Fall 2017

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 admission to Seoul National University via International Student Admissions. Contents of this reference guide include the required processes to be completed each month starting from **after the result announcement (June 2017) through the start of Fall semester (September. 2017)**. Please review the information contained in the following pages for a start of a great first semester with us here at SNU.

【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information or unfair practice for admission was exercised at any point in the process, admission once granted will be rescinded.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 If an admitted student does not comply with this regulation, the admission will be rescinded.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 have already possessed 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 can 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. This document confirms admission of 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 July 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 August 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. Hyoryun Song (Staff in charge of the certificate)

- E-mail: 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

- Tel. +82-2-880-6971

2. Printing Period for Certificate of Acceptance

- **Period:** Date of announcement of result ~ 2017.08.31.(Thurs.)

* 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 : 2017.07.03.(Mon) 10:00 ~ 2017.07.07.(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 receive their student ID numbers can join the My snu portal.

   (You can find your student ID number in the Admission form, or you can ask your student ID number to your department office)

- 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

3) Announcement of the waiting list numbers

① Announcement date : **2017.07.17.(Mon) 11:00**

② Waiting list number lookup instructions:

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

   - Gwanak Residence Halls for Students 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

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

◆Only accepted students for dorm can complete the above registration procedure◆

   ※ 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 next student on the waiting list.

※ **The specific plan of the registration procedure will be noticed on the Gwanak Residence Halls website and it's only for the accepted candidates.(http://dorm.snu.ac.kr/eng)**

· Registered Mail: You MUST send the document via DHL, FEDEX, UPS, EMS or by

  ※ 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.

C. Moving in

  1) Official move-in date

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

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

D. Contact

  - Gwanak Residence Hall for Students Administrative Office
  - Phone: +82-2-881-9011
  - E-mail: 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. Testing Time and Location: 2017.08.17.(Thurs) 14:00, Language Education Institute Main Building #137, Room 309 (Entry is prohibited once testing begins.)

C. Examination Fee: ₩15,000

D. Examination Fee Payment Method: Please choose one of the following methods.

1) Wire transfer: Domestic remittance (international remittance not allowed) by 2017.08.16.(Wed). Payment must be made under candidate's name.
   Bank account information: National Agricultural Cooperative Federation (NACF) Bank 079-17-056742 (Account holder: Language Education Institute, SNU)

2) On-site payment: Payment in cash on 2017.08.17.(Thurs) 9:00~13:30 [12:00-13:00 lunch time] at Language Education Institute. Main Building. #137, Room 101
   * Only students requested to take the test need to pay the examination fee.

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

F. Announcement of Results: <u>The specific college of your admission will be notified of your test result in early September 2017.</u> 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 the 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**: 2017.08.01.(Tues) ~ 2017.08.07.(Mon) 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 and Woori Bank are 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 2017.07.25.(Tues)**

- Payment via international transfer

 : If you pay your tuition from outside of Korea, please consider that extra fee 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

 - 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' or check registration status on the website of Admission's result.

  (The document of payment confirmation can be printed out starting September 1st 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: 2017.8.18.(Fri,), 9:00 ~ 18:00

B. Registration Period: 2017.8.22.(Tues) ~ 8.24.(Thurs), 9:00 ~ 16:00

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.
      * You can check your Student ID number on the enrollment homepage with your date of birth and Korean name.
      * **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: Within 90 days from the date of arrival at the immigration office under jurisdictions with the list of documents (Visiting day and time must be reserved in advance through 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 September 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 of 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 or visiting immigration office

(Visiting day and time must be reserved in advance through 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 September 1st, 2017

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 (2nd floor in Building #67) - Pick up the S-CARD with your official ID	- Bring your color ID photo (3*4 ㎝ size, JPEG) 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

   * **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(2nd floor in Building #67)

    → 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, 2nd floor)

- Tel: +82-2-880-5248/5249

- Homepage: http://scard.snu.ac.kr

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

★ Please e-mail us if you have any questions regarding S-CARD especially during the first 4 weeks of semester.

