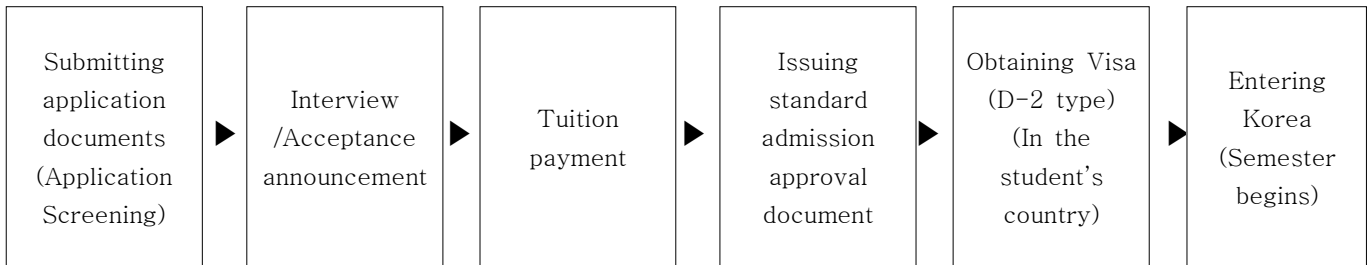
- Diploma (or expected graduation certificate) and transcript must be apostilled;  
applicants from non-member countries must obtain consular certification

- All documents not in Korean or English must include a notarized Korean translation.
- Admission may be canceled if submitted documents differ from or are missing compared to the original application.
- If names on documents differ, proof of identity must be submitted.
- If applicable (early graduation, grade skipping, etc.), submit an official explanation letter from the relevant institution.

## VII Admission Procedure

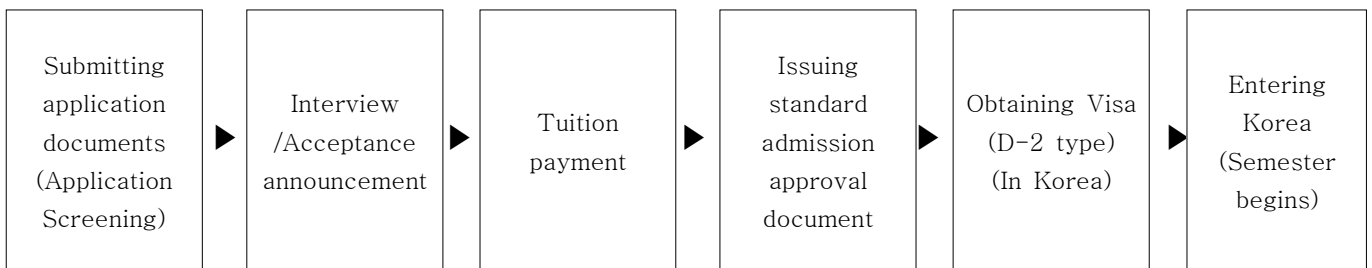
### Foreign national (currently residing abroad)

#### Application Process



### Foreign national (currently residing in Korea)

#### Application Process



### 1. General Document Preparation Requirements

- (A) Documents in languages other than Korean or English must be submitted with a notarized Korean or English translation.
- (B) Submitted documents will not be returned.
- (C) Additional documents may be required for visa application.
- (D) Students residing in Korea may be required to submit additional documents for visa extension or change.

### 2. Proof of Family Relationship

Submit documents proving the relationship between the applicant and parents; applicants from the 21 countries designated by the Ministry of Justice must also provide documents showing parents' English names.

※ Designated Countries (21 Countries)
Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines

### 3. High School Diploma and Academic Transcript

※ Graduation Certificate and Academic transcript from overseas schools must follow the table below.

Category	Required Documents
Apostille Member Countries	Submit an Apostille certificate issued by the designated authority in the country of the school.
Non-Apostille Member Countries	Submit it consular certification (from a Korean consulate or sealed school document).

### 4. Bank balance certificate

- (A) The bank deposit must remain valid until visa application.
- (B) Must include deposit date, issue date, and bank's contact detail.

## VIII Important Notes for Applicants

1. Application form and required documents must be submitted to the International Affairs Office within the deadline.
2. Admission will be canceled if any falsification or fraud is discovered.
3. Applicants are responsible for incorrect contact information; no objections will be accepted.
4. Admission may be canceled if a visa is denied or the student fails to enter Korea within 3 weeks of the semester start.
5. Matters not specified in this guideline will follow university regulations and committee decisions.

## IX Announcement of Results and Registration

### 1. Announcement of Results

- (A) Results will be individually notified.
- (B) Successful applicants must pay tuition within the registration period; otherwise, admission will be canceled.
- (C) Applicants are responsible for any issues caused by incorrect contact information.
- (D) Tuition invoices will be sent by email, SNS, fax, or in person.

