



서울대학교
SEOUL NATIONAL UNIVERSITY

Spring 2015

**SNU Admissions for International Student,
Undergraduate Program**

Reference Guide for New International Students

**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 (November. 2014) through the start of Spring semester (March. 2015)**. 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- If false information or unfair practices for admission played any part in the process, admission once granted will be rescinded.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 If applicant and admitted student does not comply with this regulation, the admissions will be rescinded.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 If an admitted student does not comply with this regulation, the admission will be rescinded.
- Starting from 2015, Spring semester students of International Admissions II are not allowed to apply for Fall semester admissions at other universities in Korea as well as at SNU.

November 2014 ~ December 2014

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 in Korea to update your visa status to a status which allows studying at an academic institution in Korea.

※ Inquiries

- Those who reside abroad: Korean Embassy/Consulate in your country
- Those who reside in Korea: Immigration Office in Korea at 1345 (without national code) or the official website, http://www.hikorea.go.kr/pt/main_kr.pt

A. Student Visa (D-2) Application for International Student (Non-Chinese students)

- You MUST acquire the D-2 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 in Korea 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 you to study 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 on visa before the beginning of the semester to reflect the affiliated school information on your visa. (Contact information 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 (D-2) Application for Chinese Students (Residing abroad)

- ※ Only applies to those who do not possess a current visa and are currently residing abroad. If you already have a current visa and reside in Korea, you must visit the Immigration Office in Korea for an appropriate status change and/or extension of the visa.
- How to Apply: 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 students' personal email address. Once students get the number, then they have to visit Korean Embassy/Consulate in China to get Study Visa (D-2). To get Visa Issuance Number, please refer to the required documents guideline and submit all of the documents to the International Office in the Office of International Affairs via email (hyunjinjo@snu.ac.kr) by the stated deadline.
- All documents MUST be scanned and compiled in the order of the <Required Documents Guideline> below. Every file format should be an image file (jpg) and the file names need to be in either Korean or English. Please send the documents as a zip file by an email.

※ **Submission Deadline: November 14, 2014 ★**

<Required Documents Guideline for Undergraduate Freshmen>

- ① A copy of the ID Photo (3.5x4.5cm size) (1)
 - ② A copy of passport (1)
 - ③ A copy of the ID cards for each member of student's family (1) ※ Indicate all Names in English.
 - ④ A copy of census report listing all members of the family with its notarized documents (1)
 - ⑤ The original certificate of bank balances (more than US\$13,000 that has been deposited for at least a month), or certificate of exchange (worth more than US\$13,000), but effective date of the statement must be at least an year from the date of submission (1)
- ※ If you get a scholarship, the certificate of scholarship can be substituted for document ⑤.
- ⑥ The original certificate of graduation (1)
 - ⑦ The original Gaokao(高考) transcript or Huikao(会考) transcript (1)
 - ⑧ An authenticity verification document of both document ⑥ and ⑦ – Choose the method between ① and ② below ★
 - ① Credentials report from China Academic Degree & Graduate education Development Center or
 - ② Confirmed Certificate by the Korean Embassy or Consular Office in China

[Points of Caution]

- 1) How to get a credential report which takes approximately 30 days ★
☞ Apply for verification of student's academic information at the China Higher-education Student Information (<http://www.chsi.com.cn/>)
- 2) Please note that it takes about 30 days to get Visa Issuance Number from the Immigration Office in Korea. If submission does not meet the 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.
- 3) 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.
- 4) Regarding the 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.
- 5) Regarding the certificate of bank balances, it should be belonged to an applicant' or his/her parents. (Scholarship recipients may submit a certificate of scholarship benefits as a substitute.)

C. Change in Visa Type (Korean Language course (D-4) → Degree course (D-2))

-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.

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

- **International Office(I-Office) in Office of International Affairs (Ms.Jo, Hyunjin)**
- **E-mail: hyunjinjo@snu.ac.kr (Title/subject: Visa Issuance Certificate)**
- **Tel: +82-2-880-4447**

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

※ Certificate of Admission will be sent to newly admitted students **by November, 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 International Office in the Office of International Affairs by sending a modification request prior to the scheduled issuance date.