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	•Latvia	•Russian Federation
•Andorra	•El Salvador	•Lesotho	•Saint Kitts and Nevis
•Antigua and Barbuda	•Estonia	•Liberia	
•Argentina		•Liechtenstein	•Saint Lucia
•Armenia	•Fiji	•Lithuania	•Saint Vincent and the
•Australia		•Luxembourg	Grenadines
•Austria	•Finland		•Samoa
•Azerbaijan	•France	•Malawi	•San Marino
	•Former Yugoslav		•Sao Tome and Principe
•Bahamas	Republic of Macedonia	•Malta	•Serbia
		•Marshall Islands	•Seychelles
•Bahrain	•Georgia	•Mauritius	•Slovakia
•Barbados		•Mexico	•Slovenia
•Belarus	•Germany	•Monaco	•South Africa
•Belgium	•Greece	•Mongolia	•Spain
•Belize	•Grenada	•Montenegro	•Suriname
•Bosnia and Herzegovina	•Guatemala	•Morocco	•Swaziland
•Botswana			•Sweden
•Brazil	•Honduras	•Namibia	•Switzerland
•Brunei Darussalam			
•Bulgaria	•Hungary	•Netherlands	•Tajikistan
•Burundi		•New Zealand	

	Iceland	Nicaragua	Tonga
Cape Verde		Niue	Trinidad and Tobago
	India	Norway	Turkey
Chile	Ireland		
China, People's Republic of (Macau, Hong Kong)	Israel	Oman	Ukraine
Colombia	Italy		
Cook Islands		Panama	United Kingdom of Great Britain and Northern Ireland
Costa Rica	Japan		
Croatia		Paraguay	
Cyprus	Kazakhstan	Peru	United States of America
Czech Republic		Poland	Uruguay
	Korea, Republic of	Portugal	Uzbekistan
Denmark	Kosovo		
	Kyrgyzstan	Republic of Moldova	Vanuatu
Dominica			
Dominican Republic		Romania	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
  - 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:
  Tel: +82-2-880-6971, Email: snuadmit@snu.ac.kr
- International Office in the Office of International Affairs:
  Tel: +82-2-880-4447, E-mail: i-office@snu.ac.kr

B. For further details, please contact the appropriate college/department's 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
2017	Fall	9.4. ~ 11.17.	6.26.(Mon)	7.10.(Mon)	8.30.(Wed)
	Winter	12.4. ~ 2018.2.13.	9.25.(Mon)	10.10.(Tues)	11.29.(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(e-mail)	Placement Test
2017	Fall	9.4. ~ 11.16.	8.4.(Fri)	8.11.(Fri)	8.30.(Wed)
	Winter	12.4. ~ 2.8.	11.3.(Fri)	11.10.(Fri)	11.29.(Wed)

- 15-Week Korean Language Program: Newly established in 2015, it is a program tailored to the demands and characteristics of general learners with visas.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(e-mail)	Placement Test
2017	Fall	8.30. ~ 12.18.	8.7.(Mon)	8.14.(Mon)	8.28.(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(e-mail)	Placement Test
2017	Winter	2018.1.2. ~ 1.19.	12.1.(Fri)	12.5.(Tues)	2018.1.2.(Tues)

* As course duration may change, please check our website http://lei.snu.ac.kr

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, 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 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.

 (However, there is neither interest nor concern shared between SNU and the private insurance companies at all.)

