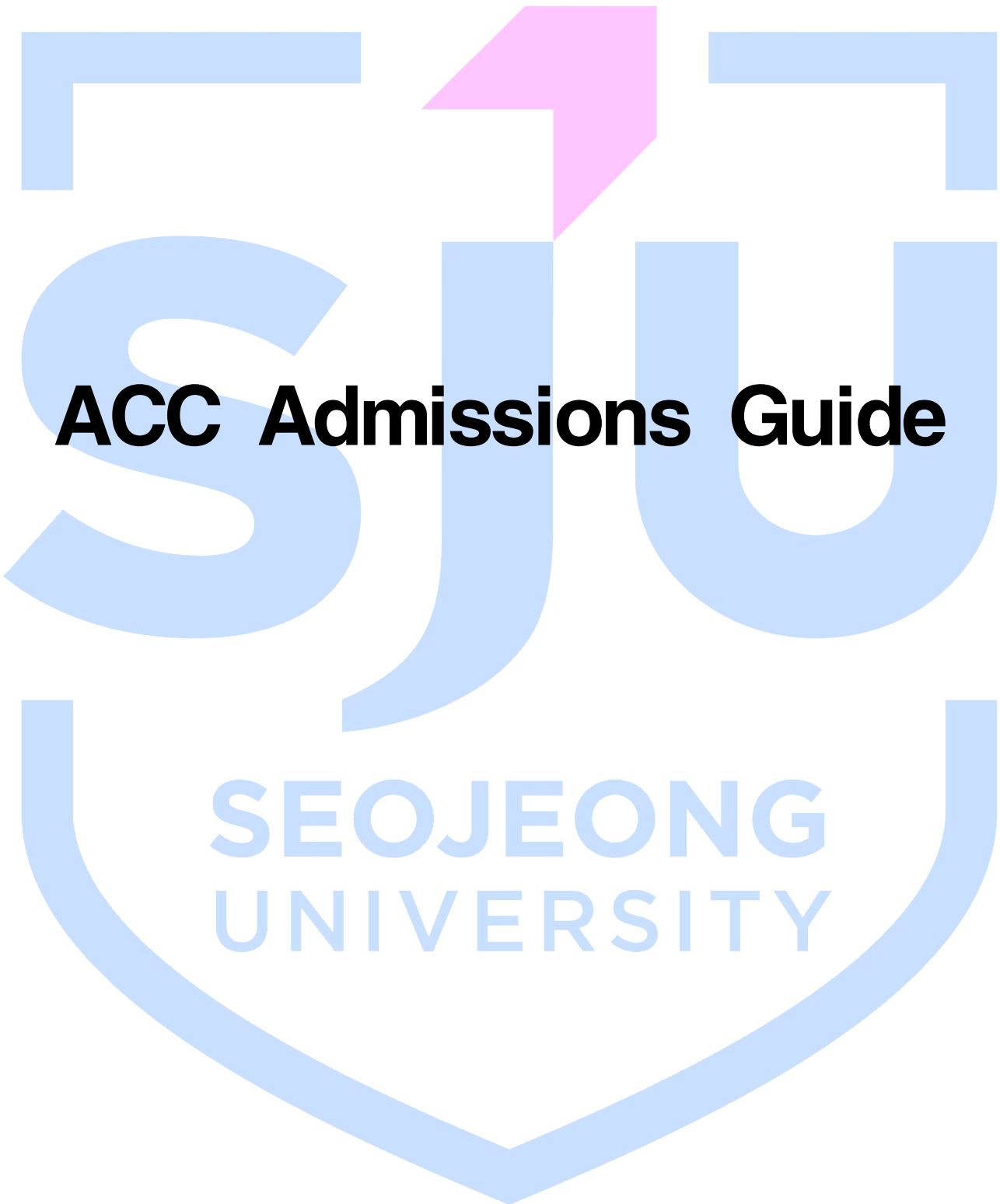




ACC Admissions Guide

**SEOJEONG
UNIVERSITY**

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1. Program Overview

The Academic Communication Certificate (ACC) is a 10-week University Bridge Program designed for international students preparing to enter English-medium degree programs at Korean universities.

Rather than focusing solely on English language proficiency, ACC develops the academic communication, study skills, and university readiness competencies required for successful participation in higher education. Through an integrated curriculum, students strengthen their ability to understand academic lectures, read and analyze academic texts, produce structured academic writing, deliver presentations, participate in discussions, and collaborate effectively in multicultural learning environments.

The curriculum also introduces students to Korean higher education practices, academic expectations, and classroom culture, enabling a smooth transition into university life in Korea.

Students who successfully complete the program will be equipped with the academic communication skills necessary for English-medium undergraduate study and continued academic success at Korean universities.



2. Curriculum

1. Program Information

- 1) Terms offered: spring, summer, fall, winter
- 2) Duration: 10 weeks
- 3) Instructional hours: 160 hours per term

2. Class Schedule (2026 Winter)

Program Period

December 14, 2026 – February 23, 2027

Class Schedule

Monday – Thursday, 09:00 – 12:50 p.m. / 14:00 – 17:50 p.m.

