



2014 Spring

**New International Student
Reference Guide
(Admission & Enrollment)**



**Seoul National University
(Office of Admissions)**

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Congratulations once again on your admission to Seoul National University via International Student Admissions. Contents of this reference guide include required processes to be completed each month starting from **after the result announcement (Nov. 2013) through the start of Spring semester (Mar. 2014)**. Please review the information contained in the following pages for a start of a great first semester with us here at SNU.

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1. Visa & Certificate of Admission

1-1. Visa (Not applicable to Korean nationals)

- ※ If you are residing outside of Korea: You must apply in-person at a Korean Embassy/Consulate in your country.
- ※ If you are residing in Korea: You must visit the Immigration Office to update your visa status to a status which allows studying at an academic institution in Korea.

※ Inquiries

- Residing abroad: Korean Embassy/Consulate in your country
- Residing in Korea: Korean Immigration Center. Tel. 1345, Home page: <http://www.hikorea.go.kr>

A. Student Visa(D2)

- You MUST acquire the D2 visa which qualifies you to study in Korea prior to enrollment
- If you possess a different type of visa, you are required to visit the Immigration Office to confirm your eligibility to study in Korea with your current visa
- Other types of visa eligible for study in Korea: F-2(Residential), F-4(Overseas Koreans), F-5(permanent residency) etc.
- If your visa does not allow studying in Korea, you must obtain an appropriate visa or obtain an approval on your current visa for studying in Korea.
- Even if you possess a valid visa for studying in Korea, you MUST apply for an update before the start of the semester to reflect the affiliated school information on your visa. (Contact information and etc.)

※ If the student fails to obtain an approval for studying in Korea on his/her visa but continues to pursue their studies as an international student in Universities in Korea, he/she will be imposed a fine, and admission offer may be rescinded.

B. Student visa (D2) application for Chinese students (Residing abroad)

- ※ Only applies to those who do not possess a current visa and is currently residing abroad. If you already have a current visa and reside in Korea, you must visit the Immigration Office for an appropriate status change and/or extension on the visa
- Chinese students need 'visa issuance number' which can only be issued through the university officer in charge. The visa issuance number will be notified via email to the students' personal email address. Once students get the number, they need to visit Korean embassy/consulate in China to get the study visa (D2).
- Refer to the document submission instructions below and submit all of the required

documents to the Office of International Affairs via email (jk0808@snu.ac.kr) by the stated deadline.

-All documents MUST be scanned and compiled in the order of the <Required Documents> guideline below (File format: 'jpg'. File name: Korean or English). Please send the documents as a ZIP file by email.

※ **Submission deadline: 17th of January(Fri), 2014 ★**

〈Required Documents for Undergraduate Freshman〉

- ① Color ID Photo(3.5x4.5cm size) (1)
- ② Copy of passport (1)
- ③ Copy of ID card for each member of student's family (1) ※ Indicate all Names in English
- ④ Copy of census report listing all members of the family and its notarized documents (1)
- ⑤ Original Certificate of bank balances (more than US\$13,000 that has been deposited for at least 1month), OR certificate of exchange (worth more than US\$13,000), but effective date of the statement must be at least one year from the date of submission) (1)
- ⑥ Original certificate of graduation (1)
- ⑦ Original Gaokao(高考) transcript OR Huikao(会考) transcript (1)
- ⑧ Authenticity verification document of both ⑥graduation certificate and ⑦transcript certificate – Choose the method between ① or ② below★
① Credentials report from China Academic Degree & Graduate education Development Center
② Confirmed Certificate by the Korean embassy or consular office in China

〈Required Documents for Undergraduate Transfer〉

-Regarding the required documents, Please contact to Office of International Affairs (Kim, Jin)

〈Required Documents for Graduate Students〉

- ① Color ID Photo(3.5x4.5cm size) (1)
- ② Copy of passport (1)
- ③ Copy of ID card for each member of student's family (1) ※ Indicate all Names in English
- ④ Copy of census report listing all members of the family and its notarized documents (1)
- ⑤ Original Certificate of bank balances (more than US\$13,000 that has been deposited for at least 1month), OR certificate of exchange (worth more than US\$13,000), but effective date of the statement must be at least one year from the date of submission) (1)
- ⑥ Original certificate of graduation(final education completed) (1)
- ⑦ Original certificate of Degree(final education completed) (1)
- ⑧ Authenticity verification document of both ⑥graduation certificate and ⑦degree certificate – Choose the method between ① or ② below★