- Private Health Insurance Companies

 1) Samsung Fire & Marine Insurance

 Tel. +82-1899-0010(Dial 1: English, Dial 2: Chinese, Dial 3: Japanese)

 Home page: **www.samsungfire.com**

 2) KB Insurance

 Tel. +82-2-3140-1717 (English, Chinese)

 Home page: **www.kbinsure.co.kr**

3) Meritz Fire Insurance

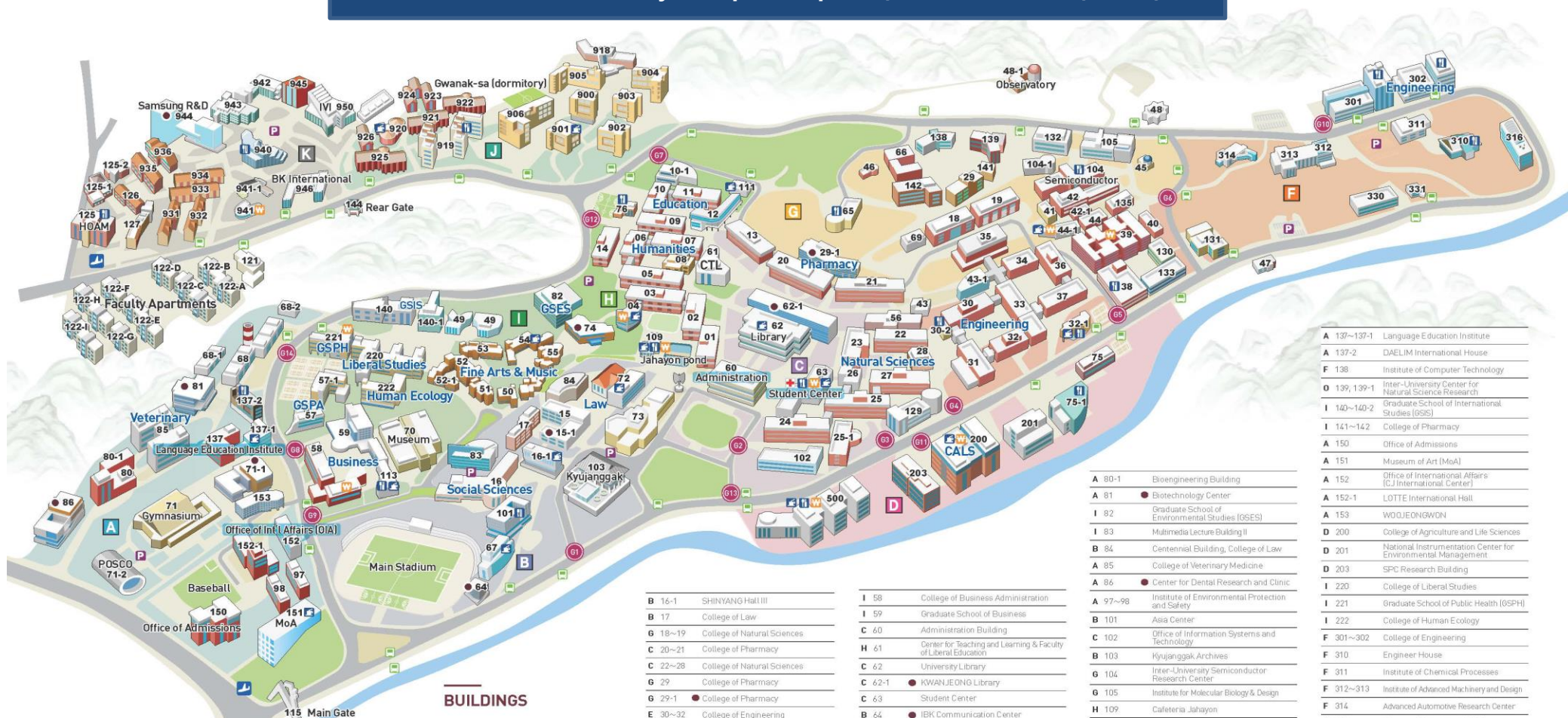Tel. +82-1688-7711/+82-2-3786-2114

Home page: **www.meritzfire.com**

4) Dongbu Insurance

Tel. +82-1588-0100

Home page: **www.idongbu.com**

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 * International Student Support Center : Bldg. 152, 2nd floor I-Office Tel. : +82-2-880-8633~8/2584/4447 Homepage : http://oia.snu.ac.kr/
Dormitory (Gwanak Residence Halls for Students)	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, etc.	Seoul National University Bldg. 60, 1st floor Tel. : +82-2-880-5042(Course Registration) /5035(Registrar - Undergraduate) /5033(Registrar – Graduate), 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	* Student Support Center : Doore Cultural Building, 2nd floor Tel. : +82-2-880-5248 * Seoul National University, Administrative Office. Bldg. 60, 3rd floor Tel. : +82-2-880-5565 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

