International Student Admissions for Graduate

Online Application Procedure Guide

August. 2017

Procedure for online application

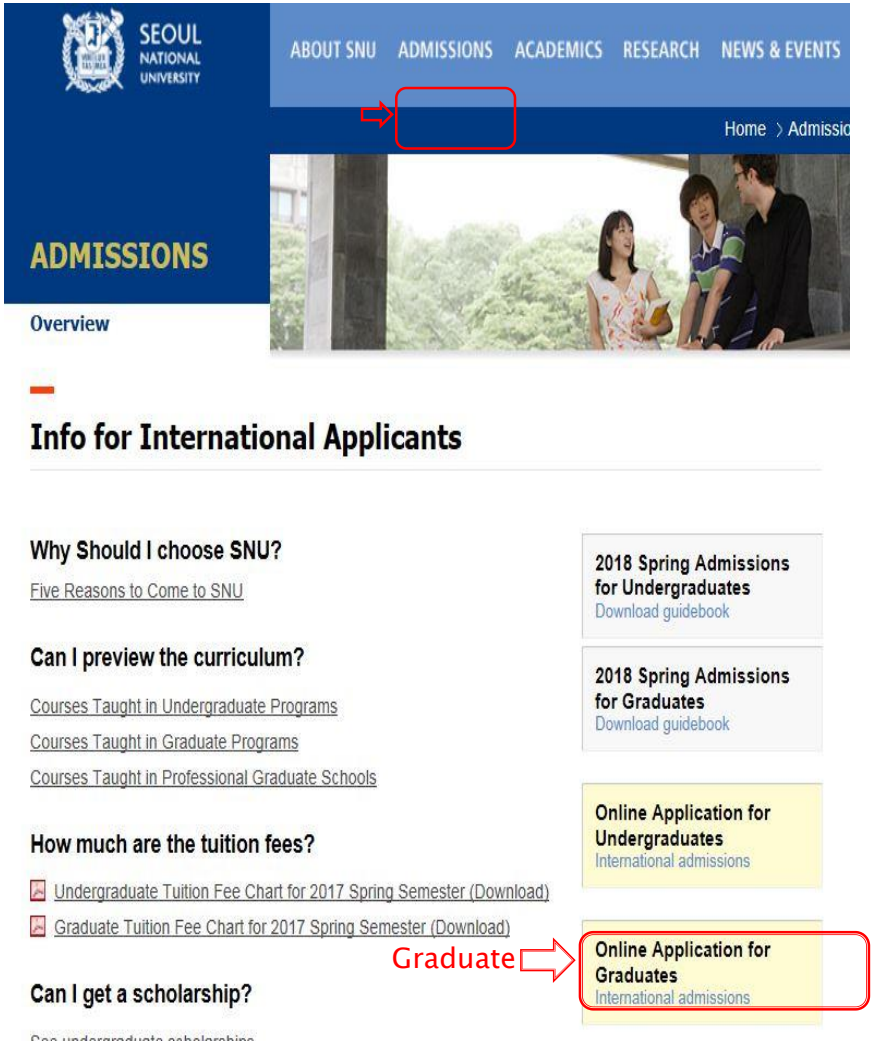
1. Visit SNU website
2. Log-in OR Create new account (Sign-up)
3. Create new account
4. Application (Input personal information)
5. Application (Input academic information)
6. Payment of application fee
7. Completion of online application
8. Print out required forms
9. Submit all required documents via post or visit in person
   (It should be submitted at SNU Office of admissions in due date)

※ Please refer to admissions guide for Graduate programs.