㉠ Credentials report from China Academic Degree & Graduate education Development Center OR

㉡ Confirmed Certificate by the Korean embassy or consular office in China

[Points of Caution]

- 1) All documents should be translated in Korean. If your documents are written in Chinese, you MUST submit translated versions in Korean. The translation can be done by anyone who is fluent in both Chinese and Korean, however, it cannot be yourself.. Also, you MUST submit a confirmation document by translator (form download: <http://oia.snu.ac.kr/05news/0505.html>, <Confirmation Letter of Korean Translator>) ★
- 2) How to get a credential report (takes approximately 30days) ★
 - ☞ Apply for verification of student's academic information at the China Higher-education Student Information(<http://www.chsi.com.cn>)
 - ☞ Apply for verification of graduation/degree at the China Academic Degree & Graduate education Development Center(<http://www.cdgd.edu.cn>)
- 3) Please note that the Immigration Office in Korea typically takes approximately 30 days to issue a visa issuance number (사증인증서). If you do not meet the submission deadline, the issuance will be delayed resulting in delay of your entry to Korea. If you submit the application within the given period, the visa issuance number will be notified to you via email.
- 4) Submission of all documents for the purposes of visa issuance is required even if you have previously submitted the same set of documents for the admission application.
- 5) Census Report: If you and your parents are listed on separate census reports, you must submit an additional certified document confirming family relationship along with the applicable census reports
- 6) Bank Statement: Accepted only if the statement is in the applicant's or his/her parents' name. (Scholarship recipients may submit a certificate of scholarship benefits as a substitute)
- 7) Identification Photo: Students MUST submit both a printed ID photo and digital file(jpg).

※ **For questions and issues related to document submission, please contact:**

- **Office of International Affairs (Kim, Jin)**
- **E-mail: jk0808@snu.ac.kr (Title/subject: Visa Issuance Certificate)**
- **Tel.: +82-2-880-4447**
- **Address: Office of International Affairs (CJ International Bldg. #152, 2F)**

Seoul National University, 1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea

1-2. Certificate of Admission (Required for international student visa application)

**A. Certificate of Admission will be sent to newly admitted students during the month of December.
(Please note that Korean nationals will not receive the certificate of admission)**

※ If any personal information (including the address) requires change or an update, you must contact the Office of International Affairs by sending a modification request prior to the scheduled issuance date.

※ Certificate of Admission cannot be sent if the correct address including zip-code and contact information is not available in the admission application.

※ If you do not receive your certificate of admission by **2013.12.27.(Fri.)**, you must contact the Office of International Affairs to request for a reissuance of the certificate.

※ If you wish to receive the certificate of admission in person, please advise the appropriate OIA personnel so that the certificate is not posted by mail to you.
(If you are picking up the document yourself, please bring a form of identification. If you are requesting a third party pick up of the document, please have them bring a form of proof showing that you have made such request.)

B. Contact

- For questions, request for personal information modification and matters related to issuance of the certificate, please contact : Office of International Affairs (Kim, Jin)

- E-mail: i-office@snu.ac.kr (Title/subject: Certificate of Admission)

- Tel.: +82-2-880-4447

- For questions regarding admission and Certificate of Acceptance, please contact:

Office of Admissions

- E-mail: snuadmit@snu.ac.kr

- Tel. +82-2-880-6971

December 2013 ~ February 2014

2. Housing (Gwanaksa)

Students who wish to apply for SNU dormitory must complete the following steps during the designated period:

① 입사 신청 → ②합격자/대기번호 확인→ ③등록(서류제출 & 기숙사비 납부)

※ **Please visit the Gwanaksa home page for confirmation of schedule and detailed procedural instructions, as the information below (including the schedule) are subject to possible modification.**

A. Applying for Housing

1) Application Period

① **Graduate student :2013.12.09(Mon) 10:00 ~ 2013.12.13(Fri), 18:00**

② **Undergraduate student :2014.02.10(Mon) 10:00 ~ 2014.02.13(Thur), 18:00**

(Available 24 hours during the designated application period)

2) Application Instructions

① Enter the Gwanaksa home page

- Korean: <http://dorm.snu.ac.kr>

- English: <http://dorm.snu.ac.kr/eng>

- admissions: <http://ipsi.snu.ac.kr>

② Log-in using the following information

- Examinee ID Number, Name, date of birth

EX) For applicants with the following date of birth: December 1st 1980

801201(YYMMDD)

③ Complete the application form

④ Click the 'application' / '신청' button

⑤ Log out

• New Graduate Students:

- Available number of vacancy for single occupancy rooms are lower compared to those of double occupancy rooms. Therefore, if you apply only for a single occupancy room, the probability of acceptance will be lower. Those who do not receive a room assignment will receive a waiting list number.

