



**2014 Fall**

**New International Student  
Reference Guide for  
Undergraduate Freshmen  
(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 (May. 2014) through the start of Fall semester (September. 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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## **<New International Student Reference Guide for Undergraduate Freshmen>**

- If false information or unfair practices for admission played any part in the process, admission once granted will be rescinded. This applies even after a student is enrolled at Seoul National University
- International Admissions II applicants are subject to the number of applications to be made per same academic year. This is in accordance with regulation which limits the number to six times of applications in all 수시모집 admissions including Seoul National University. If applicant and admitted student does not comply with this regulation, the admissions will be rescinded.
- Admitted students to SNU are not allowed to register for any other universities in Korea which are scheduled to hold the same academic year for admission as that of SNU. If an admitted student does not comply with this regulation, the admission will be rescinded.

**May ~ June 2014**

### **1. Visa & Certificate of Admission**

#### **1-1. Visa Issuance (except Korean students)**

※Student residing outside Korea: You must apply in-person at a Korean Embassy/Consulate in your country.

※ Student currently 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, <http://www.hikorea.go.kr>

#### **A. Student Visa(D2)**

- Prior to enrollment, you MUST hold the Student Visa.
- If you possess any other type of visa, you are required to visit the Immigration Office and to update your current visa status for education-purpose. (Other types of visa compatible with education-purpose: F-2, F-4, F-5 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 study in Korea, you MUST update your status before starting of the semester. This update is to indicate the information regarding your academic institution and residence).

※ 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 who are residing in Korea**

-Required documents: passport, application, photo, business registration certificate of university, certificate of admission, proof document of final level of education(diploma or degree), proof document of financial ability(amount of money equivalent to the tuition fee and living expenses for 1 year=USD13.000)

-Additional documents(if requested): proof document of final level of education(diploma or degree) with confirmation by your country's consul stationed in Korea OR certified in accordance with the Apostille convention), Documented proof of family relationship

※ Please note that all documents should be translated and notarized into Korean or English, if the document is written in any other language.

### **C. Change in Visa Type (Korean Language course (D4) → Degree course (D2))**

-Those who have already been staying in Korea for the purpose of undertaking Korean language course with D4 visa must change their visa type to D2 at Korean Immigration Center before the start of semester.

-Required documents: passport, application, photo, alien registration card, certificate of admission, proof document of final level of education(diploma or degree), proof document of financial ability(amount of money equivalent to the tuition fee and living expenses for 1 year=USD13.000)

-Additional documents(if requested): proof document of final level of education(diploma or degree) with confirmation by your country's consul stationed in Korea OR certified in accordance with the Apostille convention), proof document of family relationship

※ Please note that all documents should be translated and notarized into Korean or English, if the document is written in any other language.

### **★ Student visa(D2) application for Chinese students who are residing abroad ★**

-This is applicable to Chinese students who do not hold a visa in Korea. If you already have a current visa, you must visit the Immigration Office for an appropriate status change and/or extension of the visa

- Chinese students need 'Visa Issuance Number' which can only be issued by university officer in charge. The 'Visa Issuance Number' is to be sent to student's email address. Once after students receive the number, they are to visit Korean embassy/consulate in China to apply for study visa (D2).

- Please refer to the instruction below and submit all required document to the Office of International Affairs via email ([i-office@snu.ac.kr](mailto:i-office@snu.ac.kr)) by the stated deadline.

- When submitting the documents via email, all the required documents must be 1) scanned properly (File Format: 'jpg'), 2) named in either Korean or English, 3) ordered in sequence in accordance with the list below, and 4) compressed in ZIP file.