Gwanak-sa (dormitory)

Samsung R&D

BK International

Rear Gate

HOAM

Faculty Apartments

Observatory

Engineering

Semiconductor

Education

Humanities

CTL

Pharmacy

GSIS

GSES

Library

Natural Sciences

Engineering

Jahayon pond

Administration

Liberal Studies

Fine Arts & Music

Human Ecology

Student Center

GSPH

GSPA

Veterinary

Business

Law

Museum

Social Sciences

Kyujanggak

Gymnasium

Office of Int'l Affairs (OIA)

Language Education Institute

POSCO

Baseball

Main Stadium

MoA

Office of Admissions

Main Gate

CALS

HOW TO USE

SNU Gwanak campus has more than 200 buildings, all of which have their own numbers.

The map is divided into 11 zones, using area codes A~J.

If you have a building number, find its area code under 'Buildings', and locate the place. If you only have a name of the place, find the number under 'Category'.

Note that some buildings are not shown on the map.

G Gate to parking area
P Open parking area
   Bus stops
   Airport Limousine
   Roadway
+ Health care
   Dining
   Cafés

BUILDINGS

H	1~3	College of Humanities
H	4	SHINYANG Hall II
H	5~7	College of Humanities
H	8	DOOSAN Humanities Hall
H	9~10	College of Education
H	10-1	Education Information Hall
H	11	College of Education
H	12	Teacher Training Enrichment Hall
H	13	College of Education
H	14	College of Humanities
B	15	College of Law
B	15-1	● College of Law
B	16	College of Social Sciences

● Under construction

B	16-1	SHINYANG Hall I, III
B	17	College of Law
G	18~19	College of Natural Sciences
C	20~21	College of Pharmacy
C	22~28	College of Natural Sciences
G	29	College of Pharmacy
G	29-1	● College of Pharmacy
E	30~32	College of Engineering
E	32-1	HAEDONG Student Center
E	33~37	College of Engineering
E	38	Global Education Center for Engineers
E	39	College of Engineering
E	43	College of Engineering
E	43-1	Multimedia Lecture Building I
E	44-1	SHINYANG Hall I
G	45~48-1	Observatories
I	49	Design Center & Concert Hall
I	50~52-2	College of Fine Arts
I	53~55	College of Music
C	56	College of Natural Sciences
I	57~57-1	Graduate School of Public Administration (GSPA)

I	58	College of Business Administration
I	59	Graduate School of Business
C	60	Administration Building
H	61	Center for Teaching and Learning & Faculty of Liberal Education
C	62	University Library
C	62-1	KWANJEONG Library
C	63	Student Center
B	64	● IBK Communication Center
G	65	Faculty Club
B	67	Dure Cultural Center
G	69	Institute of Laboratory Animal Resources
I	70	University Museum
I	71, 71-1	● Gymnasium
I	71-2	POSCO Sports Center
B	72	Law Library
B	73	University Cultural Center
I	74	● Arts Research Center
D	75	University Newspaper
D	75-1	3rd Cafeteria
H	76	4th Cafeteria
A	80	SNU Veterinary Medical Teaching Hospital

