



Guide Book for International Students

01. Main Offices in Sookmyung and Campus map



숙명여자대학교 유학생서비스팀
Office of International Student Services

1. Main Offices

1 Office of International Student Service (Global Lounge)

Location & Contact	Prime Complex B103	T. 02-710-9256 E. studyabroad@sookmyung.ac.kr
Major Duties	① Supporting International Students' Campus Life, Buddy Program (Extra-curriculum Programs) ② Immigration Guide and Consulting (VISA Insurance, Permission of Part-time Jobs, etc.) ③ GPA-based Scholarship in Sookmyung (Undergraduate students / General Graduate School) ④ Managing international students of GKS program	

2 Office of International Affairs

Location & Contact	Administration Building 203	T. 02-710-9284 E. exchange@sookmyung.ac.kr
Homepage	https://exchange.sookmyung.ac.kr	
Major Duties	① Admission Guide for International Students of Undergraduates / Graduate School Admission ② Managing and Supporting International Students (Supporting Program, Guiding hospital/accident insurance, etc.) ③ Consulting Immigration for International Students (VISA etc.) ④ Educating Korean Language, Registering Exchange students for Korean Students, Overseas Internship Program etc..	

3 Sookmyung Global Language Institute

Location & Contact	Center for Continuing Education 206	T. 02-710-9165 E. linguaexpress@sookmyung.ac.kr
Homepage	https://lingua.sookmyung.ac.kr	
Major Duties	Educating Korean Language for International Students	

4 Center for Student Support

Location & Contact	[Social Volunteer & Student Support] Student Union Building 305 [Scholarship Service] Student Union Building 306	[Social Volunteer] T. 02-710-9665 E. welfare@sookmyung.ac.kr [Student Support] T. 02-710-9810(9815) E. sk9665@sookmyung.ac.kr [Scholarship Service] T. 02-710-9907(9033) E. scholarship@sookmyung.ac.kr
Homepage	[Social Volunteer & Student Support] https://welfare.sookmyung.ac.kr [Scholarship Service] http://newonestop.sookmyung.ac.kr	
Major Duties	① Issuing certifications ② GPA-based Scholarships in Sookmyung, State Scholarship ③ Non-Sookmyung Scholarships ④ Social Volunteer	

5 Office of Finance and Accounting

Location & Contact	Administration Building 304	T. 02-710-9049
Homepage	http://club.sookmyung.ac.kr/account	
Major Duties	Duties regarding tuitions ① Tuition Payment ② Plan for Tuition Installment Plan ③ Refund	

6 Office of Academic Affairs

Location & Contact	Administration Building 201	T. 02-710-9015 E. haksa@sookmyung.ac.kr
Major Duties	① Lecture ② Register ③ Major Selection ④ Major Changes ⑤ GPA ⑥ Graduation	

7 Academic Affairs – Graduate School

Location & Contact	Veritas Building 210	T. 02-2077-7263 E. smgrad@sookmyung.ac.kr
Homepage	http://gs.sookmyung.ac.kr	
Major Duties	Inquiry regarding Graduate School ① Lecture ② Register ③ GPA ④ Graduate ⑤ Thesis/Tutor	

8 Academic Affairs–Graduate School of Professional Studies

Location & Contact	Veritas Building 705	T. 02-2077-7094 E. gss@sookmyung.ac.kr
Homepage	http://gss.sookmyung.ac.kr	
Major Duties	Inquiry regarding Graduate School ① Lecture ② Register ③ GPA ④ Graduate ⑤ Thesis/Tutor ⑥ Course of Graduate School of Professional Studies ⑦ Scholarship of Graduate School of Professional Studies	

9 Academic Affairs–College of General Education

Location & Contact	Administration Building 201	T. 02-2077-7511 E. general_edu@sookmyung.ac.kr
Homepage	http://gei.sookmyung.ac.kr	
Major Duties	① Course of General Education ② Division of Converge/Interdisciplinary Major	

10 Academic Affairs – Sookmyung Business School

Location & Contact	Centennial Hall 511	T. 02-2077-7308 E. mba@sookmyung.ac.kr
Homepage	http://mba.sookmyung.ac.kr	
Major Duties	Inquiry regarding Sookmyung Business School ① Lecture ② Register ③ GPA ④ Graduate ⑤ Thesis/Tutor ⑥ Course of Sookmyung Business School	

11 Main Library

Location & Contact	Main Library 2nd floor	T. 02-710-9001 E. library@sookmyung.ac.kr
Homepage	https://lib.sookmyung.ac.kr	
Major Duties	① Borrowing/Returning ② Reading Room	