**※ Submission deadline: 30<sup>th</sup> of June, 2014**

**〈Required Documents-Undergraduate Course〉**

- ① Color ID Photo(3.5x4.5cm size) (1)
- ② Copy of passport (1)
- ③ Copy of ID card for each member of your family (1) ※ Indicate all Names in English
- ④ Copy of census report listing all members of your family and its notarized version (1)
- ⑤ Original bank statement confirming the current balance (balance must be at least \$13,000.00 USD and the effective date of the statement must be at least one year from the date of submission) (1)
- ⑥ Diploma (1)
- ⑦ Original Gaokao(高考) transcript OR Huikao(会考) transcript
- ⑧ Authenticity verification documents of both ⑥diploma and ⑦transcript – Choose the method between ① or ② below★
  - ① Credentials report from Graduate education Development Center
  - ② 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 Korean translation versions. Translator can be anyone who can speak Chinese and Korean fluently except yourself. Also, you MUST submit a 'confirmation letter by translator' (form download: <http://oia.snu.ac.kr/main.html> -> Notice Board -> Form Download -> 'Confirmation Letter of Korean Translator')

2) How to get credential reports (take approximately 30 days) ★

☞ Apply for verification of student's academic information at China Higher-education Student Information(<http://www.chsi.com.cn>)

☞ Apply for verification of graduation/degree at China Academic Degree & Graduate education Development Center(<http://www.cdgdgc.edu.cn>)

3) Please note that the Immigration Office in Korea typically takes approximately 30days for visa issuance number. If you do not meet the submission deadline, the visa issuance will be delayed resulting in delay of your entry to Korea. If you submit the application within the designated submission period,, the result will be noticed 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 applicant or his/her parents' name. (Scholarship recipients may submit a certificate of scholarship benefits as a substitute)
- 7) Identification Photo: Students MUST submit it as digital file(jpg) via email

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

- **Office of International Affairs (Kim, Jin)**
- **E-mail: [i-office@snu.ac.kr](mailto:i-office@snu.ac.kr) (Title/subject: Visa Issuance Certificate)**
- **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**

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

- The certificate of admission is an official document which is approved by Ministry of Justice and issued by Seoul National University. The document approves admission to regular degree course of an individual foreign student at SNU
- The document is only required for international student during visa application

※ Certificate of Admission will be sent to newly admitted students by **June, 2014** (Please note that Korean nationals will not receive the Certificate of Admission)

※ If any information (including the mailing address) requires change or an update, you must contact the Office of International Affairs by sending a modification request

※ Certificate of Admission cannot be sent if your application for admission does not indicate the correct postal address including zip-code and contact information.

※ If you do not receive your certificate of admission by June, 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 the document for you, the third party must bring a proof-document indicating your request upon him/her.).

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

- **E-mail: [i-office@snu.ac.kr](mailto: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 to Office of Admissions

- E-mail: [snuadmit@snu.ac.kr](mailto:snuadmit@snu.ac.kr)

- Tel. +82-2-880-6971

## July 2014 ~ August 2014

### 2. On-Campus Housing (Gwanaksa)

※ Please visit the Gwanaksa homepage 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 for waiting list

2014.07.07(Mon) 10:00 ~ 2014.07.11(Fri) 18:00

(Available 24 hours during the designated application period)

##### 2) Application Instructions

① a. Visit the Gwanaksa home page

a) Korean: <http://dorm.snu.ac.kr>

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

※ Log-in using the following information

- Examinee(Student ID) ID Number, Name, date of birth

e.g.) For an applicant whose date of birth is December 1<sup>st</sup> 1980; 801201(YYMMDD)

b. Access to My\_snu portal website

※ The students who get their student ID number can join the My\_snu portal.

- <http://my.snu.ac.kr> → Click New User → Agree all terms of use and policy → Fill out all required information for join(For the Resident registration number field, please fill out your date of birth and 1000000 (male) or 20000000 (female); e.g. 1) Male= 901212-1000000 2) Female=901212-2000000) → Get authentication by E-mail → Log in → Dormitory → Application

▶ You can check your waiting list number only through My\_snu portal, and hence you should complete the above procedure.

③ Complete the application form

④ Click the 'application' / '신청' button

⑤ Log out

### 3) Announcement of the waiting list numbers

- ① Date of announcement: 2014.07.21(Mon) 11:00, Gwanaksa Homepage
- 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
  - <http://mysnu.ac.kr> → Log in → Dorm → Search the waiting list number → Log out
- ③ Announcement of the accepted waiting list number
  - First round: 2014.08.4(Mon) 11:00
  - Second round: 2014.08.11(Mon), 11:00
  - Third round: 2014.08.18.(Mon.), 11:00

\*Soon after announcement of waiting list number, students must complete documents submission and payment. Please prepare required documents in advance.

