



Admissions Guidelines for EAP Program



**SEOJEONG
UNIVERSITY**

Table of Contents

1. Program Overview	1
2. Curriculum	1
3. Admission Schedule	2
4. Admission Procedure	3
5. Admission Requirements	4
6. Required Documents	4
7. Application Submission	5
8. Selection Principles	5
9. Admission Results and Registration	6
10. Payment and Refund Policy	7

1. Program Overview

This **10-week intensive English for Academic Purposes (EAP) program** is designed for students at approximately IELTS 5.0 who aim to improve their English for college admission and achieve IELTS 5.5 or higher.

Through intensive, skill-integrated instruction, the program develops all four core language areas—reading, writing, speaking, and listening—while strengthening key academic competencies such as summarizing, paraphrasing, note-taking, and structured discussions.

In addition, students will gain essential academic communication strategies and cultural awareness necessary for a successful transition to academic life in Korea. During the final weeks, instruction focuses on IELTS-specific strategies and full-length mock tests to familiarize students with official IELTS test conditions.



2. Curriculum

1. Program Structure

- 1) Academic terms: Offered four times a year — spring, summer, fall, and winter
- 2) Class hours: 160 instructional hours per term
- 3) Textbooks:
 - The Official Cambridge Guide to IELTS (Cambridge University Press)
 - Cambridge Academic English Upper-Intermediate B2+ (Cambridge University Press)
 - Writing for IELTS (Collins English for Exams)
 - Listening and Speaking for IELTS (Collins English for Exams)
 - Supplementary: BBC Learning English, TED-Ed, Breaking News English

2. Class Schedule (2026 Fall)

Sep 14, 2026 - Nov 24, 2026

Mon - Thu, 9:00 - 12:50 p.m. / 14:00 - 17:50 p.m.

Hourly Class Breakdown (4-Hour Class Model)

Hour	Hour 1	Hour 2	Hour 3	Hour 4
Activities & Methods	Vocabulary review, pronunciation, or grammar mini-lesson	Reading/listening Input, or writing practice with guided instruction	Pair/group speaking tasks using reading/listening material.	Presentations, writing tasks, or IELTS-style practice with teacher feedback
Skill Focus	Warm-up & Language Focus	Core Skill Development	Integrated Practice	Production & Feedback

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	June 01 - 02, 2026	Submit all required documents in PDF format via email
	Document Review	June 04, 2026	Qualified applicants advance to the interview stage
	Interview	June 05, 2026	Successful applicants advance to the payment stage
	Tuition Payment	June 08 - 19, 2026	Tuition must be paid to the designated bank account for the D-4-7 program
Round 2	Application Submission	June 15 - 16, 2026	Submit all required documents in PDF format via email
	Document Review	June 17 - 18, 2026	Qualified applicants advance to the interview stage

Round 2	Interview	June 19, 2026	Successful applicants advance to the payment stage
	Tuition Payment	June 22 – July 03, 2026	Tuition must be paid to the designated bank account for the D-4-7 program
Round 3	Application Submission	June 29 – 30, 2026	Submit all required documents in PDF format via email
	Document Review	July 01 - 02, 2026	Qualified applicants advance to the interview stage
	Interview	July 03, 2026	Successful applicants advance to the payment stage
	Tuition Payment	July 06 – July 17, 2026	Tuition must be paid to the designated bank account for the D-4-7 program

Program Start Date: Sep 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 June 30 (Tue), 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:

- In person or by postal mail

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 mailed documents must be addressed to the Global Talent Recruitment Team, 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.
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 90,000

- 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.