



**서울대학교**  
SEOUL NATIONAL UNIVERSITY

**Spring 2017**

**SNU Admissions for International Student,  
Graduate 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 the required processes that need to be completed each month starting from **admission announcement (November. 2016) to the start of Spring semester (March. 2017)**. 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 Graduate]**

- If false information or unfair practice for admission was exercised at any point in the process, admission once granted will be rescinded.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 in any other universities in Korea which are scheduled to be held during 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 If an admitted student does not comply with this regulation, the admission will be rescinded.
- We may request to submit an additional document(Visa or Alien card) to confirm foreign nationality.

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

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

- Students residing outside of Korea: You must apply in person at a Korean Embassy/Consulate in your country.
- Students currently residing in Korea: You must visit the Immigration Office to update your visa status which will allow 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 a 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 educational 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 with your current visa to study in Korea. Even if you already possess a valid visa to study in Korea, you **MUST** update your status before the start of the semester. This update is to indicate the information regarding your academic institution and residence.

\* If a student fails to obtain approval to study in Korea with 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 the **admission offer may be rescinded**.

#### **B. Student Visa (D-2) Application for those who are residing in Korea**

- Required Documents: Passport, Application form, ID photo, Business Registration Certificate of University (The International Office (I-Office) in SNU will provide you one when they send your Certificate of Admission.), 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 20,000), Receipt of tuition payment, Confirmation document of your residence

- 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 into Korean or English and get notarized, if the documents are 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 with a purpose of undertaking Korean language courses with D-4 visa must change their visa type to D-2 visa at the Korean Immigration Office before the start of the semester.

- Required Documents: Passport, Application form, ID Photo, Business Registration Certificate of University (The International Office (I-Office) will provide it.), Certificate of Admission, Receipt of tuition payment, 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 20,000), Confirmation document of your residence, Alien Registration Card

- 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 into Korean or English and get notarized, if the documents are written in any other languages.

## **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 confirms admission to regular degree course of an individual foreign student at SNU.
- The document is required for international students to apply for a visa.

\* Certificate of Admission will be sent to newly admitted students during January 2017.  
(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 February 2017, you must contact the International Office to request for reissuance of the certificate.
- \* If you wish to receive the certificate 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.).

## B. Inquiries

- For inquiries related to the request for modification of personal information and/or any matters regarding the issuance of the certificate, please contact the staff at the International Office (I-Office) as below;
  - \* Name: Ms. Ina Yoon (Staff in charge of the certificate)
  - \* E-mail: [i-office@snu.ac.kr](mailto:i-office@snu.ac.kr)
  - \* 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](mailto:snuadmit@snu.ac.kr)
  - \* Tel. +82-2-880-6971

## 2. Printing Period for Certificate of Acceptance

- **Period:** Date of announcement of result ~ 2017.02.28.(Tue)
  - \* After this period, printing certificate of acceptance will not be available. Please print it out during the designated period.
  - \* After this period, any requests for printing certificate of acceptance will not be accepted.

## 3. Housing (Gwanak Residence Halls 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 [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 : 2016.12.05.(Mon) 10:00 ~ 2016.12.09.(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 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 1<sup>st</sup> 1980; 801201(YMMDD)

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.

### 3) Announcement of waiting list numbers

① Announcement date

: **2016.12.19.(Mon) 11:00**

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

② Waiting list number lookup instructions:

- <http://mysnu.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 Additional announcement of the accepted waiting list numbers
- First round: 2017.01.13(Fri) 11:00
  - Second round: 2017.01.23(Mon), 11:00
  - Third round: 2017.02.20.(Mon.), 11:00
- ※ After the completion of the second 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 next waiting list.

### 1) Documentation Submissions

- ① Documentation Submission Period  
: 2017.01.02.(Mon) ~ 2017.01.11.(Wed) 10:00 ~ 17:00
  - ② Required Documents: A copy of your passport & a medical certificate including Chest X-ray result and the Measles Vaccination Report(or Measles antibody test result-Positive result).
  - ③ Documents Submission Instructions
    - Personal drop-off: Gwanak Residence Hall for Students 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(via registered mail only) arrived by 2017.01.06.(Fri) 17:00 is available.
- \* Documents sent via registered mail, **MUST** arrive until the announced deadline. If it arrives after the 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(08826)

-Bldg. #900, Gwanak Residence Hall for Students Administrative Office, Seoul National Univ.