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

◆ **After announcements in every Monday, you should complete the following registration procedure during those week.** ◆

\*Students who wish to apply for SNU dormitory in 2014 2<sup>nd</sup> semester must complete the above steps during the designated period: ①**Online application** → ②**Check waiting list number**

### 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 them 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
    - 2014.08.05(Tue) ~ 2014.08.08(Fri) 10:00 ~ 17:00
  - ② Required documents: A copy of your passport & an original certificate of health examination
  - ③ Documents submission instructions
    - Personal drop-off: Gwanaksa Administration Office, Bldg. 900 1<sup>st</sup> 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) arrived by 2014.08.07(Thur) is available.
- ※ 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 (via virtual account payment)**

① Payment Due Dates

- 2014.08.05(Tue) ~ 2014.08.08(Fri) 10:00~17:00

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

※ Payments cannot be made from abroad.

※ Due to the following reasons, payment via international transfer is not acceptable;

- The virtual bank account is used only for domestic financial community, not overseas.
- Due to the fluctuations in exchange rate, payment in foreign currency cannot be in the exact amount as required. (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.

① Payment Notice Printing Instructions

1. 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 virtual account number given.
- Log-out

2. My\_snu homepage

- <http://mysnu.ac.kr> → Log in → Dorm → Click print bill → Log out

**C. Moving in**

**1) Official move-in date**

- To 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](mailto:kth1004@snu.ac.kr)

**3. IB final grade submission(Only for applicant with IB conditional offer)**

Those who are holding a 'Conditional offer' must report the 'Final IB Grade' by **July 11th** to Office of admissions. Contingent upon a 'Final IB grade' which provides evidence of the satisfactory completion of the relevant courses, SNU will announce their Final Decision on the 'Conditional Offer' on July 22, 2014.

**4. Special Test for Newly Admitted International Students**

**(Applicable for undergraduate freshmen only)**

**A. Test subjects**

- Subjects: Mathematics, English

**B To check whether you are subject to the test;**

- Mathematics: 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

**5. Korean Proficiency Test (Only for students requested 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:** 2014.08.21.(Thu.) 9:00~13:30

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

**D. Testing Time and Location:** 2014.08.21.(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:** In early September 2014, the result of your test will be notified to the corresponding college which you are to be enrolled in. 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

## **6. New Student Registration**

### **A. Tuition Fee Payment Dates**

- Undergraduate freshmen: 2014.08.05(Tue.)~08.07(Thu.)

### **B. Printing Tuition fee invoice**

- Undergraduate freshmen: <http://admission.snu.ac.kr> → 외국인특별전형 공지사항

### **C. Payment Submission Method(Undergraduate freshmen)**

- At any Nonghyup Bank branches nationwide. 09:00~17:00
- Payment must be made in the exact amount as indicated in the tuition invoice to the given virtual 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 will be able to print the receipt of tuition fee payment **after** 2014.09.01.(Mon.)>

## **7. Course Enrollment**

### **A. Enrollment reservation (undergraduate/graduate): 2014.08.22(Fri), 09:00~18:00**

### **B. Course Enrollment (undergraduate/graduate): 2014.08.26(Tue) ~ 08.28(Thur), 09:00~16:00**

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

1) **[Course Catalog > Course Search]**: search for courses based on various options. If selecting the Course Link, syllabus for the chosen course and further information are available

2) **[Course Catalog > Classes of interest]** confirmation of courses saved under desired courses list

3) **[Course Registration] > Preliminary Course Registration**: 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.

※ **Preliminary Course Registration** 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) **[Course Registration > Course Registration]**: actual course enrollment.