A	80-1	Bioengineering Building
A	81	● Biotechnology Center
I	82	Graduate School of Environmental Studies (GSES)
I	83	Multimedia Lecture Building II
B	84	Centennial Building, College of Law
A	85	College of Veterinary Medicine
A	86	● Center for Dental Research and Clinic
A	97~98	Institute of Environmental Protection and Safety
B	101	Asia Center
C	102	Office of Information Systems and Technology
B	103	Kyujanggak Archives
G	104	Inter-University Semiconductor Research Center
G	105	Institute for Molecular Biology & Design
H	109	Cafeteria Jahayon
H	111	Café PASCUCCI
I	113	Dongwon Dining Hall
K	121	Presidential Residence
K	122	Faculty Apartments
K	125~125-2	HOAM Faculty House
K	126~127	HOAM Faculty House
C	129	Sangsan Mathematical Science Building
E	130	Electrical Engineering & Science Research Institute
F	131	Research Institute of Advanced Materials
F	132	Institute of New Media and Communications
F	133	Automation and Systems Research Institute
F	135	Research Institute of Energy and Resources

A	137~137-1	Language Education Institute
A	137-2	DAELIM International House
F	138	Institute of Computer Technology
O	139, 139-1	Inter-University Center for Natural Science Research
I	140~140-2	Graduate School of International Studies (GSIS)
I	141~142	College of Pharmacy
A	150	Office of Admissions
A	151	Museum of Art (MoA)
A	152	Office of International Affairs (CJ International Center)
A	152-1	LOTTE International Hall
A	153	WOOJEONGWON
D	200	College of Agriculture and Life Sciences
D	201	National Instrumentation Center for Environmental Management
D	203	SPC Research Building
I	220	College of Liberal Studies
I	221	Graduate School of Public Health (GSPH)
I	222	College of Human Ecology
F	301~302	College of Engineering
F	310	Engineer House
F	311	Institute of Chemical Processes
F	312~313	Institute of Advanced Machinery and Design
F	314	Advanced Automotive Research Center
F	316	Structure Experiment Building
D	500	College of Natural Sciences
J	900~906, 918	Gwanak-sa Graduate House
J	919	Gwanak-sa Undergraduate House
J	920	Gwanak-sa Student Center
J	921~926	Gwanak-sa Undergraduate House
J	931~935	Gwanak-sa Family House
J	936	Staff Apartments
K	940	Main Research Center
K	941~941-1	Child Educare Center
K	942~945	R&D Centers
K	946	BK International House
K	950	International Vaccine Institute

CATEGORY

Colleges / Schools

College of Humanities	1~3, 5~8, 14
College of Social Sciences	16
College of Natural Sciences	18~19, 22~28, 129, 500
College of Agriculture and Life Sciences	200
College of Business Administration, Graduate School of Business	58~59
College of Education	9~13
College of Engineering	30~39, 43, 301~302
College of Fine Arts	49, 50~52-2, 74, 207
College of Human Ecology	222
College of Law, School of Law	15, 15-1, 17, 84
College of Liberal Studies	220
College of Music	49, 53~55, 74
College of Pharmacy	20~21, 29, 29-1, 141~142
College of Veterinary Medicine	80, 85
Graduate School of Environmental Studies	82
Graduate School of International Studies	140~140-2
Graduate School of Public Administration	57, 57-1
Graduate School of Public Health	221

Adminstrative Offices

Administration Building (Headquarter)	60
Office of Admissions	150
Office of Information and Systems Technology (University Computer Center)	102
Office of International Affairs (CJ International Center)	152

Affiliated Facilities

Museums

KYUJANGGAK Archive	103
Museum of Art (MoA)	151
University Museum	70

Libraries

University Library	62, 62-1
College Libraries	16, 58, 72, 75-1, 140-1

Supporting Organizations

Center for Campus Life and Culture	63
Center for Career Development	152-1
Center for Teaching and Learning	61
Child Educare Center	941, 941-1
DAELIM International House	137-2
Extension College	152-1