- Those who receive room assignment will be randomly assigned to one of the following Buildings # 900~905 and 918.

• New Undergraduate Freshmen and Transfer Students:

- Those who receive room assignment will randomly be assigned to a double occupancy room located in one of the following buildings: # 906, 919A~D, 921~926

- No option of roommate selection

3) Announcement of room assignment and waiting list numbers

① Announcement of room assignment

-New Graduate students: 2013.12.23(Mon) 11:00

-New Undergraduate freshman/transfer students: 2014.02.17(Mon) 11:00

*Soon after announcement of room assignment, students must complete documents submission and payment. Please prepare required documents in advance.

② Waiting list number lookup instructions:

- Gwanaksa home page → click the banner labeled '온라인 입사 신청' → Log in → click '입사신청현황 조회' → click '결과 확인' → log out

③ Announcement of supplementary room assignment

-New Graduate students

- First round: 2014.01.17(Fri) 11:00
- Second round: 2014.01.27(Mon), 11:00
- Third round: 2014.02.24.(Mon.), 11:00

※ After the completion of the third round of announcement, supplementary assignments will be announced each Monday at 11:00 on Gwanaksa homepage.

-New Undergraduate freshman/transfer students: 2014.02.24(Mon) 11:00

※ After the completion of the third round of announcement, supplementary assignments will be announced each Monday at 11:00 on Gwanaksa homepage.

B. Registration Instructions

For proper completion of the registration process, you must submit both the required documents and the housing payment during the designated period. Failing to submit both of the requirements within the specified time period will be considered as a renunciation of given housing assignment and therefore the assignment will transfer to a student on the waiting list.

1) Documentation submissions

① Documentation submission period(visit in person)

-New Graduate students: 2014.01.06(Mon)~2014.01.15(Wed) 10:00~17:00(Except weekend)

-New Undergraduate freshman/transfer students: 2014.02.17(Mon)~2014.02.21(Fri) 10:00~17:00

② Required documents: A copy of your passport & an original certificate of health examination

③ Documentation submission instructions

- Personal drop-off: Gwanaksa Administration Office, Bldg. 900 1st Floor
- Registered Mail: You MUST send the document via DHL, FEDEX, UPS, EMS or by International Registered Mail to the following address:(Only Registered mail is accepted)

④ Documentation submission period(via registered mail only)

-New Graduate students: 2014.01.10(Fri) 17:00

-New Undergraduate freshman/transfer students: 2014.02.20(Thru) 17:00

※ Documents sent via registered mail, **MUST** arrive until announced deadline. If it arrives after announced deadline, it will be returned to the sender.

- Registration documents sent via e-mail, fax, parcel delivery service or regular mail will not be accepted.

※ ADDRESS

-Bldg #900, Gwanaksa Administrative Office, Seoul National Univ.

599 Gwanak-ro, Gwanak-gu, Seoul, Republic of Korea(151-818)

-Bldg #900, Gwanaksa Administrative Office, Seoul National Univ.

Bong Chun Dong, san 4-2, Gwanak-gu, Seoul, Republic of Korea(151-050)

2) Submitting Housing Payment (Fictitious account payment)

① Payment Due Dates

-New Graduate students: 2014.01.06(Mon) ~ 2014.01.15.(Wed) 10:00~17:00

-New Undergraduate freshman/transfer students: 2014.02.17(Mon)~2014.02.21(Fri) 10:00~17:00

※ Payment must be made in the exact amount during the designated payment period.

※ Payments cannot be made from abroad.

- The virtual bank account is used only for domestic financial community, not overseas.
- Due to the changing exchange rate, you cannot deposit exact amount. (All deposits must be made in the exact, correct amount.)
- In case of overseas remittance, the completion of payment takes 2~3days so it is not possible to make the deposit by the exact closing time due to the time difference of each country.

② Payment Notice Printing Instructions

Gwanaksa home page/admission home page

→ Log-in using the same route through the menu labeled '온라인 입사 신청'

→ Click the menu labeled '고지서 출력'

→ Choose a bank from the two options provided (Nonghyup / Shinhan) and deposit the payment in its exact value to the fictitious account number given.

