

# Taejae University International Admissions Guide

Fall 2024

Taejae University is a small private university committed to providing our students with the knowledge and skills to become leaders who will bring together East and West and create solutions for a sustainable and harmonious global future. Our school is privileged to provide each and every student with individualized support as they progress through their journey of learning and growth.

Taejae University offers a curriculum that combines academic study with experiential learning around the world. Students applying to Taejae are not required to select a major. All first year students will complete the school's specially designed *Innovation Foundations*. From year two, students may choose an offered major or follow their own interdisciplinary learning interests.

The following guide provides information on admissions for international applicants.

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Email        [ao@taejae.ac.kr](mailto:ao@taejae.ac.kr)

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Office Hours    9:00 - 11:30 AM, 1:00 - 5:00 PM KST (excl. Korean national holidays)

# 1 Eligibility Requirements

Students must meet the following conditions in order to apply to Taejæ University as an international student.

## A. International applicants and their parents must be non-Korean citizens

1. The applicant and the applicant's parents must not be holding Korean citizenship (including dual citizenship) as stated by Article 3 of the Nationality Act in Korea.
2. Former Korean citizens are eligible to apply as long as they can verify that their Korean citizenship was renounced before entering elementary school. Additionally, if the student's parents are former Korean citizens, legal documents are required that show that both parents have renounced their Korean citizenship and obtained other citizenships before the applicant entered high school.

## B. High school diploma is required

1. Students must acquire or expect to acquire a high school diploma, or a certificate of high school equivalency, as defined by Article 98 of Enforcement Decree of the Elementary and Secondary Education Act before their enrollment at Taejæ University.
2. Students must possess the level of education granted by their home country's government-accredited high schools.

## C. English proficiency is required

1. Taejæ is an English-language university with an academically rigorous curriculum, therefore we expect our students to be sufficiently proficient in English to contribute and participate in Taejæ's academic and social community.
2. As part of our admissions review, we highly encourage you to provide us with a standardized test score that indicates proficiency in English, such as TOEFL iBT, IELTS Academic, Duolingo English Test, TOEIC or any international equivalent. We particularly recommend score submissions for students whose first language is not English or whose secondary education was not conducted in English.

**Note:** Applicants who do not meet international requirements may apply to Taejæ University as a domestic applicant. Please refer to our website for more information.

## 2 Admissions Schedule & Process

### A. Timeline

Admission Round	Date (all times in KST) (all dates written Y.M.D)	Notes
Application Submissions	2023.11.1 (Wed) ~ 2024.2.8 (Thu) 11:59pm	<ul style="list-style-type: none"> <li>○ Apply through the Common Application website (<a href="https://www.commonapp.org">https://www.commonapp.org</a>) ※ Add 'Taejae University' under My Colleges</li> <li>○ All applications, recommendations and transcripts must be submitted online through the Common App</li> <li>○ Taejae University does not require any application fee</li> </ul>
Writing (Essay) Section for Application	To be notified after 2024.2.8 (Thu)	<ul style="list-style-type: none"> <li>○ Instructions for Writing (Essay) section will be emailed separately to the applicants who have submitted their applications via Common App.</li> <li>○ Writing (Essay) section must be submitted through an online portal by the specified timeline to be informed in the email.</li> <li>○ Failure to submit the Writing (Essay) section will result in disqualification.</li> </ul>
Shortlisted Results Announced	2024.3.15 (Fri) by 5 PM	<ul style="list-style-type: none"> <li>○ Shortlisted applicants will be individually notified via email</li> </ul>
Online Interview	2024.04.01 (Mon) ~ 4.16 (Tue)	<ul style="list-style-type: none"> <li>○ Conducted online, eligible applicants will be emailed details and access invitations</li> </ul>
Admission & Scholarship Results	No later than 2024.4.23 (Tue)	<ul style="list-style-type: none"> <li>○ Admitted students will receive admissions and scholarship letters and additional guidelines by email</li> </ul>
Intent to Enroll	2024.4.28 (Sun), 11:59 PM	<ul style="list-style-type: none"> <li>○ Admitted students must declare their final intent to enroll by this date</li> <li>○ Failure to declare will result in forfeiture of admission</li> </ul>

## B. Admissions process

Admissions consists of two major stages: Written Application and Online Interview.