### 2. Scholarship

(Unit : KRW)

Types	Amount	Selection Criteria	Academic Performance Criteria
Family Scholarship	700,000	Students who are direct relatives (parents-children), spouses, or siblings	Credits: Minimum 12 credits in the previous semester GPA: No requirement
Foreigner Scholarship	First(1-1) 1,500,000 Second(1-2) 1,000,000 Third(2-1) 1,000,000 Fourth(2-2) 1,000,000	New or enrolled students verified as foreigners through their Alien Registration Card.	GPA 2.0 or higher in the previous semester (New students: automatically awarded).

### 3. New Student Tuition fee

(Unit: KRW, 2026 Academic year)

Department	Tuition(①-②=③)			(④+⑤=⑥)			Total Amount ③+⑥
	Tuition fee ①	Scholarship (Pre-deduction) ②	Total③	Korean Language Course Fee ④	Korean Language Textbook ⑤	Total ⑥	
Business Administration	3,373,000	2,000,000	1,373,000	500,000	70,000	570,000	1,943,000
Computer Information	3,685,000	2,000,000	1,685,000	500,000	70,000	570,000	2,255,000

※ Tuition for new student of 2026 is subject to change.

### 4. Tuition Payment Method

※ Individual invoices will be issued only to successful applicants.

### 5. Tuition Refund

#### (A) Refund Policy

Refund application date/time	Refund Amount
By 15:00 the day before the semester starts.	Full Amount
After the admission date	In accordance with the Regulations on University Tuition and Admission Fees (bank transfer fees may be paid by the applicant).

#### (B) Refund Procedure

- Submit the admission withdrawal form, a copy of your ID, and a bankbook copy via visit, fax, or email within the refund period to process the refund.

Refund to the applicant's bank account	Refund to a third-party bank account
① Admission Withdrawal Form (University designated form) - 1 copy ② Tuition Payment Receipt - 1 copy ③ Copy of Alien Registration Card or Passport - 1 copy ④ Copy of Applicant's Bankbook (Account capable of receiving USD) - 1 copy	① Admission Withdrawal Form (University designated form) - 1 copy ② Tuition Payment Receipt - 1 copy ③ Copy of Alien Registration Card or Passport - 1 copy ④ Power of Attorney - 1 copy ⑤ Copy of Representative's ID - 1 copy ⑥ Copy of Representative's Bankbook (Account capable of receiving USD) - 1 copy ⑦ Family Relationship Certificate - 1 copy

※ Refund to a third-party account is allowed only for the applicant or parents.

# Application Form

Application Number ( )			Type	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd		
Application Details	Application Type	International Student Special Admission (English Track)			Photo (3.5cm*4.5cm)	
	Application Category	<input type="checkbox"/> Type 1 (Both parents are foreign nationals) <input type="checkbox"/> Type 2 (Completed entire education abroad)				
	Department	<input type="checkbox"/> 경영학과 (Business Administration) <input type="checkbox"/> 컴퓨터정보학과 (Computer Information)				
Personal Details	Name (passport)					
	Date of Birth			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
	Passport No.					
	Alien Registration No.	(For residents in Korea only)				
	Nationality		E-mail			
	Phone No.		Facebook			
	Current Residential address					
<b>Educational Background</b>						
Education	Period of Study	School (Official Name)	(Major)	Type of Study		
High School				<input type="checkbox"/> Graduate <input type="checkbox"/> Expected to Graduate		
(Junior) College / University				<input type="checkbox"/> Graduate <input type="checkbox"/> Enrolled (Year ___ )		
<b>Family Information</b>						
Relationship	Name(English)	Occupation	Gender	Age	Contact details	Residence in Korea
Father			M			<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident
Mother			F			<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident
<b>Other Information</b>						
Official English Test Score (IELTS, etc.)	Issuing Country: _____		(Expiry Date: . . . )			
Other Language Skills	Qualification Name: _____ / _____		Level(Score): _____ (Expiry Date : . . . )			

I certify that I have personally completed this application for the International Student Special Admission (Quota Exempt) English Track at your university, and I agree to accept any disadvantages, including cancellation of admission or enrollment, if any false information is found.

(Y) (M) (D)

Name of Applicant : \_\_\_\_\_ (Signature)

To the President of Shin Ansan University

# Personal statement(study plan)

1. Please describe your personal and family background.

2. Please describe your motivation of your desired program and state your goals while studying at Shin Ansan University as well as your study plan.

## Personal Information Consent Form(International Students)

Shin Ansan University collects, uses, and provides your personal information to third parties for the International Student Special Admission (English Track) application and screening process. Please read the following carefully and indicate your consent with a check and signature.

▶ Consent to Collection and Use of Personal Information [Required]

Items of Personal Information to be Collected and Used	Purpose of Collecting and Using Personal Information	Period of Use and Retention of Personal Information
Application information (admission type, department), personal details, educational background, family information, and language proficiency. * Applicants who completed all education abroad must also submit school records and entry/exit documents.	Foreign Student Admission and Management	10 Years

\*You have the right to refuse the provision and use of your personal information.

