서울대학교
SEOUL NATIONAL UNIVERSITY

Spring 2015

SNU Admissions for International Student,

Graduate Program

Reference Guide

for New International Students

Seoul National University

(Office of Admissions)

Table of Contents

Congratulations once again on your admissions to Seoul National University via Admissions for International Student. This reference guide includes the required process to be completed each month **from the announcement of admissions result (November. 2014) to the start of 2015 Spring semester (March. 2015)**. Please review the information contained in the following pages for a great first semester with us here at SNU.

November 2014 ~ January 2015

February 2015

March 2015 ~

<New International Student Reference Guide for Graduate Students>

- If false information or unfair practices for admission played any part in the process, admission once granted will be rescinded.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
- 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 If an admitted student does not comply with this regulation, the admission will be rescinded.

November 2014 ~ January 2015

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 which allows you to study 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 (D-2)

- Prior to enrollment, you MUST hold the Student Visa (D-2)
- If you possess any other type of visa, you are required to visit the Immigration Office and 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 you to study in Korea, you must obtain an appropriate visa or an approval on your current visa to study in Korea. Even if you have already possessed a valid visa for study in Korea, you MUST update your status before the start of semester. This update is to indicate the information regarding your academic institution and residence.

※ If a student fails to obtain an approval to study in Korea on his/her visa but continues to pursue his/her study 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 who are residing in Korea

- Required documents: Passport, Application Form, ID photo, Business Registration Certificate of University (it can be provided by the International Office(I-Office) in SNU), 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 a year = USD 13,000)

- Additional documents (applicable to those who are from the designated 21 countries): The 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 etc.

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

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 courses with D-4 visa must change their visa type to D-2 at Korean Immigration Office before the start of semester.

- Required documents: Passport, Application Form, ID 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 a year = USD 13,000)

- Additional documents (applicable to those who are from designated 21 countries): 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 etc.

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

※ Student visa(D-2) 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 the university officer in charge. The Visa Issuance Number is to be sent to student's email. Once students receive the number, they have to visit Korean embassy/consulate in China to apply for Study Visa (D-2).

- Please refer to the instruction below and submit all the required documents to the staff in charge in the Office of International Affairs via email (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: 12th of January, 2015**

〈**Required Documents-Master/Ph.D. Course**〉
　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 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 Original certificate of graduation (final education completed) (1)
　⑦ Original certificate of degree (final education completed) (1)
　⑧ Authenticity verification document of both ⑥ graduation certificate and ⑦ degree certificate – Choose the method between ⓐ or ⓑ below★
　　ⓐ Credentials report from China Academic Degree & Graduate education Development Center OR ⓑ Confirmed Certificate by the Korean embassy or consular office in China
　※ If your final education has been completed in Korea, you do not have to get notarized.

<Points of Caution>
1) If your documents are written in Chinese only, you MUST submit either Korean or English translated versions of them. Translators can be anyone who can speak Chinese and Korean/English fluently except for you.　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 graduation/degree at China Academic Degree & Graduate education Development Center (http://www.cdgdc.edu.cn)
3) Please note that the Immigration Office in Korea normally takes approximately 30 days 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 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 during the application process for admissions.

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 report.
6) Bank Statement: Accepted only if the statement is in the name of applicant himself/herself or his/her parents. (Scholarship recipients may submit the certificate of scholarship benefits as a substitute.)

※ For questions and issues related to document submission, please contact:
　- Name: Ms. Hyunjin Jo (Staff in the International Office)
　- E-mail: i-office@snu.ac.kr (Title/Subject: Visa Issuance Certificate)
　- Tel: +82-2-880-4447

1-2. Certificate of Admission

A. What is the Certificate of Admission?

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

※ Certificate of Admission will be sent to newly admitted students during January **2015**.
　(Please note that Korean nationals will not receive the Certificate of Admission.)
※ If any personal information (including the mailing address) requires modification, you must contact the International Office in the Office of International Affairs by sending modification requests.
※ 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 January 2015, you must contact the International Office to request for reissuance of the certificate.
※ If you wish to receive the certificate of admission in person, please advise the International Office so that the certificate is not posted by mail to you. (If you are picking up the document in person, please bring your ID. If you are sending a third party to pick up the document for you, the third party must bring a proof-document indicating your request upon him/her.).