Stage One	Written Application	i) Applications, official transcripts, and recommendations submitted through the Common App.  ii) Writing (Essay) Section submitted through an online portal by the given deadline to be noticed via email.
	Documents Review	The Admissions Committee reviews each application, documents and essay based on academic and non-academic factors, including compatibility with Taejae, self-directed experiences, and motivation for applying to select applicants, to advance to the interview stage.
Stage Two	Online Interview	Applicants will be interviewed on their academic and personal aptitude by the Admissions Committee.
	Final Review	Interview results will be considered in combination with the Documents Review results for final admissions decisions.

## C. How we evaluate

All applications, essays and interviews are reviewed by Taejae University's Admissions Committee. The Committee assesses whether each application fulfills Taejae's logistical requirements and standards of integrity, and evaluates each applicant based on their academic and non-academic accomplishments. Essays, recommendations, and interviews will be used to assess each applicant's intellectual and interpersonal aptness for Taejae's vision and educational model.

Taejae's admissions process is holistic and personalized, meaning that our university's top priority in admissions is building an optimal class of cohorts who are the best fit for Taejae's unique ideals and structure. All decisions regarding admissions are the proprietary decisions of Taejae University's Admissions Committee.

### 3 What to Submit

#### A. Required for all applicants

**1. Official transcripts from all high schools attended**

- Transcripts must be submitted by the applicant's high school counselor or other school administrator responsible for academic records.

**2. One letter of recommendation**

- One letter of recommendation in English from a teacher or counselor is required. We highly recommend asking a teacher who knows the applicant well and can address how they are a good fit for our vision.

**3. Scanned copy of the applicant's and parents' passports**

- If the applicant does not yet have a passport, we require copies of legal documents that prove the nationality of the applicant and of both of their parents.

**4. Scanned copy of a government-issued document verifying applicant and parents' family member relationships**

- If the applicant's domestic government does not issue documents for this purpose, they must include other valid documents such as birth or adoption certificates.

*Submit via  
Common App*

*Submission  
timeline:  
November 1st,  
2023 ~  
February 8th,  
2024*

※ If recommenders cannot access the Common App, the recommendation letter must be emailed to <admissions@taejae.ac.kr> from their official institutional email. If a recommender's official institutional email is unavailable, the recommender is required to send us the letter of explanation or proof of employment via email.

Any transcript or recommendation letter personally uploaded by the applicant will be considered invalid.

#### 5. Writing (Essay) Section

Writing (Essay) Section must be submitted through an online portal on the specified date and time, as detailed in a separate guidance email to be sent after February 8th, 2024, deadline for application submission via Common App.

Express your personal experiences and motivation for applying to Taejae University within the provided questions of the Writing (Essay) Section.

To maintain fairness, questions will be available on the designated date and time, and all applicants must complete them by the specified deadline.

*Submit via  
online portal*

*Available after  
February 8th,  
2024*

※ Even you have submitted your application via Common App, failure to submit the Writing (Essay) section will result in disqualification.

## **B. Conditionally required documents**

### **1. Proof of eligibility**

- If either the applicant or any of their parents have renounced their Korean citizenship in the past, the applicant must upload a copy of the certificate of renunciation and certificate of family relationships in the corresponding section on Common App.
- If these documents are not currently available to the applicant, they must be submitted before enrollment at Taejae University.

## **C. Recommended for Submission (Submit via CommonApp)**

1. TOEFL iBT or IELTS Academic, or Duolingo English Test if you have self-reported on CommonApp.
2. Scores of higher education graduation exams such as SAT, ACT, Chinese Gaokao (高考), Russian USE, Japanese Juken(受験), British GCE A-Level, German Abitur, or French Baccalauréat, Matura, or other exam of equivalents.
3. Scores of high school exams - listed under Test Information (e.g. IB, AP, etc.).
4. Honors, awards, and qualifications attained during high school and documents that certify other extracurricular activities, if applicable.