→ Log-out

C. Moving in

1) Official move-in date

- Will be posted on the Gwanaksa's home page (<http://dorm.snu.ac.kr/>)

2) Move-in Procedure

Visit the office of the teaching assistant located on the first floor of the assigned housing unit

- Verification of Identity
- Receive a cardkey or a password
- Item inspection
- Completion of move-in

3) Attend Gwanaksa Orientation

- ※ You can check the 'Regulation Defining Resident Reward and Disciplinary Action' on the Gwanaksa home page

※ **Contact**

- Gwanaksa Administrative Office
- Phone: +82-02-881-9200
- E-mail: kth1004@snu.ac.kr

3. Special Test for Newly Admitted International Students

(Only applies for undergraduate freshmen)

A. Test subjects

- Subjects: Mathematics, Physics, English

B Applicable Participants

- Mathematics, Physics: Refer to separate notice attachment
- English: Refer to separate notice attachment

C. For additional information

- Contact: Faculty of Liberal Education
- Tel. +82-2-880-5690

4. Korean Proficiency Test (For students selected to take the test)

A. Target Candidates: Those with a note indicating [한국어능력측정 대상] on the admission result screen

B. Examination fee: 15,000₩

C. Registration: 2014.02.20.(Thu.) 9:00~13:30

< Language Education Institute. Main Building. #137, Room 101 >

D. Testing Time and Location: 2014.02.20.(Thu.) 14:00 (Entry is prohibited once testing begins)

<Language Education Institute Main Building #137, Room 309>

E. Identification Requirement: Please bring a form of ID (passport and etc.)

F. Announcement of Results: The specific college of your admission will be notified of your test result in the early part of March 2014. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

※ For questions regarding the test, please contact: Language Education Institute

- Tel: +82-2-880-8570 FAX: +82-2-871-6808

※ For other questions regarding the test, please contact: Office of Admissions

- Tel: +82-2-880-6971 FAX: +82-2-873-5021

5. New Student Registration

A. Tuition Payment Dates

- New undergraduate freshmen & transfer students: 2014.02.06(Thur)~2014.02.10(Mon)
- New graduate students: 2014.02.20.(Thur)~2014.02.26.(Wed)

B. Printing Tuition invoice

- New undergraduate freshmen & transfer students: <http://admission.snu.ac.kr> → 외국인특별전형 공지사항
- New graduate students: <http://www.snu.ac.kr> → click '등록금납부' located near the bottom center → choose the menu labeled '등록금고지서출력바로가기' (Type Examinee ID Number & Korean Name)

C. Payment Submission Location/Method

- New undergraduate freshmen & transfer students

- At any Nonghyup Bank branches nationwide. 09:00~17:00
(Submission must be made in the exact amount indicated on the tuition invoice into the fictitious account number provided for a proper Identification of the applicable student)

- New graduate students

- At any Nonghyup Bank, Shinhan Bank, Woori Bank branches nationwide. 9:00~17:00
(Submission must be made in the exact amount indicated on the tuition invoice into the fictitious account number provided for a proper Identification of the applicable student)

D. Additional Information

- Tuition payment invoice can be printed starting 5 days prior to the enrollment period
- Confirmation of tuition payment and printing of the receipt will be available soon after the completion of the payment.

(For payment by Shinhan Card, it's available at 1pm the day after the completion of the payment).

<However, Undergraduate Freshmen and Transfer Students will be able to print tuition payment receipt **after** 2013.03.03.(Mon.)>

6. Course Enrollment

A. Enrollment reservation (undergraduate/graduate): 2014.02.24(Mon), 9:00~18:00

B. Course Enrollment (undergraduate/graduate): 2014.02.25(Tue) ~ 02.27(Thur), 9:00~16:00

C. Course Enrollment Instruction: Online enrollment (<http://sugang.snu.ac.kr/>)

- 1) **[수강편람 > 강좌검색]** This menu allows for search of courses based on various options.

By selecting the course link button, students can obtain detailed information about the

chosen course.

2) [수강편람 > 관심강좌] This menu allows for confirmation of courses saved under desired courses list.

3) [수강신청 > 예비수강신청] This menu allows for enrollment reservation.

※ You must enter a two digit security number/word to process course reservation/enrollment

※ You can check your Student ID number on the enrollment home page with date of birth and Korean name.

※ Enrollment reservation is NOT an actual course enrollment. It simply saves the courses that student has selected during the previous session. Therefore students must complete the actual course enrollment before the given deadline.