12 Student Counseling Center

Location & Contact	Queen Sunheon Building 111	T. 02-710-9175 E. counsel@sookmyung.ac.kr
Homepage	http://counsel.sookmyung.ac.kr	
Major Duties	① Counseling by Specialists ② Emergence Help	

13 Health Care Center

Location & Contact	Queen Sunheon Building B1 009	[Health Management Team] T. 02-710-9176(9147) E. hc9145@sookmyung.ac.kr [Medical Mutual Aid Association] 02-710-9145 E. hc9145@sookmyung.ac.kr
Homepage	http://health.sookmyung.ac.kr	
Major Duties	① First Aid/Medical aid ② Health Checkup	

14 Career Design Center

Location & Contact	Student Union Building 208	T. 02-710-9035 E. career@sookmyung.ac.kr
Homepage	https://snoway.sookmyung.ac.kr	
Major Duties	① Career-Employment Program ② Career-Employment Counseling	

2. Convenience Facilities

1 Dining Hall

Name	Misochan (Student Cafeteria)	Faculty Cafeteria
Contact	02-3275-2352	02-3275-2354
Location	Myungshin B002	Myungshin B016

2 On-Campus Café

Name	Queen Sunheon Building Café	Brunch Café
Location	Queen Sunheon Building 423B	Queen Sunheon Building B1

3 Copy Shop

Name	Student Union Building	
Location	Student Union Building 112	
Contact	02-2077-7080, 02-2077-7081	

4 Lounge

Name	Global Lounge	Center for Students with Disabilities	Jung Soon-Wok Lounge
Location	Prime Complex B103	Prime Complex B105	Myungshin Building 214
Contact	02-710-9256	02-710-9163	

5 PC Spots

Division	PC Actual Training Center	PC Practice Room			
Location	Myungshin Building 102	Myungshin Building 101, 104, 106, 107, 109	Veritas Building 201	Library-Dica Zone, Smart Plaza	Center for Continuing Education B112, B113A, B113B
Contact	02-710-9198				
Note	Laptop Rental, Using Practice Room, IT Service including S/W etc.,	[Free Practice Room] Location: Centennial Hall 504 / Prime Complex B203, B204			

6 Audio-Visual Equipment Room

Location	Contact
Suryeon Faculty Building 102	02-710-9737(9752)
Prime Complex 107	02-2077-7138
PC Actual Training Center (Myungshin 220)	-

7 Other Facilities

Division	Name	Location	Contact
Gym	Physical Fitness Center(건강체력실)	Prime Complex B104	02-710-9647
Shinhan Bank	Sookmyung Women's University branch	College of Science B008	02-713-6851
Security Office	Integrated Situation Room (통합상황실)		02-710-9119
	Back Gate of Library		02-2077-7306
	Sookmyung Residence Hall		02-710-9137
Convenient Store	GS25	Student Union Building 109	
Parking Service	Parking Management Room (주차 관리사무실)	행정관 113호	02-710-9981
Shower Stall	Shower Stall	Student Union Building 4th floor	

3. Campus Map

★ Cheongpa-ro 47-gil 100, Yongsan-gu, Seoul, Korea

The 2nd Foundation Campus

- 14 Renaissance Plaza, Sookmyung Women's University Museum
- 15 College of Music
- 16 Center for Continuing Education
- 17 College of Pharmacy
- 18 College of Fine Arts
- 19 Centennial Hall
- 20 Freedom Gate [2nd Foundation Campus Main Gate]
- 21 The Korean Food Institute
- 22 Main Library
- 23 College of Science
- 24 Multicomplex Hall
- 25 Prime Complex
- 26 Snowflake Square Hall
- 27 Snowflake Square

The 1st Campus

- 01 Queen Sunheon Building
- 02 Suryeon Faculty Building
- 03 Haengpa Faculty Building
- 04 Veritas Building
- 05 Myungshin Building
- 06 Wisdom Gate[West Gate]
- 07 Saehim Hall
- 08 Administration Building
- 09 Peace Gate [1st Campus Main Gate]
- 10 Student Union Building
- 11 Sookmyung Business Incubation Center
- 12 Sookmyung Residence Hall
- 13 Arena Theater

Additional Facilities

- Baengno International House 28
- Maehwa International House 29
- Sookmyung Professional Center 30
- Saebit Hall 31
- Guguk Hall 32
- CROSS Campus Cheongpa 33
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Guidebook for International Students



Office of International Student Services

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