Bong Chun Dong, san 4-2, Gwanak-gu, Seoul, Republic of Korea(08826)

### 2) Submitting Housing Payment (via virtual account payment)

- ① Payment Due Dates  
: 2017.01.02.(Mon) ~ 2017.01.11.(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 in the domestic financial community, not overseas.
  - Due to the changing exchange rate, you cannot deposit exact amount. (All deposits must be made in the exact amount.)
  - In case of overseas remittance, the completion of payment takes 2~3 days so it is not possible to make the deposit during the possible deposit period due to the time difference of each country.

## ② Payment Notice Printing Instructions

### a. My\_snu homepage

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

### b. Gwanak Residence Hall 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 Gwanak Residence Halls homepage. (<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 Homepage.

### ※ Contact

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

## 4. Korean Proficiency Test (Only for students requested to take the test)

### A. Target Candidates

- : Those with a note indicating [Target candidate for Korean proficiency test] on the



admission result screen.

**B. Examination Fee:** ₩ 15,000

**C. Registration: 2017.02.16.(Thurs.) 9:00~13:30 [12:00~13:00 lunch time]**

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

**D. Testing Time and Location:** 2017.02.16.(Thurs) 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, etc.)

**F. Announcement of Results:** The specific college of your admission will be notified of your test result in early March 2017. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

**G. Contact**

\* 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**

- Tuition Fee Payment Dates: **2017.02.01.(Wed) ~ 2017.02.07.(Tue) 09:00~16:00 (Local time in Korea)**

\* Failure to pay his/her tuition fee during the designated payment period may invalidate any admission offers.

**B. Printing Tuition fee invoice**

- <http://en.snu.ac.kr> → Admissions → Announcements

**C. Payment Submission Method**

- At any branch of Nonghyup Bank, Shinhan Bank, and Woori Bank nationwide. 9:00~16:00  
(If you pay for your tuition from outside of Korea, please consider that Shinhan Bank is not available.)

- 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 2017.01.20.(Fri)**

**- Payment via international transfer**

: If you pay your tuition from outside of Korea, please consider that extra money will be taken for the remittance charge or a commission. Please remember that your enrollment can 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.

\* Swift code of Bank (Only in case paying from outside of Korea)

- Nonghyup Bank: NACFKRSEXXX

- Woori bank: HVBKKRSEXXX

**- You may confirm the completion of your payment, immediately after making the tuition payment.**

: After making a payment, reprint your invoice and then check the payment status has been changed as 'registration'.

(The document of payment confirmation can be printed out starting March 2<sup>nd</sup> 2017.

: Visit the following website <http://my.snu.ac.kr> → Login → Get certificates)

## **E. Contact**

- Office of Financial Affairs

- Tel: +82-2-880-5107

## **6. Course Registration**

**A. Pre-Registration Period:** 2017.02.17(Fri.) 9:00 ~ 18:00 (Korean Time)

**B. Registration Period:** 2017.02.21(Tues.) ~ 2017.02.23(Thurs.) 9:00 ~ 16:00 (Korean Time)

**C. Registration Method: Online registration (<http://sugang.snu.ac.kr>)**

1) Please sign in with your student ID number and password. If you do not have the information, please ask the department office. You can use the [ID search/Password Modification] function in the website as well.

2) **[Course Search]:** You can search for courses based on various options. If you click the course name, you can see the syllabus for the chosen course.

3) **[Classes of Interest]:** List of courses saved in order to be used as a shortcut for registration.

4) You can practice the process of registration during the pre-registration period. You need to select a subject and click the 'pre-registration' button below the subject list.

\*You must enter a two-digit security number/word to process course reservation/enrollment.

\* **Course Pre-Registration** is NOT an actual registration. It only saves the courses that a student has selected during the preliminary session. Therefore students must complete the actual course registration by the given deadline.