※ 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 2014.11.28.(Friday), you must contact International Office in 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 International Office in the Office of International Affairs so that the certificate is not posted by mail to you. (If you are picking up the document yourself, please bring an official ID like a passport. If you are requesting a third party to pick up the document for you, please have them bring a form of proof showing that you have made such request.).

※ **For questions regarding personal information modification and matters related to issuance of the certificate, please contact International Office(I-Office) in the Office of International Affairs(Ms.Hyunjin Jo)**

- 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 to Office of Admissions**

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

- Tel. +82-2-880-6971

January 2015 ~ February 2015

2. On-Campus Housing (Gwanaksa Residence Hall for Students)

- Students who wish to apply for SNU dormitory must complete the following steps during the designated period: ① **Application** → ② **Check the acceptance result/waiting list number** → ③ **Registration(Documents submission & Payment)**

※ Please visit the Gwanaksa Residence Hall for Students 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 : 2015.02.09(Mon) 10:00 ~ 2015.02.12(Thur) 18:00

(Available 24 hours during the designated application period)

2) Application Instructions

① a. 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 acceptance result/waiting list number only through My_snu portal, and hence you should complete the above procedure.

b. Enter the Gwanaksa Residence Hall for Students 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 1st 1980; 801201(YYMMDD)

② Complete the application form

③ Click the 'application' / '신청' button

④ Log out

• **New Undergraduate Freshmen :**

- 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:

: 2015.02.16(Mon) 11:00

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

② Waiting list number lookup instructions:

- <http://mysnu.ac.kr> → Log in → Dorm → Search the waiting list number → Log out
- Gwanaksa Residence Hall for Students Home page → click the banner labeled '온라인 입주 신청' → Log in → click → '입주신청현황 조회' → click '결과 확인' → log out

③ Announcement of Supplementary room assignment

- First round: 2015.03.02.(Mon) 11:00

※ After the completion of the first round of announcement, supplementary assignments will be announced each Monday at 11:00 on Gwanaksa Residence Hall for Students 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 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

: 2015.02.23.(Mon) ~ 2015.02.27.(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 Residence Hall for Students 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) arrived by 2015.02.26.(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 Residence Hall for Students Administrative Office, Seoul National Univ.

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

-Bldg. #900, Gwanaksa Residence Hall for Students 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

: 2015.02.23.(Mon) ~ 2015.02.27.(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.

② Payment Notice Printing Instructions

i. My_snu homepage

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

ii. Gwanaksa Residence Hall for Students home page/admission home page

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

C. Moving in

1) Official move-in date

- Will be posted on the Gwanaksa Residence Hall for Students 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 Residence Hall for Students Orientation

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

※ Contact

- Gwanaksa Residence Hall for Students Administrative Office
- Phone: +82-2-881-9011
- E-mail: kth1004@snu.ac.kr

3. Special Test for Newly Admitted International Students

(Applicable for undergraduate freshmen only)

A. Objectives of Placement Test: Level placement in English, Mathematics, and Physics courses.

B. Test subjects

- Subjects: English(TEPS), Mathematics, Physics

C. To check whether you are subject to the test;

1) English(TEPS): All members of the entering class of 2015

- Students without a TEPS score cannot take a College English course. Therefore, students without a valid TEPS score (taken within 2 years of the admission date, Mar. 1, 2015) must take the TEPS Placement Test (Feb. 10, 2015) and obtain a score. (TOEFL or TOEIC scores are not accepted.)

* Valid TEPS score: taken between 165th Regular TEPS and 194th Regular TEPS

- Students who already have a valid TEPS score (taken within 2 years of the admission date) of 901 or above, and students under special treatment or with special needs are exempt from taking English Placement Test (TEPS).
- A list of the exempt students will be announced on the TEPS Placements Test website (<http://snu.teps.or.kr>) at 10:00, Feb. 6 (Fri.), 2015.