4) [수강신청 > 수강신청] This menu allows for actual course enrollment.

※ Actual course enrollment can be completed as follows, during the enrollment period:

[수강편람 > 강좌검색], [수강편람 > 관심강좌], [수강신청 > 수강신청]

※ Contact: Office of Academic Affairs (Park, Jung Hae), Tel. +82-2-880-5042

7. Pre-enrollment program

A. Subjects: All newly admitted undergraduate freshmen

B. Agenda: Currently scheduled to be held in February, 2014 (approximately).

(Details will be sent to applicable students via separate email)

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8. Orientation

A. Candidates: All newly admitted international students

B. Organizing Department (contact information): Office of International Affairs

- Tel. +82-2-880-4447

- Home page: <http://oia.snu.ac.kr/>

※ **Note:** Participants will receive a notification e-mail with the appropriate information (including schedule, location and other details).

9. Sojourn for international student

※ Inquiries: Korean Immigration Center (<http://www.hikorea.go.kr> / Tel. 1345)

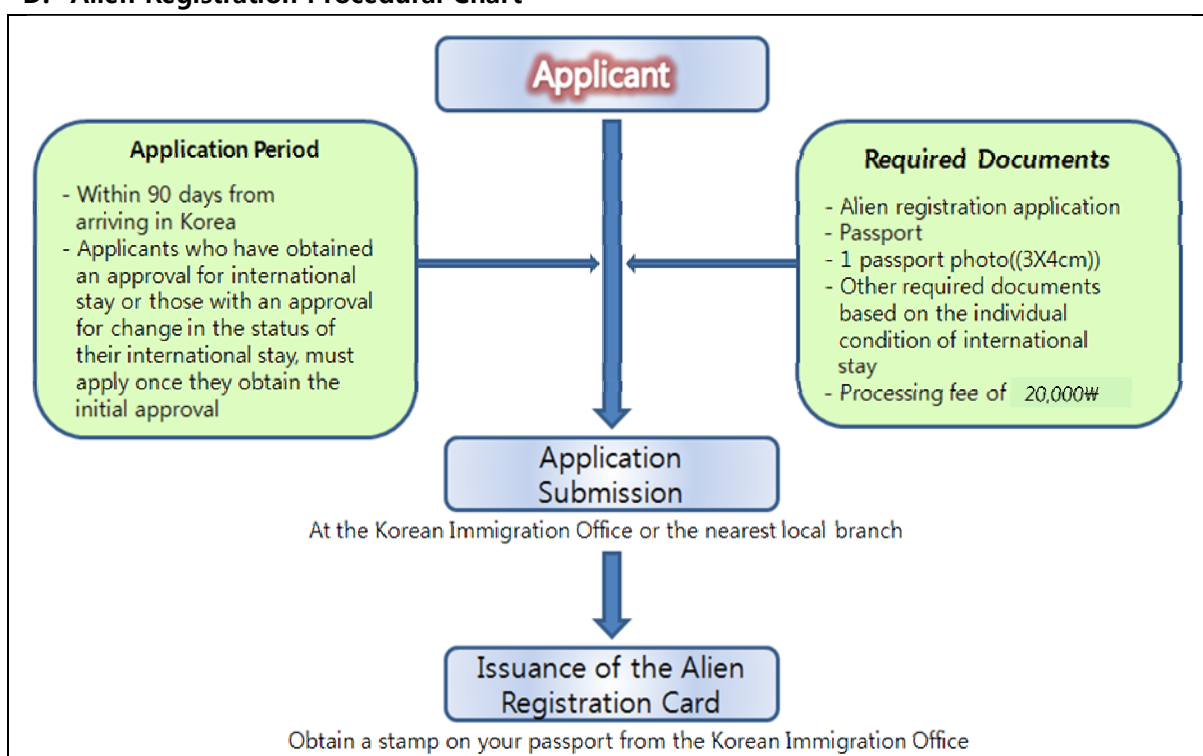
9-1. Foreigner Registration★

A. Application period: Within 90 days from the arrival date at the immigration office or branch office under relevant jurisdictions

B. Issuing Institute: Korean Immigration or branch office under jurisdictions
(<http://www.hikorea.go.kr> / Tel. 1345)

C. Required documents: Completed application form, passport, 1 color photo (3X4cm), other required documents based on the individual's qualification of stay, Processing fee of 20,000₩.