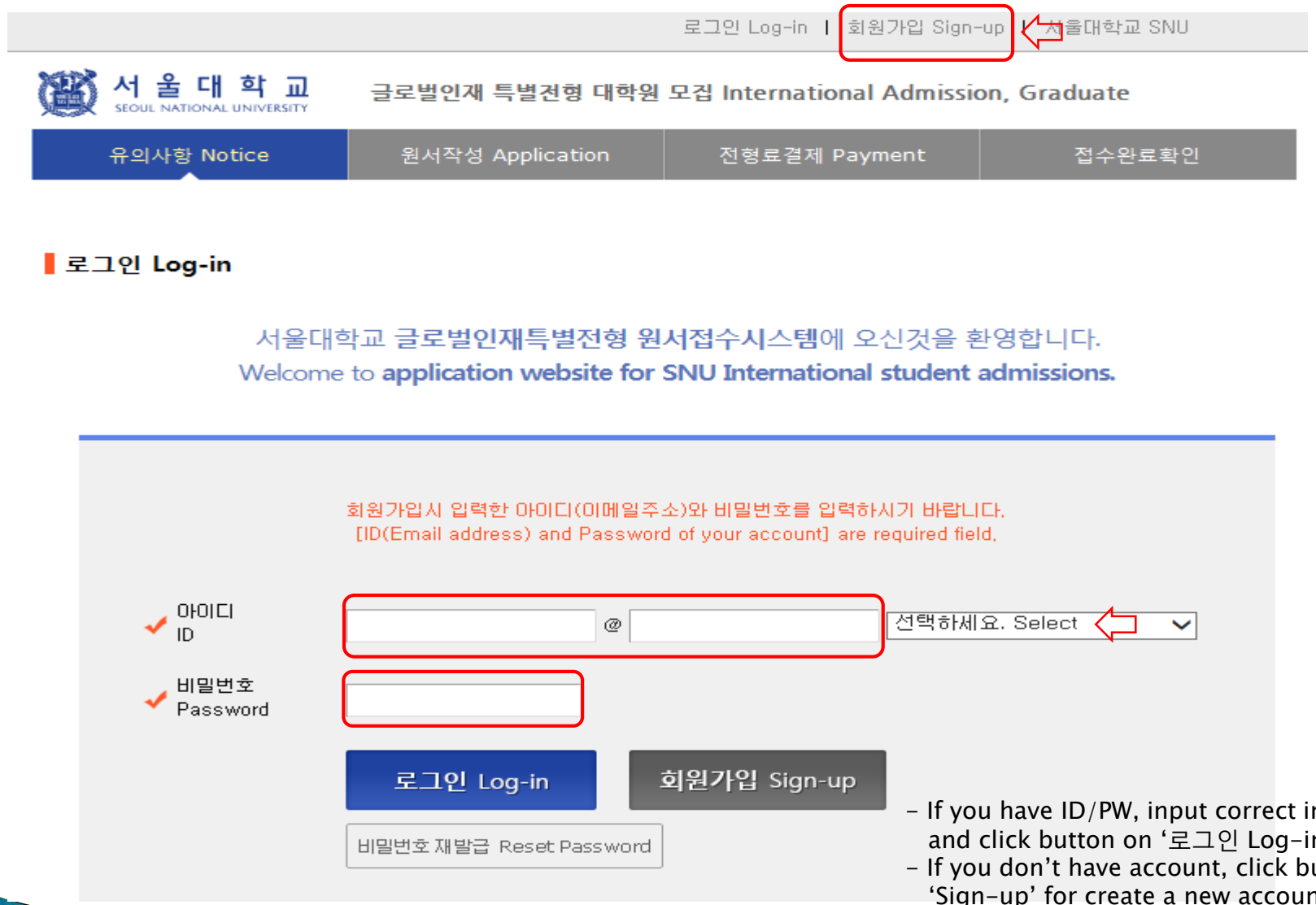
1. Click the icon marked below on SNU website. (Korean or English)

국문홈페이지 http://admission.snu.ac.kr

Website http://en.snu.ac.kr/apply/info



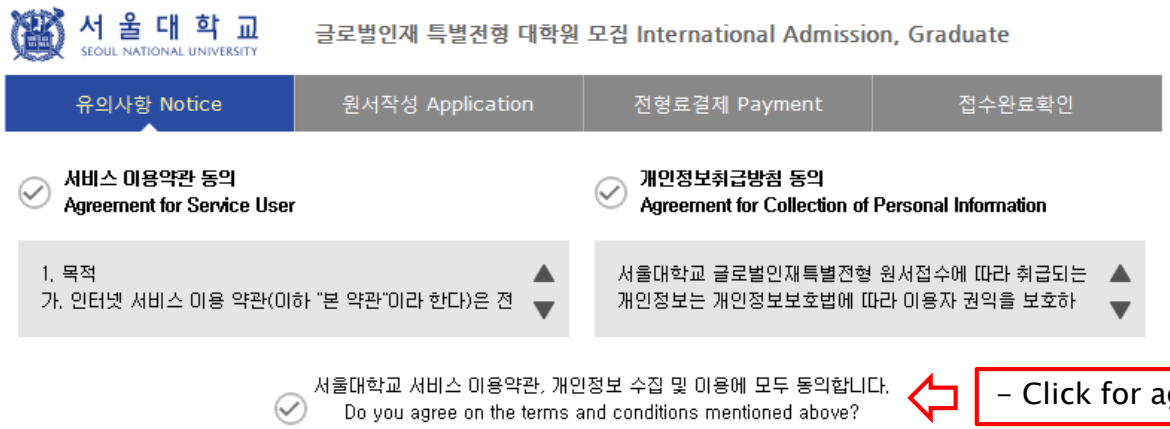
2. Log-in with ID/PW OR Create a New account