※ Applicants reporting standardized test scores (e.g TOEFL iBT, IELTS Academic TOEIC, SAT, ACT, AP, IB, etc.) directly to Taejae University, must include the name that the test was taken under and the date of the test in order for scores to be verified and evaluated. Improperly reported scores cannot be confirmed and will not be considered by the Admissions Committee. (ETS Institution Code: D257, College Board Code: 8016)

## 4 After Acceptance

※ *Full information on the procedures for admitted students will be provided with admission letters.*

All admitted students who decide to enroll must send hard copies of any and all required materials via post to Taejae University; admitted students will receive additional instructions regarding these procedures.

- Registered mail or Overseas Express Mail is strongly recommended.
- We recommend mailing required documents as soon as possible to account for unexpected circumstances and delays in delivery.

Mailing Address: **Taejae University, Global Initiative Institute**  
**22-8 Changdeokgung 5-gil Jongno-gu, Seoul 03051, Republic of Korea**

### A. Required documents

All documents must be in English and issued no more than six months prior to submission.

#### 1. All international students

- Scanned copy of Signed Letter of Consent<sup>1</sup>
- Proof of familial relationship: One notarized copy of the applicant's birth certificate or notarized legal documentation that verifies the relationship between the applicant and his/her parents
- [Non-Korean citizens residing in Korea]**  
Applicant's and parents' Certification of Alien Registration  
(외국인등록사실증명 in Korean)
- [Non-Korean citizens with Korean ethnicity]**  
Legal documentation that verifies the renunciation of the applicants' and parents' Korean citizenships, such as 국적상실사실 확인증명(Korean) issued from a Korean consul or 국적이탈신고 확인증명(Korean) issued from the Ministry of Justice, and notarized copy of Alien Registration Card<sup>2</sup>
- Official high school transcript of all obtained academic grades with Apostille authentication or Korean Consulate Confirmation
- Official certificate of high school graduation (or confirmation of expected graduation)<sup>3</sup> with Apostille authentication or Korean Consulate Confirmation
- Bank statement and other documents proving possession of at least 5,000 USD (Korean law requires a certificate of bank balance over USD 20,000, however

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<sup>1</sup> Waiver consenting to the University's collection and recording of student's personal information

<sup>2</sup> 국적상실(이탈)사실신고 접수증 및 신고서(Korean) is not acceptable

<sup>3</sup> Students who submitted certificates of expected high school graduation must submit official graduation certificates and final transcripts with Apostille authentication before the start of their first semester

international students receiving full scholarships are required to provide statements proving possession of over 5,000 USD, deducting the 15,000 USD received in scholarship). All statements must be issued within 30 days of submission.

## **2. Additional documents required for students who attended/graduated high school in the People's Republic of China**

- i. Verification Report of China Secondary Education Student's Academic Transcript (高考成绩表的认证) issued by China Higher Education Student Information (CHSI/学信网) in English
- ii. Verifications of Report of China Secondary Education Qualification Certificate (中等教育学历验证报告) issued by China Higher Education Student Information (CHSI/学信网) in English

## **B. Apostille / Consulate Authentication**

High school transcript(s) and certificate of high school graduation must be validated through one of the following methods:

1. Apostille stamps on the documents issued by the government or public institution of the country where the school is located, if the student has attended or graduated from school(s) in a country that is a member of The Hague Convention (Convention Abolishing the Requirement of Legalization for Foreign Public Documents)
2. Certifications of the documents, such as Korean Consulate Confirmation and Foreign Education Validation Confirmation from the Korean Embassy or Consular Office in the country where student's school is located
3. China Qualifications Verification of China Academic Degrees and Graduate Education Development Center if the student has attended or graduated from school(s) in the People's Republic of China.