2) Mathematics: Entering students of the College of Natural Sciences, College of Engineering, College of Agriculture and Life Sciences(excluding Dept. of Agricultural Economics and Rural Development), College of Education (Mathematics or Science related), College of Veterinary Medicine (Pre-vet), College of Medicine (Pre-med), College of Liberal Studies, and the School of Dentistry's Bachelor-specialized Master Integrated course (Bachelor course)

3) Physics: Entering students of the College of Natural Sciences, College of Engineering, College of Education (Mathematics or Science related) and all other colleges, who wish to take *Honor Physics 1, 2* courses.

D. Placement Test Schedule and Information

1) Registration

- ① English(TEPS): Individual registration is not required (All entering students of 2015 are automatically registered).
- ② Mathematics: Individual registration is not required (All entering students of 2015 of above-mentioned Colleges and Departments)
- ③ Physics: Individual registration is required.
 - Registration Period: Jan. 26 (Mon.) ~ Feb. 4 (Wed.), 2015
 - Online Registration: Department of Physics website (<http://physics.snu.ac.kr/exam/gpa/writeform.php>)

2) Venue Notification and Distribution of ID Verification Slip

① English(TEPS)

- Venue: 10:00, Feb. 6 (Fri.), 2015, announced at TEPS website (<http://snu.teps.or.kr>)
- ID verification Slip: 10:00, Feb. 6 (Fri.), 2015, printable at TEPS website. The slip must be brought to the test venue on the day of the test.

② Mathematics

- Venue: 10:00, Feb. 6 (Fri.), 2015, announced at the Department of Mathematics website (<http://www.math.snu.ac.kr/taoffice/calculus/mathpretest/main.html>)
- ID verification Slip: 10:00, Feb. 6 (Fri.), 2015, printable at the Department of Mathematics Website (<http://www.math.snu.ac.kr/taoffice/calculus/mathpretest/main.html>)

③ Physics

- ID verification slip will not be provided. Notification will be updated at 10:00, Feb. 6, 2015, at the Department of Physics website (<http://physics.snu.ac.kr>)

3) Test Schedule

Index	Subjects	Date	Time	Details	Note
Placement Test for Regular Admission Students	English (TEPS)	Feb. 10 th 2015 (Tues.)	09:00~09:30(30mins) 09:30~11:50(140mins)	Instructions, Listening, Grammar, Vocabulary, and Reading Comprehension	
	Lunch		12:00~13:00(60mins)	.	
	Math		13:00~14:30(90mins)	High school math + Calculus + Elementary matrix algebra	
	Physics		15:00~16:00(60mins)	Physics	

4) Test Results Notification: 10:00, Feb. 16 (MON.), 2015

① English(TEPS): TEPS website (<http://snu.teps.or.kr>)

- Notification of the student's highest valid TEPS score (taken within 2 years; or taken between the 165th ~ 194th regular TEPS), and notification of the College English course the student should take.

② Math: Academic Achievement Test for Math website

(<http://www.math.snu.ac.kr/taoffice/calculus/mathpretest/main.html>)

- Based on the result of the test, student must take one of the following calculus courses :
 - <Honor Calculus 1>
 - <Calculus 1>, <Calculus for Life Science 1>, or <Differential and Integral Calculus 1> (ask your department for details)
 - <Basic Calculus 1> with one of the courses in ii.
 - <Elementary Calculus>

- ③ Physics: Department of Physics in College of Natural Sciences website (<http://physics.snu.ac.kr>)
- Notification of the student's eligibility to take *Honor Physics 1, 2* according to the student's test result.

E. For Further Inquiries:

- Faculty of Liberal Education Office (Tel. +82-2-880-5690)
- College English Program Office (Tel. +82-2-880-5881)
- Office of Teaching Assistant in the College of Natural Science, Department of Mathematics Sciences (Tel. +82-2-880-6555, taoffice@math.snu.ac.kr)
- Department of Physics and Astronomy Office (Tel. +82-2-880-6587, 6588)

4. 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: **2015.02.19.(Thu.) 9:00~13:30**

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

D. Testing Time and Location: **2015.02.19.(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 **March 2015**, 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

5. New Student Registration

A. Application Submission for Enrollment and Tuition Fee Payment Dates

1) Application Submission for Enrollment: 2014.10.06.(Mon.) ~ 2014.10.15.(Wed.)