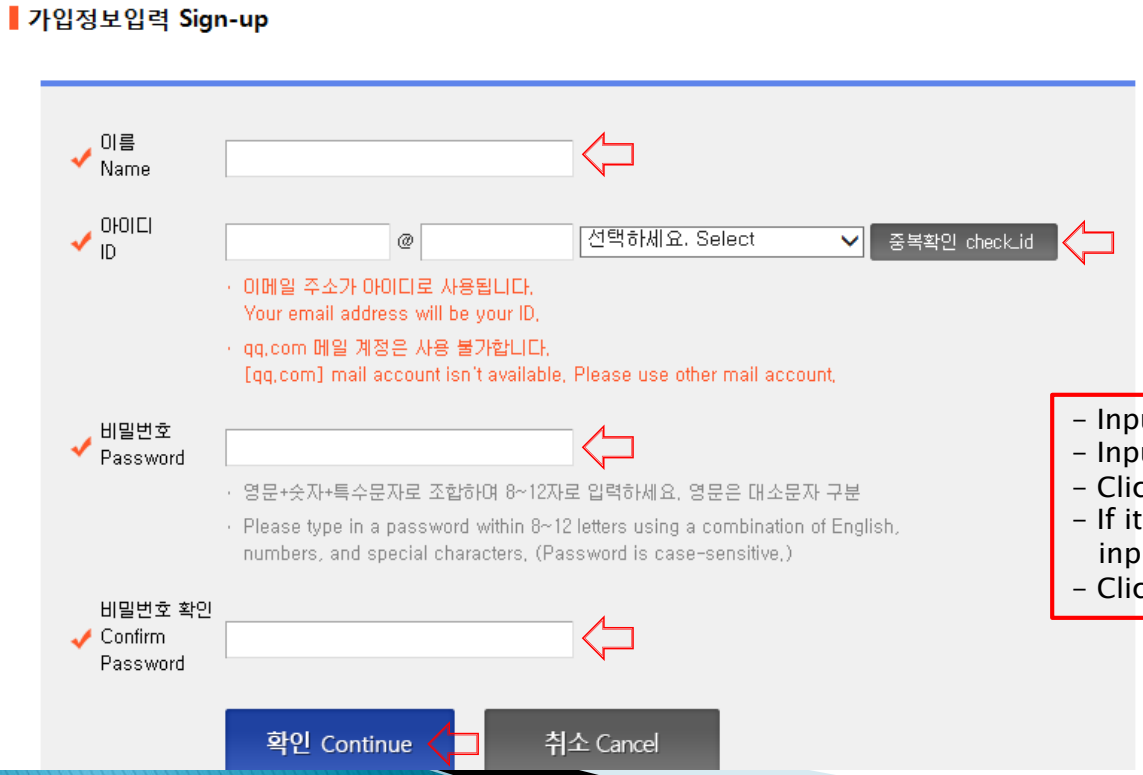
- If you have ID/PW, input correct information and click button on '로그인 Log-in'.
- If you don't have account, click button on 'Sign-up' for create a new account.
- If you forget password, click 'Reset Password'.

* Though you hold an account for previous semester's admissions, you should create new account for 2018 Spring.
* Email address of [qq.com] is not available.

3-1. How to create new account (Sign-up)