\*Consequences of Refusal: The above items are required for the international admission process; therefore, refusal may restrict application submission.\*\*

Agree

Disagree / Name:

Signature:

▶ Consent to Collection and Use of Sensitive Personal Information (Unique Identification Information) [Required]

Items of Personal Information to Be Collected and Used	Purpose of Collecting and Using Personal Information	Period of Use and Retention of Personal Information
Passport Number, Alien Registration Number	Foreign Student Admission and Management	10 Years

\*You have the right to refuse the provision and use of your personal information.

\*Consequences of Refusal: The above items are required for the international admission process; therefore, refusal may restrict application submission.\*\*

Agree

Disagree / Name:

Signature:

▶ Consent to Third-Party Provision of Personal Information [Required]

Recipients of Personal Information	Items of Personal Information to Be Provided	Purpose of Use by the Recipient of Personal Information	Period of Use and Retention by the Provider of Personal Information
Ministry of Justice, Insurance Company, Travel Agency	Name, nationality, date of birth, gender, address, contact number, mobile number, passport number, alien registration number, email, photo	Visa Processing and International Student Management	10 Years

\* You have the right to refuse the provision and use of your personal information.

\* Consequences of Refusal: These items are required for international admission; refusal may restrict application submission.\*\*

Agree

Disagree Name:

Signature:

I have read and clearly understood this "Consent Form for Collection, Use, and Third-Party Provision of Personal Information," and I agree to it.

Date :

Name :

(Signature)

# Pledge

<b>Name (Passport)</b>		<b>Alien Registration No. or Passport No.</b>	
<b>Phone No.</b>		<b>E-mail</b>	

- (1) If false academic records are found, admission will be canceled and no tuition refund will be given. Legal penalties may apply in Korea and in the applicant's home country, and related authorities may be notified.
- (2) If double enrollment is found, admission will be canceled and only a partial tuition refund may be granted according to regulations.
- (3) From September 2026, international students must enroll in the National Health Insurance during their studies. Failure to pay may affect visa extension or residence permits.
- (4) If tuition is not paid, enrollment will be canceled. In case of withdrawal, only a partial refund may be granted. The student must leave Korea within 2 weeks; otherwise, it will result in illegal stay.
- (5) If on leave of absence, the student must leave Korea within 2 weeks; otherwise, it will result in illegal stay.

Date :

Applicant:

(Signature)

To the President of Shin Ansan University

# X Document Checklist to Submit

Category		Type 1: Applicants Whose Parents Are Both Foreign Nationals Type 2: Applicants Who Completed All Education Abroad	Check <input checked="" type="checkbox"/>
Common	1	<b>Original</b> Application Form (University Form) – 1 (Application Form, Personal Statement, Financial Support Agreement, Personal Information Consent Form)	<input type="checkbox"/>
	2	<b>Photo copy</b> Copy of Applicant's Passport	<input type="checkbox"/>
	3	<b>Photo copy</b> Copy of Alien Registration Card (Only for applicants currently residing in Korea)	<input type="checkbox"/>
	4	<b>Original</b> High School Graduation Certificate (or Expected Graduation Certificate) and Academic Transcript ① Apostille Countries: Submit original documents with Apostille certification ② Non-Apostille Countries: Submit documents with notarization and consular confirmation * English Proficiency Requirement (English Track) (Principle) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) or higher. (Exception) Students from English-speaking countries or those who completed secondary or higher education in such countries may submit proof of graduation to meet the English requirement.	<input type="checkbox"/>
	5	<b>Photo copy</b> Official English test score (IELTS 5.5+ / within validity period) – if applicable * Submit English proficiency proof in accordance with Ministry of Justice guidelines. * For applicants residing in Korea: language program transcript and attendance record.	<input type="checkbox"/>
	6	<b>Photo copy</b> Copy of ID or passport (Applicant & Parents)	<input type="checkbox"/>
	7	<b>Original</b> Notarized translation of family register (or family relation certificate) * If parents are divorced: submit notarized translation of divorce certificate (1 original). * If a parent is deceased: submit notarized translation of death certificate (1 original).	<input type="checkbox"/>
	8	<b>Original</b> Notarized financial support documents (employment certificate, income certificate, financial support agreement)	<input type="checkbox"/>
	9	<b>Original</b> Photos (3.5cm × 4.5cm), taken within the last 3 months, name written in English on the back	<input type="checkbox"/>

※ To Be Submitted After Final Admission

Common	11	<b>Original</b> Original Bank Balance Certificate – 1 copy (Applicant’s or parent’s account;KRW 20,000,000)	<input type="checkbox"/>
	12	<b>Original</b> Visa Application Form [Immigration Control Act Enforcement Rules – Form No. 17] ※ For applicants residing overseas only	<input type="checkbox"/>
	13	<b>Original</b> Application Form [Immigration Control Act Enforcement Rules – Form No. 34] ※ For applicants residing in Korea only	<input type="checkbox"/>
	14	<b>Photo copy</b> Medical Certificate (Including Hepatitis and Tuberculosis) ※ From a hospital designated by the local embassy	<input type="checkbox"/>