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

**[Course Catalog > Course Search], [Course Catalog > Classes of interest],**

**[Course Registration > Course Registration]**

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

## **8. Pre-enrollment program**

### **A. For all newly admitted undergraduate freshmen**

**B. Schedule:** To be held in August, 2014 (TBA).

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

**September 2014 ~**

## **9. Orientation**

**A. Candidates:** For all newly admitted international students

**B. Organized by the 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).

## **10. Sojourn for international student**

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

### **10-1 Sojourn Management**

※ Inquiries: Korean Immigration Center. Tel. 1345, Home page: <http://www.hikorea.go.kr>

#### **A. Alien Registration Card★**

-Application period: within 90 days from date of arrival at the immigration office or branch office under relevant jurisdictions

-Submission documents: application, passport, 1 color ID photo(3x4cm), Certificate of Enrollment

#### **B. Reporting Changes of particulars**

-In case of any change or modification in personal information(residence, school etc.), the change or modification must be reported to the local immigration office within 14 days from its occurrence.

※ **Change in Residence**

-Required documents: Application, passport, 1 color ID photo(3x4cm), official document such as lease contract proving your new residence

※ **Change in Academic Institution**

-Required documents: Application, passport, 1 color ID 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.

## 10-2. International Student Information Form

- All international students MUST submit the 'SNU International Student Information Form' within 15 days after starting their first semester to Office of International Affairs(OIA) via Email
- The 'International Student Information Form' can be downloaded from OIA website:  
<http://oia.snu.ac.kr/main.html> -> Notice Board -> Form Download -> 'International Student Information Form'
- A copy of passport and visa should be attached with International Student Card together
- International Student MUST report any changes **especially visa** information to OIA and continually update the form until graduation
- Please fill the card in English ONLY, and leave a blank if not applicable.

※ **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

## 11. Student Identification Card (S-CARD)

### A. Application after enrollment

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

Type	Description
<b>S-CARD</b> <b>(ID+Check Card)</b>	<p>ID card: Allowing access and usage of key services and facilities on campus</p> <ul style="list-style-type: none"><li>- Library (Book rental/returns)</li><li>- IT service center</li><li>- Access to building in SNU etc.</li></ul> <p>-Check card : Cash withdrawal possible from the designated bank account</p> <p>-SNU money: Electronic cash only used on SNU campus</p>

	- Visit Nonghyup branch in SNU → Visit Student support center(#67-201) * You must bring Alien Residence Card
	-Identification picture(size 3*4cm) is required * You may send it via email( <a href="mailto:student@snu.ac.kr">student@snu.ac.kr</a> ) with your name, student ID number, enrolled department, telephone number
<b>Mobile S-CARD</b>	-Mobile ID card <ul style="list-style-type: none"> <li>- Library (Book rental/returns)</li> <li>- IT service center</li> <li>- Access to building in SNU etc.</li> </ul> -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( <a href="http://my.snu.ac.kr">http://my.snu.ac.kr</a> ) -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 2<sup>nd</sup> floor)
- Tel: +82-2-880-5248/5249
- Homepage: <http://scard.snu.ac.kr>
- E-mail: [student@snu.ac.kr](mailto:student@snu.ac.kr)
- **Mobile S-CARD:** After getting 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.

## 12. 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 of 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
• <u>Andorra</u>	•Germany	•Panama
• <u>Antigua and Barbuda</u>	•Greece	•Paraguay
•Argentina	• <u>Grenada</u>	•Peru
• <u>Armenia</u>	• <u>Honduras</u>	•Poland
•Australia	•Hungary	•Portugal
•Austria	•Iceland	• <u>Republic of Moldova</u>
• <u>Azerbaijan</u>	•India	•Romania
• <u>Bahamas</u>	•Ireland	•Russian Federation
• <u>Bahrain</u>	•Israel	• <u>Saint Kitts and Nevis</u>
• <u>Barbados</u>	•Italy	• <u>Saint Lucia</u>
•Belarus	•Japan	• <u>Saint Vincent and the Grenadines</u>
•Belgium	• <u>Kazakhstan</u>	• <u>Samoa</u>
• <u>Belize</u>	•Korea, Republic of	• <u>San Marino</u>
•Bosnia and Herzegovina	• <u>Kyrgyzstan</u>	• <u>Sao Tome and Principe</u>
• <u>Botswana</u>	•Latvia	•Serbia
• <u>Brunei Darussalam</u>	• <u>Lesotho</u>	• <u>Seychelles</u>
•Bulgaria	• <u>Liberia</u>	•Slovakia
• <u>Cape Verde</u>	• <u>Liechtenstein</u>	•Slovenia
•China, People's Republic of	•Lithuania	•South Africa
• <u>Colombia</u>	•Luxembourg	•Spain
• <u>Cook Islands</u>	• <u>Malawi</u>	•Suriname
•Costa Rica	•Malta	• <u>Swaziland</u>
•Croatia	• <u>Marshall Islands</u>	•Sweden
•Cyprus	•Mauritius	•Switzerland
•Czech Republic	•Mexico	•The former Yugoslav Republic of Macedonia
•Denmark	•Monaco	• <u>Tonga</u>
• <u>Dominica</u>	• <u>Mongolia</u>	• <u>Trinidad and Tobago</u>
• <u>Dominican Republic</u>	•Montenegro	•Turkey
		•Ukraine