3. Learning Resources

- Cambridge Academic English Series (Cambridge University Press)
- Understanding and Using English Grammar (Pearson)
- Institution-developed Academic Learning Materials
- Selected Authentic Academic Resources (e.g., TED-Ed, BBC Learning English)

4. Curriculum Framework

Learning Domain	Focus
Communication Lab	Academic communication
Accuracy Lab	Academic language accuracy
Input & Summary	Academic reading, listening, and summarization
Korean Context	Korean higher education and university readiness

3. Admission Schedule

* The above schedule is subject to change depending on the IIE's circumstances and public holidays.

Round	Process	Dates	Notes
Round 1	Application Submission	Aug. 31 - Sep. 01 (~6pm) 2026	All required documents must be uploaded in PDF format via the online application portal
	Document Review	Sep. 02 - 04 2026	Qualified applicants advance to the interview stage
	Interview	Sep. 07 - 08 2026	Successful applicants advance to the payment stage
	Tuition Payment	Sep. 10 - 25 2026	Tuition must be paid to the designated bank account for the D-4-7 program
Round 2	Application Submission	Sep. 14 - 15 (~6pm) 2026	All required documents must be uploaded in PDF format via the online application portal
	Document Review	Sep. 16 - 18 2026	Qualified applicants advance to the interview stage
	Interview	Sep. 21 - 23 2026	Successful applicants advance to the payment stage
	Tuition Payment	Sep. 28 - Oct. 16 2026	Tuition must be paid to the designated bank account for the D-4-7 program
Round 3	Application Submission	Sep. 28 - 29 (~6pm) 2026	All required documents must be uploaded in PDF format via the online application portal
	Document Review	Sep. 30 - Oct. 02 2026	Qualified applicants advance to the interview stage

Round 3	Interview	Oct. 06 - 08 2026	Successful applicants advance to the payment stage
	Tuition Payment	Oct. 12 - 30 2026	Tuition must be paid to the designated bank account for the D-4-7 program

Program Start Date: Dec. 14, 2026

* Applications are processed on a **first-come, first-served** basis and may close early once the enrollment quota is reached.

1. Please strictly follow the timeline for application submission, document review, interview and tuition payment.
2. Applications **will not be accepted after September 29, 2026**.
3. No changes or extensions will be allowed after the registration and payment deadlines.

4. Admission Procedure

No.	Step	Description
1	Submission of Application Documents (PDF Scanned Copy)	Applicants submit all required documents via email in PDF format
2	First Document Verification (Scanned Copies)	Preliminary verification of scanned application documents to confirm eligibility
3	Notification of First Review Result	Applicants are notified of the preliminary screening results
4	Payment of Tuition Fee	Admitted applicants must pay the tuition fee within the designated period
5	Second Document Verification (Original Copies)	Verification of the authenticity of the original documents submitted by applicants who passed the first review
6	Notification of Final Admission Result	Final admission results announced after verification of original documents

7	Issuance of Standard Admission Letter (D-4-7) and Tuition Payment Receipt	Official admission letter and payment receipt issued by the IIE
8	Submission of Visa Application by the IIE	The IIE compiles all required visa application documents from admitted students and submits them collectively to the competent Immigration Office
9	Notification of Visa Decisions	The Immigration Office communicates visa decisions to the IIE, which in turn notifies each applicant of the outcome
10	Payment of Dormitory Fee (if applicable)	Applicants requiring on-campus housing must pay the dormitory fee
11	Coordination of Arrival Schedule	The IIE coordinates arrival dates and airport pickup schedule
12	Arrival in Korea	Students arrive in Korea and complete the check-in process

5. Admission Requirements

Students must fulfill all of the following requirements:

- Be a high school graduate (or equivalent) or higher level of education
- Provide proof of English proficiency (one of the following):
 - IELTS Academic: overall 5.0 or higher
 - TOEFL iBT: 45 or higher
 - TEPS: 350 or higher
- Have a final school GPA of 70/100 or higher, or 3.5/5.0 or higher

6. Required Documents

1. Application Form: original
 - Use the IIE prescribed form
2. Passport-size Photos: two originals (3.5cm × 4.5cm)

3. Passport: one photocopy
 - valid at least six months from the application date
4. Academic records (High School or Higher): originals
 - Certificate of graduation and official transcript of the most recently completed level of education
 - Apostille or consular authentication (for non-Apostille countries)
 - Issued within 6 months of the visa application date
5. Bank balance certificate: original
 - Issued within 30 days of visa application
 - Minimum balance of KRW 10,000,000 in applicant's name
 - If issued under a parent's name, a Certificate of Family Relationship required
6. Financial sponsor (parent) proof: original documents
 - Certificate of employment, business registration, pay statement, or equivalent
 - Documents must indicate monthly or annual income
 - Notarization required if translated
7. Birth Certificate & Certificate of Family Relationship: one original each
 - Notarization required if translated
8. Identification card (applicant&parents): one photocopy each
9. English Proficiency Test Report (one of the following): original
 - IELTS / TOEFL iBT / TEPS

* All submitted documents will not be returned.