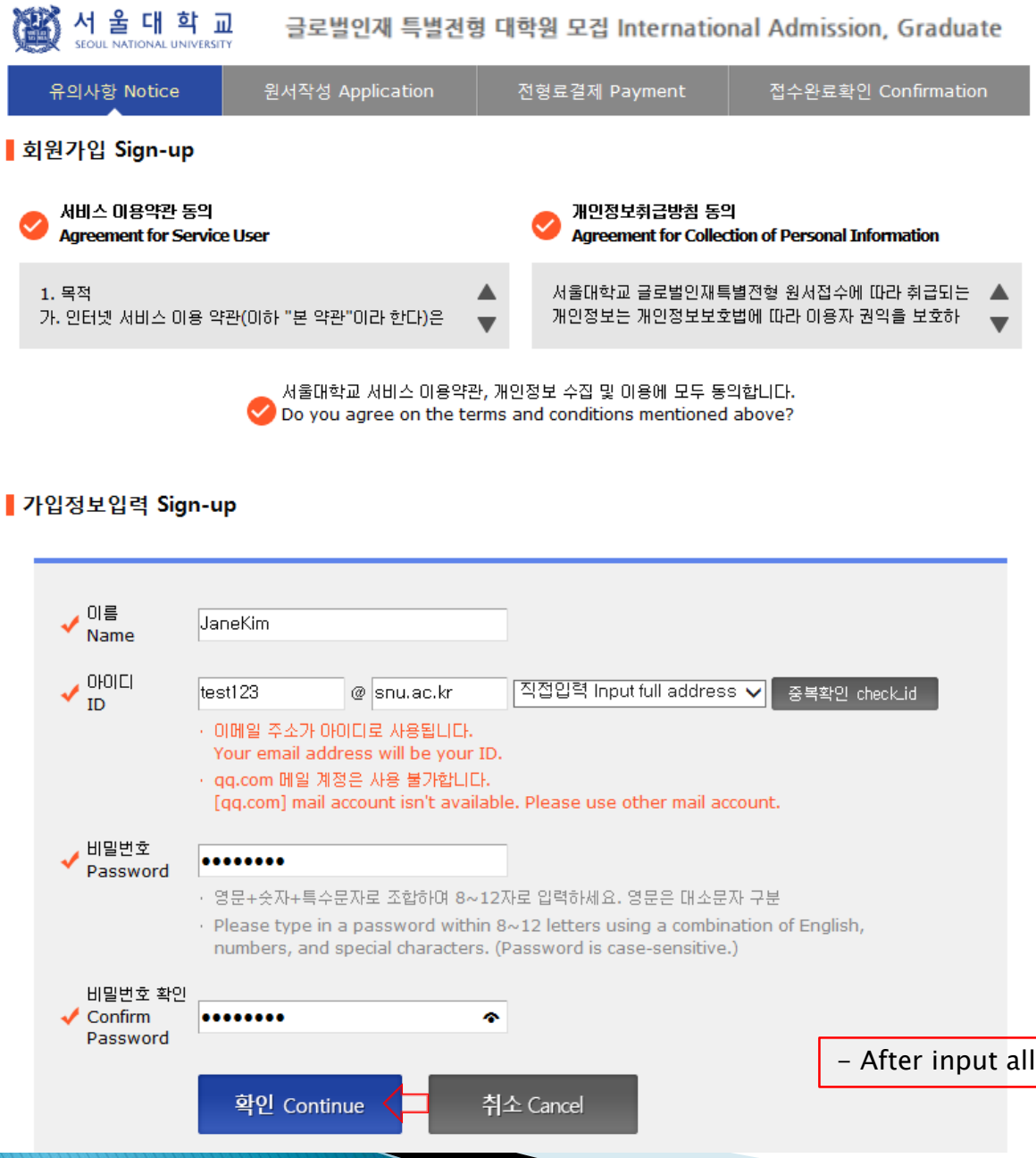


- Click for agreement on the terms & conditions



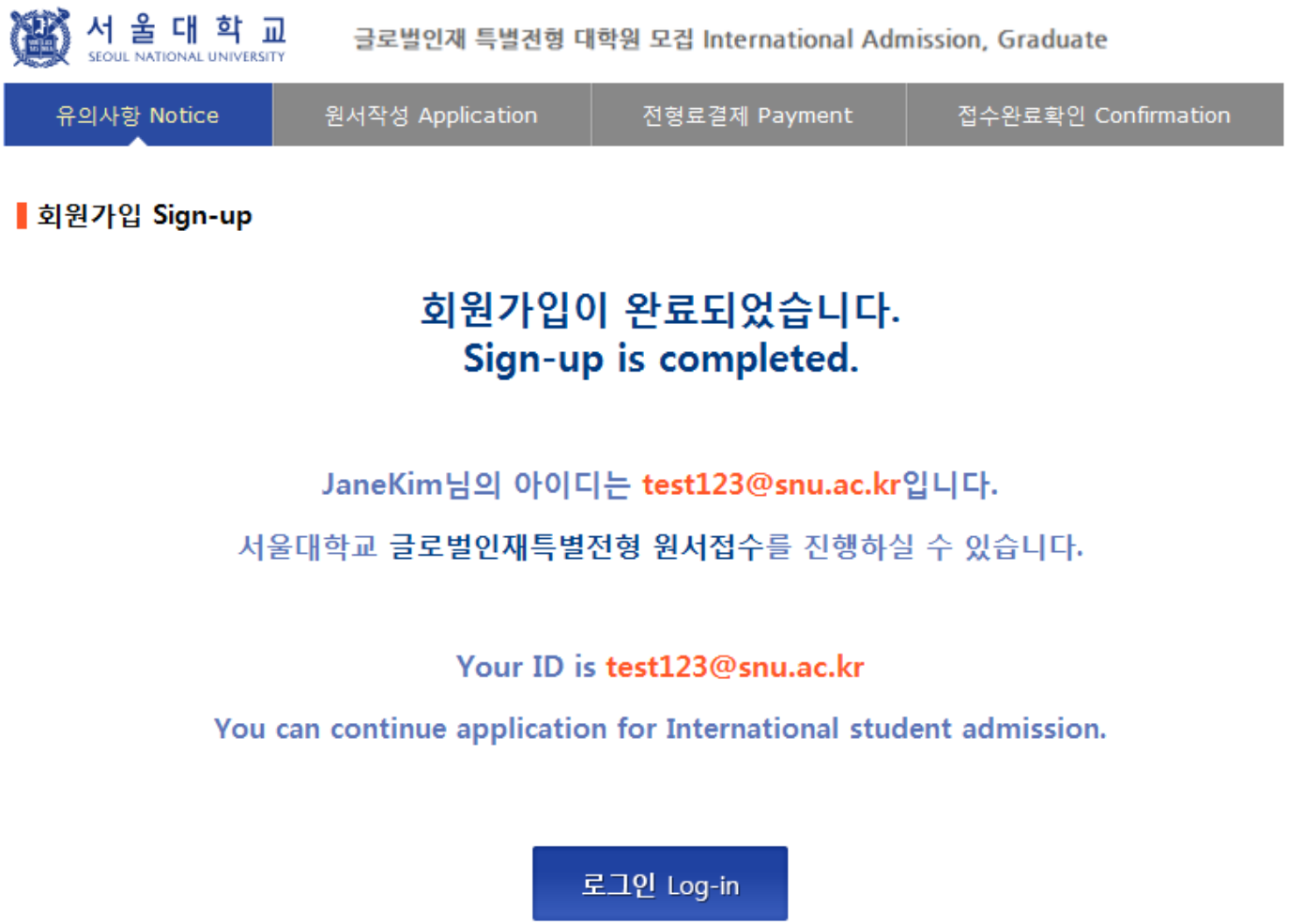
- Input applicant's full name
- Input ID = Email address
- Click button '중복확인(check ID)'
- If it's available ID,
  input Password & Confirm Password.
- Click button '확인(Continue)'