D. Alien Registration Procedural Chart



9-2. Reporting Changes in Particulars

-If you are a registered foreigner and have made change(s) in residence, school, and/or any other personal particulars, the changes of the registration details must be reported to the local immigration office within 14 days from its occurrence.

※ Change in Residence

-Required documents: Application, passport, color photo (3x4cm), official document (e.g. contract) which can serve as proof for your new residence

※ Change in School

-Required documents: Application, passport, color photo (3x4cm), enrollment certificate from previous school, enrollment certificate from new school, tuition fee payment receipt

※ **Other changes:** Name, Nationality, passport number/date of issuance or expiration date,

etc.

9-3. International Student Card

- All international students MUST submit the 'SNU International Student Card' form within 15 days from the start of their first semester to Office of International Affairs(OIA) via Email★
- The form for International Student Card can be downloaded from the OIA website: <http://oia.snu.ac.kr/05news/0505.html>, → <International Student Card>
- International students MUST report any changes especially regarding visa to the OIA and update their card before graduation★
- A copy of passport and visa should be attached with International Student Card together
- Please fill in the card in English & capital letters only, and leave blank for information that is not applicable to you.

※ [Points of Caution]

If you fail to report any changes that have been made to your personal information to the Office of International affairs (especially for visa type and visa expiration date), you will not get important notices regarding immigration regulation. Please be reminded that this may cause a fine or forced departure for which only you are responsible.

※ For questions and issues related to document submission, please contact:

- Office of International Affairs (Kim, Jin)
- E-mail: i-office@snu.ac.kr (Title/subject: International Student Card)
- Tel.: +82-2-880-4447
- Address: Office of International Affairs (CJ International Bldg. #152)
Seoul National University, 1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea

10. Student Identification Card (S-Card)

A. Application Period: Post enrollment

B. Student Identification Card(S-Card) Types:

Type	Description
S-Card (ID+Check Card)	<p>-ID card: Allows for access and usage of key services and facilities including:</p> <ul style="list-style-type: none">- Library- Book rental/returns- Cafeterias in SNU, etc. <p>-SNU money: Electronic cash only used within SNU</p> <p>-Check card : Cash withdrawal possible from the designated bank account</p> <p>-K-cash: payment for food expenses, photocopy machine, printer</p>

	-Register http://my.snu.ac.kr → Click '스누인지원(menu on top)' → Application S-card → Visit Nonghyup branch in SNU → Visit Student support center(#67-201) * Must bring a form of identification
	-Submit a recent identification photo(taken within the past 6 months, 3X4cm) along with your name, affiliation, student number and telephone number by e-mail to Student Support Center (student@snu.ac.kr)
Mobile S-Card	-Mobile ID card <ul style="list-style-type: none"> - Library - Book rental/returns - Cafeterias in SNU, etc.
	-S-card service (issuance, entrance & exit etc.)
	-Mobile student ID card, SNU끼리, culture calendar, SNU money(Electronic cash only used within SNU) etc
	-Get issuance of S-card→Download & install S-card App→Run App and log-in→Click S-card→click ⊕
	-SNU portal ID is required
	-Use NFC/QR bar code on Smartphone

C. Student Identification Card (S-Card) Issuing Department:

- Office of Student Affairs, Student Support Center (Bldg 67 두레문예관 2nd floor)
- Tel: +82-2-880-5062/5248
- E-mail: student@snu.ac.kr

D. Applying for Student Identification Card(S-Card)

※ Preparation

1. Obtain an Alien Registration Card
2. Update student records to reflect the new Alien Registration Number
 - Request an update in one's personal information to include the Alien Registration Number at your Department Office by submitting a copy of the Alien Registration Card (Issuance in approximately 4~5days).

※ Application process

- ID Card + Check Card

- Visit Nonghyup bank (Seoul National University branch) to open an account and to receive a check card.
- Submit:
 - ① A completed S-Card application form
 - ② A recent identification photo (taken within the past 6 months, 3X4cm)
 - ③ Check card issued by a Nonghyup branch in SNU to the Student Support Center.

- Issuance: Student Support Center

- **Mobile S-card:** After get S-card+Check card, download & install Mobile S-card application on Smartphone

※ **S-Card is not be issued to SNU graduates, students taking a leave of absence and students who have already completed all courses. Students that have already completed all courses may apply for the S-Card if they register as a Research Student.**

※ **S-Card reissuance fee**

- No charge : Mobile S-card, Damaged IC chip(Damaged S-card must be returned)
- Charge: Misplaced S-card replacement (1,000₩)

10. Apostille/Embassy Certification requirement for all newly admitted students

The Apostille and or Embassy certification of the student's graduation/degree certificate along with the final transcript is **required from all admitted students via International Student Admissions**. This requirement is **in addition** to the documents submitted during the admission application period and the submission is required within 15 days of enrollment (start of the semester).