※ More information on Apostille are available at <http://www.hcch.net>



## 5 Important Precautions for Applicants

1. Taejae's unique values combined with innovative and rigorous curriculum and ample opportunities to be engaged with the world's issues in pursuit of global harmony may appeal to students who are currently studying at other universities. While some transfer students may desire to compensate for the years of education at other institutions by graduating early, in order to benefit from Taejae's entire education, it is required that all students enroll as first-year students.

Taejae University's entire curriculum is thoughtfully constructed to build upon the coursework and experiences of previous semesters. After completing Taejae's Innovation Foundations' courseworks in the first year, previous credits up to 12 units for the major courses completed in your current university may be transferred upon the approval of the academic council. With Taejae University's full scholarship on top of our top-notch education approach, joining Taejae will reward already spent years at other institutions and the education effect will last throughout the lifetime.

2. Applicants must apply under their full name as it appears on legal documents, such as passport, social security card, birth certificate etc. If the name of the applicant on any of submitted documents, including academic transcripts and test scores, is different from the legal full name, the applicant is required to submit an explanation with legal proof.
3. All documents must be in English. Documents written in other languages (except Korean) should be translated and notarized.
4. All official documents from the applicant's school (transcripts etc) should be original; however, if the original documents cannot be submitted, the applicant may submit a copy of the original document with a seal of the issuing institution or with a notarization.
5. Documents submitted for admission will not be returned, please do not submit anything that cannot be replaced.
6. Changes to written applications and documents are not acceptable after an application is submitted.
7. No extensions will be granted. If the applicant fails to submit the completed application and required documents by the posted deadlines, their application will be disqualified from consideration.

## Contact us

For any additional inquiries regarding International Student Admissions, contact the Office of Admissions at [ao@taejae.ac.kr](mailto:ao@taejae.ac.kr).

## Appendix 1 Tuition and Scholarships for International Students

※ Full information on tuition and scholarships will be provided to admitted students before enrollment.

Annual Value of Taejae University's Program	
Academic Tuition	~15,000 USD
Residence and Global Engagement expenses (variable by global location)	~19,000 USD
TOTAL	~34,000 USD

Taejae University's program is valued at approximately \$34,000 per school year.

This amount includes both tuition for academic and experiential learning programs, as well as global residence costs and estimated travel expenses for the Global Engagement Program. The tuition for international students is approximately \$15,000 per year. The costs for residences and other programs will vary somewhat by global location and circumstance. For the Seoul location, the residence and its associated programs cost approximately \$19,000.

Taejae University is committed to meeting students' academic financial needs to ensure that our students can fully utilize all the educational opportunities our school has to offer without concern for financial restrictions. Taejae thus offers considerably more financial support and scholarship than most higher education institutions around the world.

In recognition of the logistical challenges that international students must undertake to join us at Taejae and in appreciation of the enterprising spirit that they are carrying out in fulfilling our educational vision, our classes of international students enrolled this year will be provided with full coverage for all tuition and residential costs.

Additionally, we offer extensive Work-Study scholarships to provide our students with additional assistance in covering personal expenses incurred during the school year.

## Appendix 2     Taejae University's Rights

Taejae University reserves the following rights during the application and admissions process:

1. The applicant will be disqualified if the applicant does not conform to the processes and regulations or fails to submit all the required documents by all posted deadlines.
2. Taejae University retains the right to revoke an admission if the applicant does not graduate from high school, does not submit the Statement of Intent to Register
3. Admission and/or enrollment can be revoked at any time if any applicant is found to submit false documents or information.
4. Admission and/or enrollment can be revoked at any time if the applicant employs a substitute for an examination or does not meet the specific qualifications provided in this guideline.
5. Admission and/or enrollment can be revoked at any time if any applicant is found to commit any crime, misdemeanor, harmful or inappropriate behavior not in line with Taejae's values at any point during the admissions or enrollment process.
6. If any of the cases mentioned above are disclosed after an admission offer, Taejae will cancel the admission offer and the applicant will be prohibited from applying to Taejae University in following years. This applies even after the Statement of Intent to Enroll has been received or course registration has been completed.
7. Taejae University is not required to provide explanations or justifications regarding admissions decisions.

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