3-2. How to create new account (Sign-up)



- After input all information then click Continue'.

3-3. How to create new account (Sign-up)



4-1. Application for admissions

서 울 대 학 교 SEOUL NATIONAL UNIVERSITY

글로벌인재특별전형 대학원 모집 International Admissions, Graduate

유의사항 Notice | 원서작성 Application | 전형료결제 Payment | 접수완료확인 Confirmation

2018학년도 전기 Spring, 2018

아래 버튼을 누르면 자세한 전형일정을 보실 수 있습니다.
Select a language to see the admissions timetable in detail.

○ Korean ◉ English ⇦ Select a language to see direction in Korean or English.

Admissions Timeline

	Step	Deadline	
1	On-line Application	August 7 (Mon), 2017 ~ August 31 (Thu), 2017 (by 18:00, local time in Korea)	
		· Click 'Online Application for Graduates' and create an account at the online application website during the specified period. · SNU Admissions http://en.snu.ac.kr/apply/info · Entrance to the program starts in March 2018	
2	Submission of Documents	Submission of the application materials (except Recommendation Letters)	August 7 (Mon), 2017 ~ September 1 (Fri), 2017 (by 18:00, local time in Korea)
		· Sent by post or visit in person · After completing the online application, the required documents should arrive at the SNU Office of Admissions by the designated deadline. · Please refer to pages 5-6 for the list of required documents to be submitted. ※ As we approach the deadline, we expect high volume of document submissions. Thus you are advised to submit your documents at your earliest convenience.	

4-2. Application for admissions

3 아래의 경우 지원자 본인에게 책임이 있음

You will be responsible if:

- 결제를 하지 않아 원서접수가 되지 않았을 경우
  Your application is not complete due to your failure to pay the application fee;
- 결제가 되더라도 접수번호를 확인하지 않아 원서접수가 되지 않았을 경우
  Your application is not complete due to your failure to note your registration number after paying the fee;
- 원서작성 시 입력내용이 사실과 다를 경우
  There is any fact or statement in the application which is mispresented, false and /or incorrect.
- 동 전형에서 중복 지원(2개 이상의 접수번호 부여)할 경우 결격으로 처리됩니다.
  Applicants are not allowed to utilize a cross application approach, which can lead to disqualification. Cross-application is defined as when an applicant is given more than one registration number after submitting multiple applications. Submission of multiple applications means either applying more than one undergraduate course, or applying both undergraduate and graduate course at once.
- 입학본부에서 발송한 이메일을 체크하지 않는 경우 이에 대한 불이익이 발생할 수 있으며, 이는 지원자 본인의 책임입니다.
  Please note that the Office of Admissions do not hold any responsibility for an applicant who failed to check his or her e-mails in a timely manner.

인터넷 원서접수 시 문의사항 Contact number for enquiries regarding online application procedure and technical errors	**(주)유웨이어플라이** (UWAY APPLY Co,. Ltd.)	**1588-8988**
글로벌인재특별전형 관련사항 Contact number for admissions enquiries	**서울대학교 입학본부** Seoul National University Office of Admissions	**+82-2-880-6971**

원서작성하기 Proceed to the application

Click this button to proceed to application

4-3. Application for admissions

Click agreement

Click agreement

Click agreement

접수완료(결제완료) 후에는 접수 취소, 결제 취소, 결제금액 환불, 지원과정/모집단위(학과/전공) 변경 불가.
단, 접수완료 후에도 개인 인적 정보 및 학력 사항은 인터넷 접수 기간 중에 수정 가능.
Once you have paid the application fee and been issued your registration number, you will NOT be able to cancel your application as well as your payment, get a refund of your fee and change degree course/program(department/major) which you choose.
[Personal/Academic Information] can be modified after payment during the online application period.
Please confirm the accuracy of the information below before making your payment.