5) You can register the courses during the registration period. You need to select one subject at [**Course Search** > **Course Registration**] or [**Course Search** > **Classes of Interest**] and click the 'registration' button below the subject list.

#### D. Contact

-Office of Academic Affairs (Mr. Jungbeen Kim), Tel. +82-2-880-5042

## 7. Orientation

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

**B. Organized by the I-Office in the Office of International Affairs (OIA)**

- Tel. +82-2-880-4447

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

\* **Note:** The I-Office will share further details on the orientation for all newly admitted international students through your personal email and the OIA home page.

## 8. Sojourn for International Student

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

#### A. Alien Registration Card★

- For those who are going to stay in Korea over the next 90 days
- How to register: at the immigration office under jurisdictions of your residence(Seoul or Sejongro) with the list of documents (Visiting day and time must be reserved in advance through [www.hikorea.go.kr](http://www.hikorea.go.kr))
- Required Documents: Application Form, Passport, a Photo (3.5x4.5cm), Fee (30,000KRW), Certificate of Enrollment (It can be printed out from MySNU portal site after 1 March 2017), Certificate of Health (only applicable to the students from the high risk countries with *tuberculosis* (TB)\*) (Certificate of Health can be issued from local health center\*\*)

\* 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

\*\*Gwanack Health Center : 145 Gwanack-ro, Gwanack-gu, Seoul (next to the Gwanackgu Office, Gate no. 3 of Seoul National University Station)

#### B. Reporting Change/Modification of Personal Information

- For those who need 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.

- How to report: through e-application at [www.hikorea.go.kr](http://www.hikorea.go.kr) or visiting immigration office (Visiting day and time must be reserved in advance through [www.hikorea.go.kr](http://www.hikorea.go.kr))

■ **In case of change in residence**

Required documents: Application Form, Passport, Alien Registration Card, Certificate of Residence for new place

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

Required documents: Application, Passport, Alien Registration Card, 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.

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

### A. Applicable from March 2<sup>nd</sup>, 2017

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

Type	Function	Application Procedure	Note
<b>ID S-CARD</b>	<ul style="list-style-type: none"> <li>- ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores</li> <li>- SNU money: Cyber money only available on campus</li> </ul>	<ul style="list-style-type: none"> <li>- Visit the Student Support Center(Room201 in Building #67)</li> <li>- Pick up the S-CARD with your official ID</li> </ul>	<ul style="list-style-type: none"> <li>-Bring your color ID photo (3*4 cm size, JPEG) or send it to the Student Support Center by an e-mail (<a href="mailto:student@snu.ac.kr">student@snu.ac.kr</a>)</li> </ul>
<b>S-CARD (ID+Debit Card)</b>	<ul style="list-style-type: none"> <li>- ID: Allows you to access the library and any other buildings and get a discount at on/off campus member stores</li> <li>- SNU money: Cyber money only available on campus</li> <li>- Debit card function at Nonghyup bank</li> </ul>	<ul style="list-style-type: none"> <li>- Nonghyup bank on campus with your Alien Registration Card</li> <li>- Visit the Student Support Center</li> <li>- Pick up the S-CARD with your official ID</li> </ul>	<ul style="list-style-type: none"> <li>-with your Name/ Dept./ Student Number / Contact Number</li> <li>- If it takes longer than a day, you will be notified by e-mail or text message that your card is ready</li> </ul>

<b>Mobile S-CARD</b>	<ul style="list-style-type: none"> <li>- ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores</li> <li>- S-CARD service: Mobile student ID card, Share the calendar with other SNU students</li> <li>- SNU money: Cyber money only available on campus</li> </ul>	<ul style="list-style-type: none"> <li>- Get a card-type S-CARD</li> <li>- Download &amp; install S-CARD Application (Google Market or App Store)</li> <li>- Running the App. and log-in</li> <li>- Click S-CARD</li> <li>- Click ⊕</li> </ul>	<ul style="list-style-type: none"> <li>-SNU portal ID is required</li> <li>-Use NFC/QR bar code on Smartphone</li> </ul>
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\* **Mobile S-CARD:** After getting S-CARD, download & install Mobile S-CARD application 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)