- How to register: Submit the application for registration via e-mail or fax until due date

- Office of Admissions

: E-mail: boaboa@snu.ac.kr / Tel: +82-2-880-6971 / Fax: +82-2-873-5021

2) Tuition Fee Payment Dates: 2015.01.30.(Fri.) ~ 2015.02.03.(Tues.) 09:00~16:00

※ Failure to pay his/her tuition fee during the designated payment period may invalidate any admissions offer.

B. Printing Tuition fee invoice

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

C. Payment Submission Method

- At any Nonghyup Bank branches nationwide
- 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 after 2015.01.23.(Fri.).**

- Payment via international transfer

: If you pay your tuition from the outside of Korea, please consider that extra money will be taken for the remittance charge or a commission. Please remember that your enrollment could be cancelled if your tuition is not paid in full. Also, if you pay more than the total amount of your tuition, the extra amount will be refunded after the semester begins.

: You may confirm your payment completed and print out the document of payment confirmation, immediately after making the tuition payment.

(The document of payment confirmation can be printed out from March 2nd 2015.)

6. Course Enrollment

A. Enrollment reservation: 2015.02.23(Mon), 09:00~18:00

B. Course Enrollment: 2015.02.24(Tue) ~ 02.26(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 (Cho, Jae Min), Tel. +82-2-880-5042

7. Pre-enrollment program

A. For all newly admitted undergraduate freshmen

B. Schedule: To be held in February, 2015 (TBA).

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

March 2015 ~

8. 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).

9. Sojourn for international student

9-1. Foreigner Registration

A. Every international student who is planning to stay in Korea over 90 days have to apply for Foreigner Registration Card (Alien Registration Card) within 90 days from the arrival date.

B. Issuing Institute: Korean Immigration Office or a branch office under jurisdictions

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

C. Required Documents: Application, Passport, A photo (3.5X4.5cm), Fee (30,000KRW), Certificate of Enrollment (Before the beginning of the semester starts, you can bring your Certificate of Admission as substitute.)

9-2. Reporting Changes in Residence

A. 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 Immigration Office **within 14 days from its occurrence**.

- B. How to Report:** In case of the change on residence, you have to visit the City/Gun/Gu office or Immigration Office under jurisdictions to report. If case of other changes, you can report it through the Immigration Office website.
- C. Required Documents:** Passport, Alien Registration Card, An Official Document (e.g. Contract etc.) which can serve as a proof for your new residence

9-3. Reporting Changes in Particulars (Other than Residence)

- A.** If you are a registered foreigner and have made change(s) in school, and/or any other personal particulars (such as name, nationality, passport number, date of issuance or expiration date of passport etc.), the changes of the registration details must be reported to the Immigration Office **within 14 days from its occurrence**.
- B. How to Report:** In case of the change on residence, you have to visit the City/Gun/Gu office or Immigration Office under jurisdictions to report. If case of other changes, you can report it through the Immigration Office website.
- C. Required Document:** Passport, Alien Registration Card (In case of change of school, Certificate of Enrollment from the previous school, Certificate of Enrollment from the new school and Tuition Fee Payment Receipt also needed.)

9-4. International Student Information Form

- A.** All international students MUST submit the 'SNU International Student Information Form' **within 15 days** from the start of their first semester to International Office in the Office of International Affairs (OIA).
- B.** The form of International Student Information is available on the notice board in the OIA official website (<http://oia.snu.ac.kr/05news/0505.html>).

How to Submit: Please refer to the notice titled 'International Student Information Form(유학생정보양식)' and submit it via either a visit or an email (i-office@snu.ac.kr)