※ For related inquires, request for modification of personal information and/or any matters regarding the issuance of certificate, please contact the International Office (I-Office) in the Office of International Affairs;
　- Name: Ms. Hyunjin Jo (Staff in the International Office)
　- E-mail: i-office@snu.ac.kr (Title/Subject: Certificate of Admission)
　- Tel. +82-2-880-4447
※ For other questions related to admissions and the Certificate of Acceptance, please contact the Office of Admissions;
　- E-mail: snuadmit@snu.ac.kr
　- Tel. +82-2-880-6971

2. Housing (Gwanak Residence Halls)

- 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 Gwanak Residence Halls 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 : 2014.12.08(Mon) 10:00 ~ 2014.12.12(Fri) 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, so you should complete the above Join procedure.**

   b. Enter the Gwanak Residence Halls 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 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.

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3) Announcement of room assignment and waiting list numbers

① Announcement of room assignment:

  : 2014.12.22.(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:

  - http://my.snu.ac.kr → Log in → Dorm → Search the waiting list number → Log out

  - Gwanak Residence Halls 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: 2015.01.16(Fri), 11:00

   · Second round: 2015.01.26(Mon), 11:00

   · Third round: 2015.02.02.(Mon.), 11:00

 ※ After the completion of the third round of announcement, supplementary assignments will be announced each Monday at 11:00 on Gwanak Residence Halls 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

  : 2015.01.05.(Mon) ~ 2015.01.14.(Wed) 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: Gwanak 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 2015.01.09.(Fri) 17:00 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, Gwanak Residence Hall for Students Administrative
> Office, Seoul National Univ.
> 1 Gwanak-ro, Gwanak-gu, Seoul, Republic of Korea(151-818)
> -Bldg. #900, Gwanak 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

: **2015.01.05.(Mon) ~ 2015.01.14.(Wed) 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

a. My_snu homepage

→ http://my.snu.ac.kr → Log in → Dorm → Click print bill → Log out

b. Gwanak 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 fictitious account number given.

→ Log-out

C. Moving in

1) Official move-in date

- Will be posted on the Gwanak Residence Halls 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 Gwanak Residence Halls Orientation

※ You can check the 'Regulation Defining Resident Reward and Disciplinary Action' on the Gwanak Residence Halls home page

※ **Contact**

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

February 2015

3. 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: 2015.02.16.(Mon.) 9:00~13:30

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

D. Testing Time and Location: 2015.02.16.(Mon.) 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 2015. 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

4. New Student Registration

A. Tuition Fee Payment Dates

- **2015.02.02(Mon) ~ 02.06(Fri) 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 branch of Nonghyup Bank, Shinhan Bank, and Woori Bank nationwide. 9:00~16:00

(Submission must be made in the exact amount indicated on the tuition invoice into the virtual account number provided for a proper Identification of the applicable student)

D. Additional Information

- Tuition payment invoice can be printed starting on January 26th, 2015
- 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.
- 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).
- The document of payment confirmation can be printed out from March 2nd 2015.

5. 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

6. Orientation

A. Candidates: For all newly admitted international students

B. Organized by the I- Office in the Office of International Affairs
   - Tel. +82-2-880-4447
   - Home page: http://oia.snu.ac.kr

※ **Note:** The I-Office will send the official invitation of orientation for all newly admitted
      international students with detail information on schedule and venue.

7. Sojourn for international student
※ Inquiries: Korean Immigration Center (http://www.hikorea.go.kr / Tel. 1345)

7-1 Sojourn Management
※ Inquiries: Korean Immigration Center. Tel. 1345, Home page: http://www.hikorea.go.kr

A. Alien Registration Card★
   - For those who are going to stay in Korea over the next 90 days
   - How to Register: Within 90 days from date of arrival at the immigration office under
    jurisdictions with the list of documents
   - Required Documents: Application, Passport, a Photo (3x4cm), Fee (30,000KRW), Certificate
                         of Enrollment (It is accessible after the beginning of semesters, and
                         Certificate of Admission can be a substitute.), Certificate of Health
                         (only applicable to the students from the high risk countries with
                         tuberculosis (TB))
   ※ The list of the high risk countries with *tuberculosis* (TB): Cambodia, Myanmar, the
                         Philippines, Pakistan, Bangladesh, Mongolia, Indonesia, India, Nepal,
                         Vietnam, Thailand, the Russian Federation, Malaysia, Uzbekistan,
                         China, Sri Lanka