Please note that Apostille or Embassy certifications are the only types accepted.

Since July 14, 2007, the Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention.

The **Apostille** ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

► **Please refer to the following page for a list of signatory countries to the convention**

List of countries signatory to the Apostille convention

♦Albania	♦Georgia	♦Oman
♦Andorra	♦Germany	♦Panama
♦Antigua and Barbuda	♦Greece	♦Peru
♦Argentina	♦Grenada	♦Poland
♦Armenia	♦Honduras	♦Portugal
♦Australia	♦Hungary	♦Republic of Moldova
♦Austria	♦Iceland	♦Romania
♦Azerbaijan	♦India	♦Russian Federation
♦Bahamas	♦Ireland	♦Saint Kitts and Nevis
♦Bahrain	♦Israel	♦Saint Lucia
♦Barbados	♦Italy	♦Saint Vincent and the Grenadines
♦Belarus	♦Japan	♦Samoa
♦Belgium	♦Kazakhstan	♦San Marino
♦Belize	♦Korea, Republic of	♦Sao Tome and Principe
♦Bosnia and Herzegovina	♦Kyrgyzstan	♦Serbia
♦Botswana	♦Latvia	♦Seychelles
♦Brunei Darussalam	♦Lesotho	♦Slovakia
♦Bulgaria	♦Liberia	♦Slovenia
♦Cape Verde	♦Liechtenstein	♦South Africa
♦China, People's Republic of	♦Lithuania	♦Spain
♦Colombia	♦Luxembourg	♦Suriname
♦Cook Islands	♦Malawi	♦Swaziland
♦Costa Rica	♦Malta	♦Sweden
♦Croatia	♦Marshall Islands	♦Switzerland
♦Cyprus	♦Mauritius	♦The former Yugoslav Republic of Macedonia
♦Czech Republic	♦Mexico	♦Tonga
♦Denmark	♦Monaco	♦Trinidad and Tobago
♦Dominica	♦Mongolia	♦Turkey
♦Dominican Republic	♦Montenegro	♦Ukraine
♦Ecuador	♦Namibia	♦United Kingdom of Great Britain and Northern Ireland
♦El Salvador	♦Netherlands	♦United States of America
♦Estonia	♦New Zealand	♦Uruguay
♦Fiji	♦Nicaragua	♦Uzbekistan
♦Finland	♦Niue	♦Vanuatu
♦France	♦Norway	♦Venezuela

A. Newly admitted students from countries which are signatories to the convention

- Must obtain an Apostille certification of your graduation/degree certificate, transcript from the organization appointed for such purpose in your country and submit the same within 15 days of enrollment (start of the semester).
- For additional information regarding organization appointed for Apostille certification in your country, please refer to www.hcch.net – Apostille section
- ※ Apostille Certificate can be substituted with a certificate from the Embassy.

B. Newly admitted students from countries which are NOT signatories to the convention

- Must obtain a certification of your graduation/degree certificate, transcript from the Korean embassy or consular office in your country and submit the same within 15 days of enrollment (start of the semester).

※ **Submit the document to Office of Admissions, Seoul National University**

- Method of submission: Personal drop-off or Registered Mail
- Address: Seoul National University, Office of Admissions
Bldg. 150, Room 401
1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea
- Tel. +82-2-880-6971/6977
- E-mail: snuadmit@snu.ac.kr

Additional Important Materials

1. Integrated Administrative Service

A. Newly admitted students with general administrative inquiries, please contact:

- Office of Admissions: +82-2-880-6971 (Email: snuadmit@snu.ac.kr)
- Office of International Affairs: +82-2-880-4447 (Email: i-office@snu.ac.kr)

B. For further details, please contact the appropriate college/department office

2. Language Education Institute

A. Program Introduction:

- **Korean language education center offers regular and special programs.**

- 1) Regular Program: This is a year-round program which consists of 4 sessions each year (Spring, Summer, Fall, Winter). Classes are held for 4 hours each day, 5 days a week, both in the morning and in the afternoon. Levels offered range from level 1 ~ level 6.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(e-mail)	Placement Test
2014	Spring	3.3. ~ 5.9.	12.30.(Mon.)	1.6.(Mon.)	2.26.(Wed.)
	Summer	6.2. ~ 8.8.	3.31.(Mon.)	4.7.(Mon.)	5.28.(Wed.)