원서작성하기 Proceed to the application

Click this button to proceed to application

4-4. Application(Personal Information)

Collage/Department

* Academic year	◉ 2018학년도 전기 Spring, 2018
* Admission Type	◉ 글로벌인재특별전형I(본인 및 부모 모두 외국인) International Admission I ○ 글로벌인재특별전형II(전교육과정해외이수자) International Admission II

Click correct admission type

본인 및 부모가 모두 외국 국적을 가진 외국인
Both applicant and his/her parents are not citizens of Korea;

A 석사과정 및 석사박사통합과정 Master's / Combined Master's & Doctoral program
: 학사학위를 취득한 자 또는 이와 동등이상의 학력이 있다고 인정되는 자
Applicants must hold, or expect to hold in prior to entering SNU, a bachelor's degree or its equivalent(or higher) degree from an accredited college or university

B 박사과정 Doctoral program
: 석사학위를 취득한 자 또는 이와 동등이상의 학력이 있다고 인정되는 자
Applicants must hold, or expect to hold in prior to entering SNU, a master's degree or its equivalent(or higher) degree from an accredited college or university

* Desired Degree Course	○ 석사과정 Master's Program ○ 석사·박사통합과정 Combined Master's/Doctoral Program ○ 박사과정 Doctoral Program

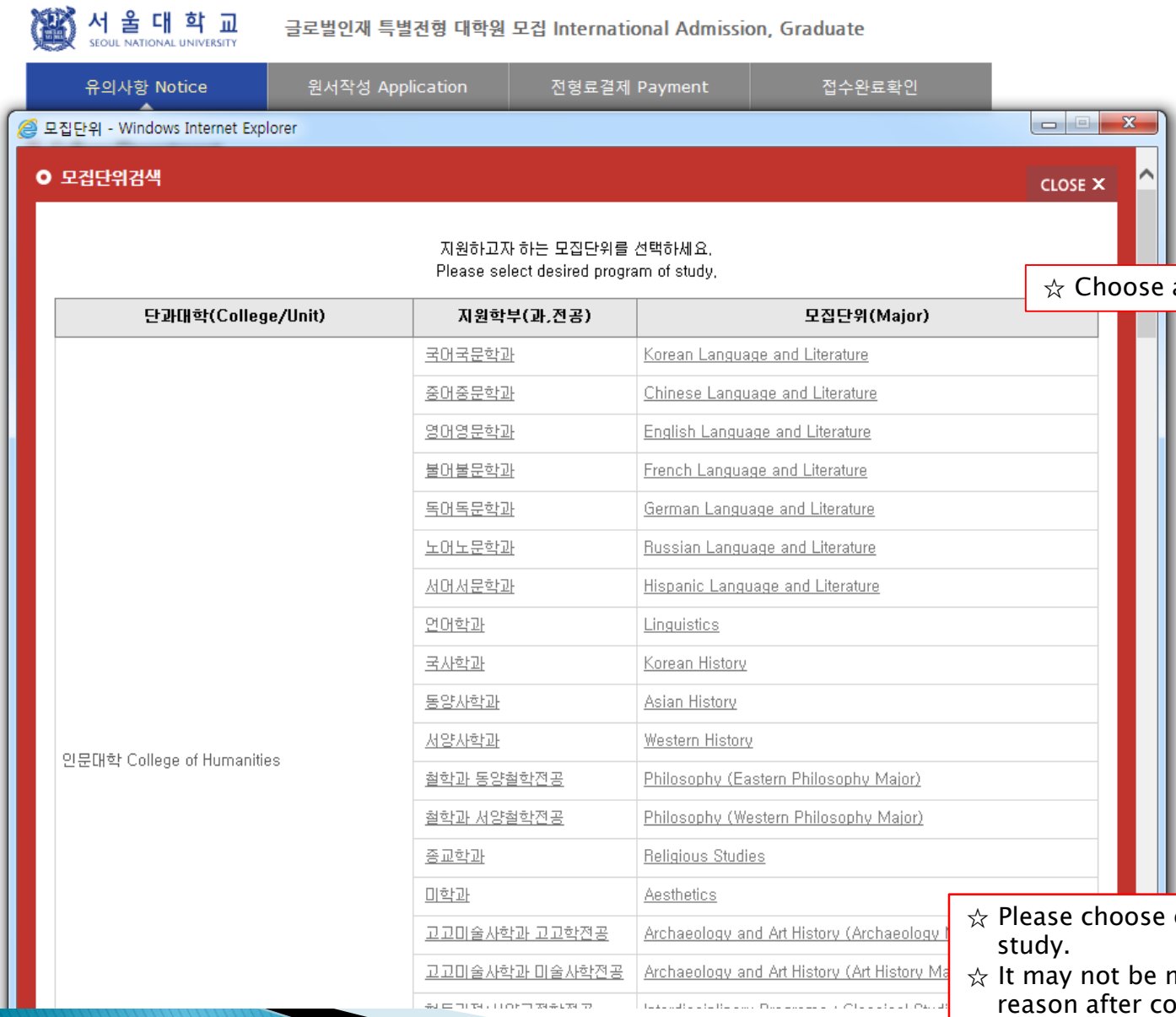
Click correct admission type

* Desired Program of Study	[ ] Dept/School/Major

Click Desired program

Field of study (If applicable)	[ ] ※ Please fill it out after check field of study on desired program's website in advance.

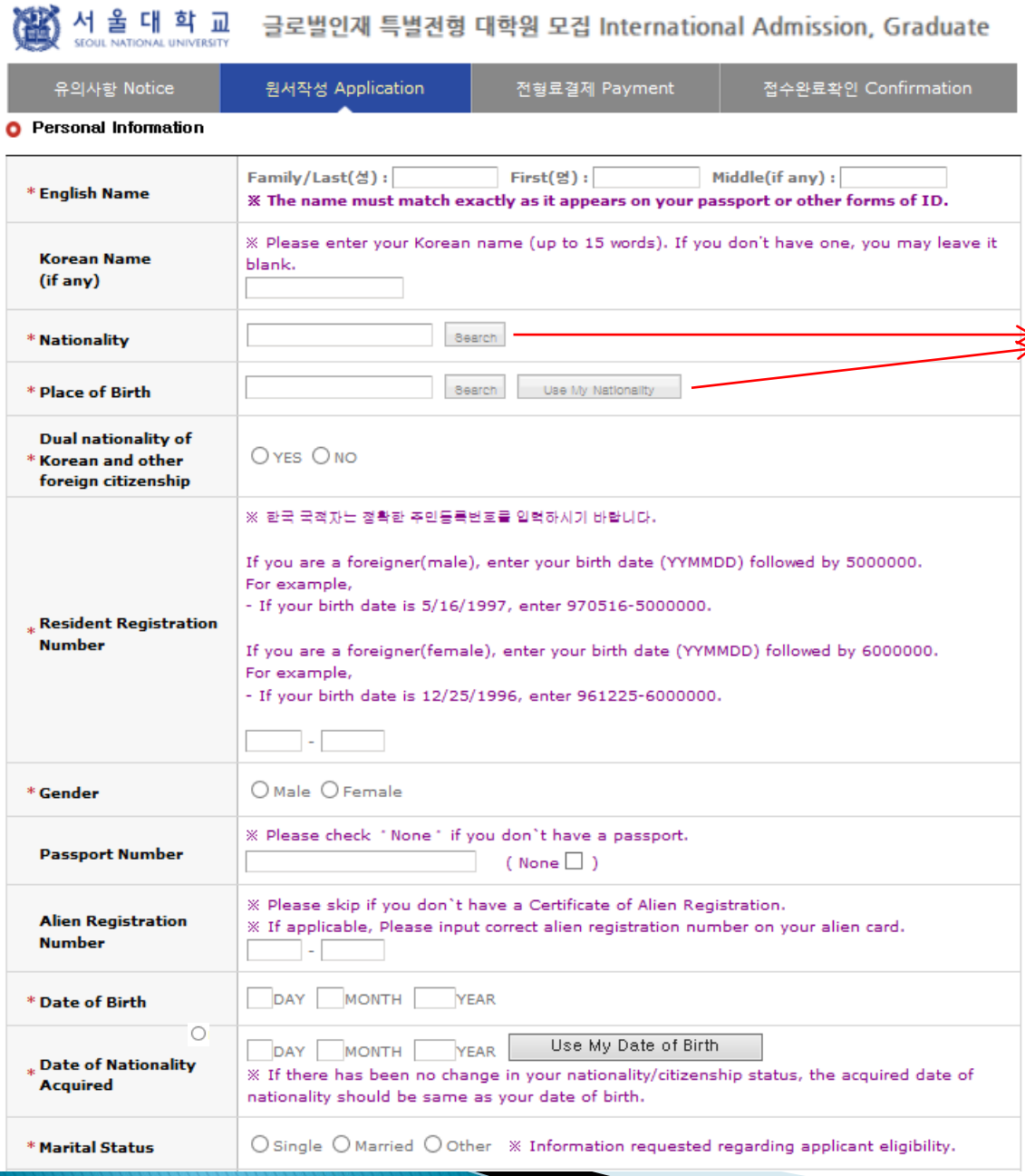
4-5. Application(Personal Information)



☆ Choose a desired program of study

☆ Please choose correct desired program of study.
☆ It may not be modified OR canceled in any reason after complete application.