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

### D. Contact

- Office of Student Affairs, Student Support Center (Doore Cultural Building, Bldg. 67, 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)

## 10. Apostille/Embassy Certification requirement for All Newly Admitted Students

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

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

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

► **Please refer to the following list of signatory countries to the Convention**

## List of Countries Signatory to the Apostille Convention

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

**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 08826, Korea
- Tel. +82-2-880-6971
- 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))
- International Office in the Office of International Affairs: +82-2-880-4447  
(E-mail: [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, Spring, 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
2017	Spring	3.6. ~ 5.12.	2016.12.26.(Mon.)	1.9.(Mon.)	2.28.(Tues.)
	Summer	6.5. ~ 8.11.	3.27.(Mon.)	4.10.(Mon.)	5.31.(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
2017	Spring	3.6. ~ 5.11.	2.3.(Fri.)	2.10.(Fri.)	2.28.(Tues.)
	Summer	6.5. ~ 8.10.	5.5.(Fri.)	5.12.(Fri.)	5.31.(Wed.)

- 15-Week Korean Language Program: Newly established in 2017, it is a program tailored to the demands and characteristics of general learners with visas.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2017	Spring	3.8. ~ 6.19.	2.10.(Fri.)	2.17.(Fri.)	2.28.(Tues.)



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

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2017	Summer	6.26. ~ 7.28.	5.26.(Fri.)	6.2.(Wed.)	6.26.(Mon.)

- 3-Week Intensive Korean Language Program: 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
2017	Summer	7.31. ~ 8.18.	6.30.(Fri)	7.4.(Tue)	7.31.(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: Doore Cultural Building, 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

### 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 one of the following three options: Study-abroad Insurance in your country, National Health Insurance, or Private Insurance in Korea.

#### A. 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
    - The nearest one from SNU is **Gwanak Branch Office**.  
((Sillim-dong) 9F, 1485, Nambusunhwan-ro, Gwanak-gu, Seoul)
    - Home page: <http://www.nhic.or.kr>
    - Tel. 1577-1000 (Korean) / +82-2-390-2000 (English)

\* Billing is retroactive to the date you register your residence in Korea.

#### B. Private Insurance in Korea

- You can choose among the major private health insurance companies in Korea.
- Private Insurance information for international students can be offered by the I-Office. However, there is neither interest nor concern shared between SNU and the private insurance companies at all.
- Private Health Insurance Companies
  - 1) Contact: Samsung Fire & Marine Insurance (Tel. +82-1899-0010)  
Home page: [www.samsungfire.com](http://www.samsungfire.com)
  - 2) Contact: KB Insurance (Tel. +82-2-3140-1717 (English, Chinese)  
Home page: [www.kbinsure.co.kr](http://www.kbinsure.co.kr)

3) Contact: Meritz Fire Insurance (Tel. +82-1688-7711/+82-2-3786-2114)