10. Student Identification Card (S-CARD)

A. Application after enrollment

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

Type	Function	Application Procedure	Note
ID S-CARD	<ul style="list-style-type: none"> ▶ ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores ▶ SNU money: Cyber money only available on campus 	<ul style="list-style-type: none"> ▶ Visit the Student support center(Room201 in Building #67) ▶ Pick up the S-CARD with your official ID 	<ul style="list-style-type: none"> ▶ Bring your color ID photo (3*4 cm size) or send it to the Student Support Center by an e-mail(student@snu.ac.kr) with your Name/ Dept./ Student Number / Contact Number ▶ If it takes longer than a day, you will be notified by e-mail or text message that your card is ready
S-CARD (ID+Debit Card)	<ul style="list-style-type: none"> ▶ ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores ▶ SNU money: Cyber money only available on campus ▶ Debit card function at Nonghyup bank 	<ul style="list-style-type: none"> ▶ Nonghyup bank on campus with your Alien Registration Card ▶ Visit the Student support center ▶ Pick up the S-CARD with your official ID 	
Mobile S-CARD	<ul style="list-style-type: none"> ▶ ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores ▶ S-CARD service: Mobile student ID card, Share the calendar with other SNU students ▶ SNU money: Cyber money only available on campus 	<ul style="list-style-type: none"> ▶ Get a card-type S-CARD ▶ Download & install S-CARD Application (Google Market or App Store) ▶ Running the App. and log-in ▶ Click S-CARD ▶ Click ⊕ 	<ul style="list-style-type: none"> ▶ SNU portal ID is required ▶ Use NFC/QR bar code on Smartphone

C. Applying for Student Identification Card (S-CARD : ID+Check Card)

※ Preparation

- Obtain an Alien Registration Card
- Apply for S-CARD with the Alien Registration Card at Nonghyup bank branch on campus
- Visit the Student Support center at Doore Culture Center(#67-201)
- Receive the S-CARD (bringing your official ID)

D. Student Identification Card (S-CARD) Issuing Department:

- Office of Student Affairs, Student Support Center (Bldg. 67 두레문예관 2nd floor)
- Tel: +82-2-880-5248/5249
- E-mail: student@snu.ac.kr

※ Please note that only enrollment students can apply for a S-CARD.

11. 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
		• <u>Swaziland</u>

•Costa Rica	•Malta	•Sweden
•Croatia	• <u>Marshall Islands</u>	•Switzerland
•Cyprus	•Mauritius	•The former Yugoslav Republic of Macedonia
•Czech Republic	•Mexico	• <u>Tonga</u>
•Denmark	•Monaco	• <u>Trinidad and Tobago</u>
• <u>Dominica</u>	• <u>Mongolia</u>	•Turkey
• <u>Dominican Republic</u>	•Montenegro	•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 – 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)
- International Office in the Office of International Affairs: +82-2-880-4447
(E-mail: 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
2015	Spring	3.2. ~ 5.8.	12.29.(Mon.)	1.5.(Mon.)	2.25.(Wed.)
	Summer	6.1. ~ 8.7.	3.30.(Mon.)	4.6.(Mon.)	5.27.(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
2015	Spring	3.2. ~ 5.7.	1.30.(Fri.)	2.6.(Fri.)	2.25.(Wed.)
	Summer	6.1. ~ 8.6.	5.1.(Fri.)	5.8.(Fri.)	5.27.(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
2015	Summer	6.29. ~ 7.31.	5.29.(Fri.)	6.3.(Wed.)	6.29.(Mon.)

- 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	1.5. ~ 1.23.	2014.12.5.(Fri.)	2014.12.9.(Tue.)	1.5.(Mon.)

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

1. 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

2. Health care (National Health Insurance)

SNU requires all international students to have a health insurance plan. You MUST join any insurance among three options: Study-abroad Insurance in your country, National Health Insurance, Private Insurance in Korea

1) National Health Insurance (NHIC)

- Foreign nationals can also apply to become a member
- Required Documents: Passport, Alien Registration Card, Certificate of Enrollment (D2 Visa holders)

- 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)
- ※ Billing is retroactive to the date you registered your residence in Korea

2) Private Insurance in Korea

- You need to choose among major private health insurance companies in Korea
- Private Insurance information for international students can be offered by OIA.
However, there isn't any interest or concern between SNU and insurance companies at all

International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters <u>Registration/enrollment</u> <u>(New undergraduate freshmen)</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 Residence Hall for Students)	Dormitory and housing related issues	Tel. : +82-2-881-9200 Homepage : http://dorm.snu.ac.kr/ E-mail : snuadorm@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	Registration/enrollment	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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