2) Special Program:

- Evening Class: Classes are 3 hours each held 2 days a week

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2014	Spring	3.3. ~ 5.8.	1.31.(Fri.)	2.7.(Fri.)	2.26.(Wed.)
	Summer	6.2. ~8.7.	5.2.(Fri.)	5.9.(Fri.)	5.28.(Wed.)

- 5-Week Summer Korean Language Program: Designed for students from countries using English as their national language and wishes to learn the Korean language and culture for 5 weeks.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2014	Summer	6.30. ~ 8.1.	5.30.(Fri.)	6.4.(Wed.)	6.30.

- 3-Week Intensive Korean Language Program :Course: Designed for adult students who wish to study Korean language at an intense level for a short period of time.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2014	Winter	1.6. ~ 1.24.	2013.12.6.(Fri.)	2013.12.10.(Tue.)	1.6.

B. Additional Reference

- For additional information regarding offered programs at Seoul National University Language Education Institute, please visit: <http://lei.snu.ac.kr>
- Please utilize the Q&A Board on LEI homepage for questions.

3. SISA (SNU International Students Association)

- Homepage: <http://sisa.snu.ac.kr>
- Address: 두레문예관 Bldg.67, 2nd floor (International Student Lounge)
- Tel: +82-2-880-9164
- E-mail: info@sisa.snu.ac.kr

Other Helpful References

▶ **Bank (Opening a bank account)**

Step 1. Necessary materials : Alien Registration Card

Step 2. Complete the application form and apply for any other optional services (ex. Internet banking, phone banking)

Step 3: Receive your new ATM Card and Bankbook

※Shinhan Bank (International customer call center): 1577-8380

※Nonghyup Bank (International customer call center): 1588-2100

▶ **Medical (National Health Insurance)**

- Foreign nationals can also apply to become a member
- Required Documents: Alien Registration Card & Certificate of Enrollment
- Submission in person is REQUIRED

※ Contact: National Health Insurance Corporation

- Home page: <http://www.nhic.or.kr>
- Tel. 1577-1000 (Korean) / +82-2-390-2000 (English)

International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters <u>Registration/enrollment</u> <u>(New undergraduate freshmen & transfer students)</u>	Seoul National University Bldg.150, 4 th floor Tel. : +82-2-880-6971 Homepage : http://admission.snu.ac.kr/ E-mail : snuadmit@snu.ac.kr
Office of International Affairs	International student scholarship, Certificate of Admission, international exchange student and other international matters	Seoul National University Bldg.152-1 #301 Tel. : +82-2-880-8633~8/2584/4447 Homepage : http://oia.snu.ac.kr/
Dormitory (Gwanaksa)	Dormitory and housing related issues	Tel. : +82-2-881-9200 Homepage : http://dorm.snu.ac.kr/ E-mail : snudorm@snu.ac.kr
Office of Academic Affairs	Records (grades), courses, graduation and degree conferment management, certificate issuance, leave of absence, return from leave of absence and etc.	Seoul National University Bldg. 60, 1 st floor Tel. : +82-2-880-5033,5035,8042,5042 E-mail : academic@snu.ac.kr
Office of Student Affairs	Student Identification Card (S-Card) re-issuance, providing support to School clubs/societies and other student related matters	Seoul National University, Administrative Office. 3 rd floor, Student Support Center : 두레문예관 2 nd floor, International Student Support Center : Bldg. 152, 2 nd floor I-Office Tel. : +82-2-880-5052, 5062, 4447 Homepage : http://service.snu.ac.kr
Office of Student Welfare	Matters related to welfare	Seoul National University Bldg. 60, 2 nd floor Tel. : +82-2-880-5072 FAX : +82-2-888-9671
Language Education Institute	Courses in Korean Language and Korean Culture	Seoul National University Bldg. 137-1 Tel. : +82-2-880-5483~4 FAX : +82-2-871-6907 Homepage : http://lei.snu.ac.kr
Office of Financial Affairs	<u>Registration/enrollment</u> <u>(New graduate students)</u>	Seoul National University Administrative Office Bldg. 60, 3 rd floor Tel. : +82-2-880-5107 E-mail : acc@snu.ac.kr

- Seoul National University Campus Map: http://www.snu.ac.kr/images/map/CAMPUSMAP_kor.pdf

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