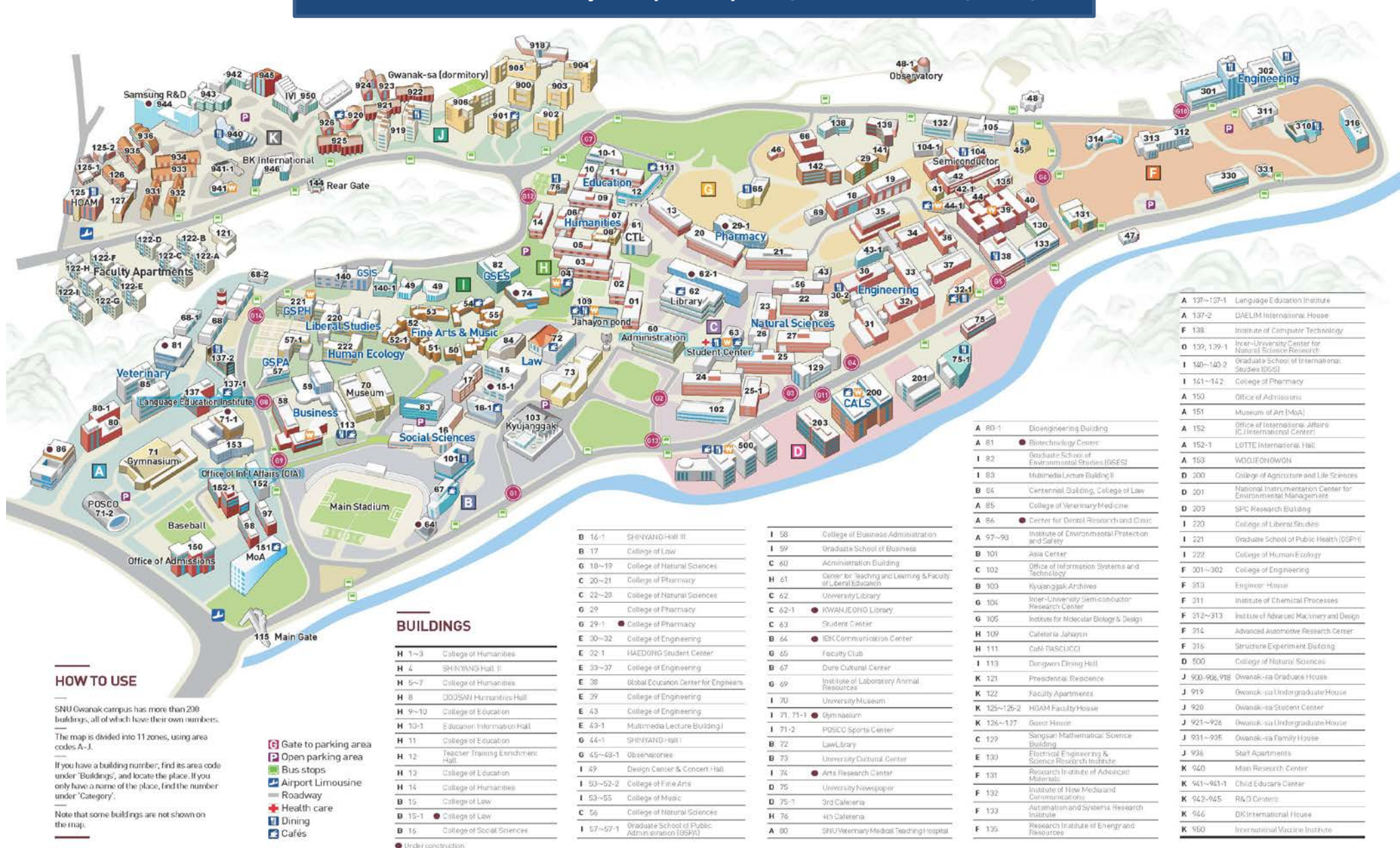
Home page: **[www.meritzfire.com](http://www.meritzfire.com)**

4) Contact: Dongbu Insurance (Tel. +82-1588-0100)

Home page: **[www.idongbu.com](http://www.idongbu.com)**

## International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters	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 * International Student Support Center : Bldg. 152, 2 <sup>nd</sup> floor I-Office Tel. : +82-2-880-8633~8/2584/4447 Homepage : <a href="http://oia.snu.ac.kr/">http://oia.snu.ac.kr/</a>
Dormitory (Gwanak Residence Halls for Students)	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">snudorm@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, etc.	Seoul National University Bldg. 60, 1 <sup>st</sup> floor Tel. : +82-2-880-5042(Course Registration) /5035(Registrar - Undergraduate) /5033(Registrar – Graduate), 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	* Student Support Center : Doore Cultural Building, 2 <sup>nd</sup> floor Tel. : +82-2-880-5248 * Seoul National University, Administrative Office. Bldg. 60, 3 <sup>rd</sup> floor Tel. : +82-2-880-5565 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	Registration/enrollment	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>





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**Owansik main campus**  
1 Gwanak-ro, Gwanak-gu, Seoul 151-742

**Yongon medical campus**  
103 Daehak-ro, Jongno-gu, Seoul 110-799

**Advanced Institutes of Convergence Technology & Graduate School of Convergence Science and Technology**  
864-1, Iui-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do 443-270

**Greenbio Research Complex**  
San 967-2, Sin-ni, Daehwa-myeon, Pyeongchang-gun, Gangwon-do 232-916