* Required documents may vary by country. Please check with the Office of the IIE and submit any additional documents as requested.

7. Application Submission

Submission method:

- Online application portal

Deadline:

- Applications must arrive at the IIE no later than 18:00 (KST) on the final day. Late arrivals will not be accepted regardless of postmark.

Mailing address:

- Admissions Office, 3 Floor, Main Building
Seojeong University
27 Seojeong-ro, Eunhyeon-myeon, Yangju-si, Gyeonggi-do, Republic of Korea
(11429)

Contact (submission & application number confirmation):

- Tel. +82-31-860-5264

* Important Notes:

1. Applicants are fully responsible for any failure to complete the submission resulting from incomplete or incorrectly prepared application materials.
2. To avoid delivery errors that could affect visa processing, all documents must be addressed to the Admissions Office, Seojeong University.

8. Selection Principles

1. Applicants will be selected in accordance with the schedule in Section 3 (Admission Schedule) based on the eligibility criteria in Section 5 (Admission Requirements).
2. Admission and enrollment may be revoked, even after tuition payment, if any submitted documents (e.g., financial proof or academic records) are found to be forged or falsified.
3. If any submitted original documents are incomplete, the IIE may request supplementary materials. The IIE is not responsible for visa issues due to incomplete documentation.
4. Applicants who fail to meet eligibility requirements will not be admitted.
5. Failure to submit required original documents by the deadline will result in application rejection.
6. Applications will be rejected if submitted documents fail the authenticity verification process.

* Non-notarized documents(e.g., transcripts, financial proof) will not be accepted.

9. Admission Results and Registration

1. Tuition invoices will be issued only to applicants who pass the first document verification, and only those applicants are required to pay the tuition fee.
2. Applicants who do not complete registration, including tuition payment, within the designated period will be considered to have voluntarily forfeited their admission offer.

* Registration Guidelines for International Wire Transfers

- Recognition of Registration: If an international wire transfer is completed within the registration period, the registration will be recognized as valid, provided that the transfer date and details can be verified through a remittance receipt.
- Payment Deadline: However, provided the transfer is made within the registration period, admission will be canceled if tuition is not received within 7 days of the payment deadline.
- Exchange Rate Settlement: Any discrepancies arising from exchange rate fluctuations during the international transfer process will be settled based on the actual amount received. Shortages must be paid additionally, and any overpaid amounts will be refunded.

3. After the second document verification, and the submission of any required supplementary materials, only applicants whose documentation has been fully verified will be designated as second-round successful applicants.
4. The IIE will submit visa application documents to the Immigration Office only for those second-round successful applicants.
5. The Immigration Office issues the Visa Issuance Number.
6. Applicants must confirm issuance of the Visa Issuance Number, record the number, and apply for a visa at the local Korean embassy or consulate in their home country.
Applicants are solely responsible for checking the issuance of their Visa Issuance Number and submitting it to the Embassy. The IIE will not be held responsible for any failure to obtain a visa due to the applicant's negligence or inaction.
7. The Embassy verifies the Visa Issuance Number and issues the Student Visa (D-4-7) to the applicant.
8. Students must enter Korea before the semester begins and complete on-site registration and orientation.

10. Payment and Refund Policy

1. Tuition and Fees (Covers Three Semesters): KRW 3,350,000

- Tuition (per semester): KRW 1,100,000
- Tuition for all three semesters must be prepaid in full at the time of registration.
- Application fee (Non-Refundable): KRW 50,000
- The application fee is non-refundable under all circumstances, including withdrawal after payment or visa denial.
- Tuition payment must be made to the designated bank account for D-4-7 students (domestic transfers only, available Monday–Friday, 9:00 a.m.–4:00 p.m. (KST)).

2. Insurance (Group Plan): KRW 85,000

- Enrollment in the National Health Insurance Service (NHIS) required after six months of residence.
- Private insurance must be maintained until NHIS enrollment.
- Pay in person at the office counter after arrival in Korea.

3. Alien Registration Fee: KRW 35,000

- Submit the fee with required documents for alien registration:
one passport-sized photo, passport, and housing contract
- If the housing contract is under another person's name, provide: copy of the tenant's ID card and a Proof of Accommodation form signed by the tenant.
- Pay in person at the office counter after arrival in Korea.

4. Refund Policy

1. If a visa is denied, or if registration is withdrawn or canceled prior to the program start date, the full amount of tuition (excluding the application fee) will be refunded.
2. For students who obtained a D-4-7 visa through the IIE's Standard Admission Letter, refunds will be processed only upon submission of the documents required by the IIE.
3. After the program has started, tuition for the first two semesters (equivalent to six months) is non-refundable under any circumstances, including voluntary withdrawal, dismissal, or personal reasons.