B. Reporting Change/Modification of Personal Information
   - For those who have any change or modification in personal information (passport
   number, residence, school etc.), the change or modification must be reported to the
   immigration office under jurisdictions within 14 days from its occurrence.
   ※ **Change in Academic Institution**
   ※ **Other changes**: Name, Nationality, Passport number/date of issuance/expiration date,
                         etc.

- **In case of change in residence**

Required documents: Application, Passport, ID Photo (3x4cm), Official Document such as lease contract proving your new residence

- **In case of change in Academic Institution**

Required documents: Application, Passport, ID Photo (3x4cm), Certificate of Enrollment from the previous school, Certificate of Enrollment from the new school, Receipt of Tuition Fee payment

- **Other personal information changes** (name, nationality, passport number/date of issuance/expiration date etc.) should be reported as well.

7-2. International Student Information Form

- All international students MUST submit the 'SNU International Student Information Form' within 15 days after the start of 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 submissions, please contact to the I-Office:
- 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

8. Student Identification Card (S-CARD)

A. Application after enrollment

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

Type	Function	Application Procedure	Note
ID S-CARD	▶ 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	▶ Visit the Student support center(Room201 in Building #67) ▶ Pick up the S-CARD with your official ID	▶Bring your color ID photo (3*4 ㎝ 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)	▶ 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	▶ 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	▶ 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	▶ 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 ⊕	▶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: +82-2-880-5248/5249
- Homepage: http://scard.snu.ac.kr
- E-mail: 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 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.

9. 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
		⬥Paraguay
⬥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)
- 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 bank book

※ 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 one of the following three options: Study-abroad Insurance in your country, National Health Insurance, or 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 (D-2 Visa holders)
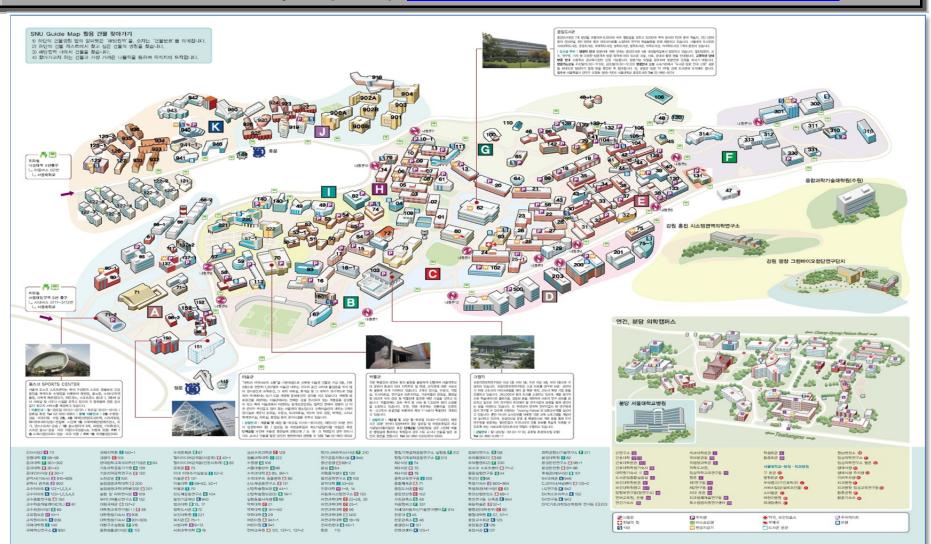
- Submission in person is REQUIRED

※ Contact: National Health Insurance Corporation

  - Website: 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 is neither interest nor concern between SNU and insurance companies at all

International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters	Seoul National University Bldg.150, 4th 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 (Gwanak Residence Halls)	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, 1st 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. 3rd floor, Student Support Center : 두레문예관 2nd floor, International Student Support Center : Bldg. 152, 2nd 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, 2nd 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, 3rd floor Tel. : +82-2-880-5107 E-mail : acc@snu.ac.kr