•Ecuador	• <u>Namibia</u>	•United Kingdom of Great Britain and Northern Ireland
• <u>El Salvador</u>	•Netherlands	•United States of America
•Estonia	•New Zealand	•Uruguay
• <u>Fiji</u>	• <u>Nicaragua</u>	• <u>Uzbekistan</u>
•Finland	• <u>Niue</u>	• <u>Vanuatu</u>
•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](http://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](mailto: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](mailto:snuadmit@snu.ac.kr))
- Office of International Affairs: +82-2-880-4447 (Email: [i-office@snu.ac.kr](mailto: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	Summer	8.4. ~ 8.22.	7.4.(Fri.)	7.8.(Tue.)	8.4.

### 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, 2<sup>nd</sup> floor (International Student Lounge)
- Tel: +82-2-880-9164
- E-mail: [info@sisa.snu.ac.kr](mailto: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 <b><u>Registration/enrollment</u></b> <b><u>(New undergraduate freshmen &amp; transfer students)</u></b>	Seoul National University Bldg.150, 4 <sup>th</sup> floor Tel. : +82-2-880-6971 Homepage : <a href="http://admission.snu.ac.kr/">http://admission.snu.ac.kr/</a> E-mail : <a href="mailto:snuadmit@snu.ac.kr">snuadmit@snu.ac.kr</a>
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 : <a href="http://oia.snu.ac.kr/">http://oia.snu.ac.kr/</a>
Dormitory (Gwanaksa)	Dormitory and housing related issues	Tel. : +82-2-881-9200 Homepage : <a href="http://dorm.snu.ac.kr/">http://dorm.snu.ac.kr/</a> E-mail : <a href="mailto:snudorm@snu.ac.kr">snuadorm@snu.ac.kr</a>
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 <sup>st</sup> floor Tel. : +82-2-880-5033,5035,8042,5042 E-mail : <a href="mailto:academic@snu.ac.kr">academic@snu.ac.kr</a>
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 <sup>rd</sup> floor, Student Support Center : 두레문예관 2 <sup>nd</sup> floor, International Student Support Center : Bldg. 152, 2 <sup>nd</sup> floor I-Office Tel. : +82-2-880-5052, 5062, 4447 Homepage : <a href="http://service.snu.ac.kr">http://service.snu.ac.kr</a>
Office of Student Welfare	Matters related to welfare	Seoul National University Bldg. 60, 2 <sup>nd</sup> 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 : <a href="http://lei.snu.ac.kr">http://lei.snu.ac.kr</a>
Office of Financial Affairs	<b><u>Registration/enrollment</u></b> <b><u>(New graduate students)</u></b>	Seoul National University Administrative Office Bldg. 60, 3 <sup>rd</sup> floor Tel. : +82-2-880-5107 E-mail : <a href="mailto:acc@snu.ac.kr">acc@snu.ac.kr</a>

- Seoul National University Campus Map: [http://www.snu.ac.kr/images/map/CAMPUSMAP\\_kor.pdf](http://www.snu.ac.kr/images/map/CAMPUSMAP_kor.pdf)

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