Research Facilities

Faculty of Liberal Education	61
Human Rights Center	67
Institute of Environmental Protection and Safety	97-98
Language Education Institute	137~137-1
SNU Cooperative	220
SNU Foundation	940
SNU Press	500
SNU R&D Foundation	940
Advanced Automotive Research Center	314
Asia Center	101
Astronomical Observatory	45~46
Atmospheric Environmental Observatory	47
Automation and Systems Research Institute	133
Bioengineering Building	80-1
Biotechnology Center	81
Biotechnology Incubating Center	105-1
Center for Dental Research and Clinic	86
Dental Research & Clinic Center	86
Education Center for Inter-University Semiconductor Research Center	104-1
Electrical Engineering & Science Research Institute	130
Institute for Molecular Biology Đ Design	105
Institute of Advanced Machinery and Design	312~313
Institute of Chemical Processes	311
Institute of Computer Technology	138
Institute of Laboratory Animal Resources	69
Institute of New Media and Communications	132
Inter-University Center for Natural Science Research	139, 139-1
Inter-University Semiconductor Research Center	104, 104-1
National Instrumentation Center for Environmental Management	201
Radio Astronomical Observatory	48-1
Research Institute of Advanced Materials	131
Research Institute of Energy and Resources	135
Seismological Observatory	48
Ship Structure Research Center	41
Sloshing Experimental Facility	42-1
SPC Research Building	203
Structure Experiment Building	316
Towing Tank	42

Wind Tunnel 1	40
Wind Tunnel 2	44

R&D Centers

Main Research Center	940
LG R&D Center	942
SK Telecom R&D Center	943
Samsung Electronics R&D Center	944
COWAY R&D Center	945

International Organizations

International Vaccine Institute (IVI)	950
UN World Food Programme	152
Brasil Cultural Center in Korea	220

Housing

Student Dormitory

BK International House	946
Family House	931~935
Graduate House	900~906, 918
Undergraduate House	919, 921~926

Faculty/Staff

Faculty Apartments	122 A~I
Staff Apartments	936
Presidential Residence	121
Guest House	125-2, 126~127

Maintenance

Powerplant I	68
Powerplant II	330
KEPCO Shillim Substation	68-1
Youngsun Factory	68-2
Garage	331

Dining

Student Cafeterias

1st Cafeteria	63
3rd Cafeteria	75-1
4th Cafeteria	76
Dongwon	113
Dormitory Cafeteria	919A, 901
Engineering Cafeteria	301, 302
Gamgol	101
Jahayon	109
Vegetarian Buffet	101
Wellstroy	220

International Food

bbq	32-1, 38
Dos Tacos	137-2
Pho Bay	137-2

The Kitchen	113

Restaurants

bibigo (Korean)	500
Dure-midam (Korean)	75-1
Faculty Club	65
Jahayon	109
La Cuccina	310
Sodam-maru	113

Cafés

Korean Traditional Tea House Da-hyang-man-dang	67
A Twosome Place	500
Java City	16-1
Café FANCO	137-1
eyagi	72
Café Gran	901
Café Neutinamu	54
Internet Café MUG	44-1
TOUS les JOURS	62
BeLePi	200
Take-out places	32-1, 63, 109, 113, 151

Pub

Global House	920

Campus Services

Event Halls

Centennial Building, College of Law	84
Concert Hall	49
DOOSAN Humanities Hall	8
DURE Cultural Center	67
Engineer House	310
GAON Hall	900
HOAM Convention Center	125-1
Multimedia Lecture Building I	43-1
Multimedia Lecture Building II	83
SOCHEON Hall	140-1
University Cultural Center	73
Campus Police	73
Gift Shops	63, 101

Health Service

Health Service Center	63
Drug Store	63

Student Centers

Student Center (main)	63
HAEDONG Student Center	32-1
IBK Communication Center	64
Gwanak-sa Student Center	920

SHINYANG Hall I	44-1
SHINYANG Hall II	4
SHINYANG Hall III	16-1

Sports

Gymnasium I	71
Gymnasium II	71-1
POSCO Sports Center	71-2

Banks

NH Bank	39, 58, 63, 109, 200
SHINHAN Bank	44-1, 63, 941
WOORI Bank	4, 221, 500
Post Office	63