4-6. Application(Personal Information)



☆ Input all correct personal information
Fields(*) are require fields.

☆ If you have Korean Name, input it
OR not leave in blank.

☆ Input your nationality and place of birth
(Please choose correct nationality, If it's not on the list, please type directly after click 'etc'.)

☆ If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information.

☆ Input correct resident registration number.

☆ Choose gender.

☆ Input passport number. If you don't have it, click NONE.

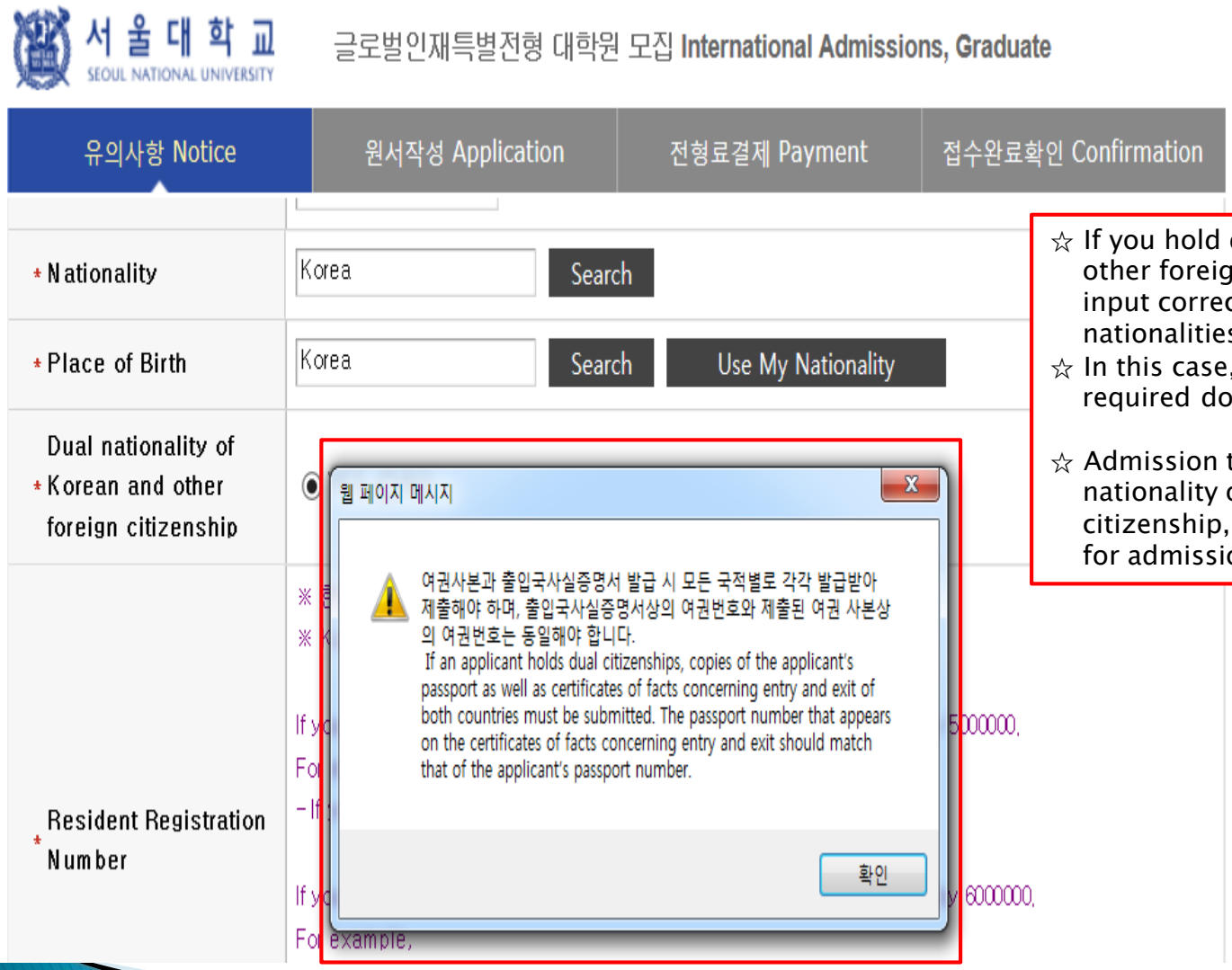
☆ If you hold alien registration number, input correct information. Or not leave in blank.

☆ Input date of birth & date of nationality acquired.

☆ Choose marital status

4-7. Application(Personal Information)

Admission type II: In case of dual nationality of Korean and other citizenship



☆ If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information about both nationalities.

☆ In this case, applicant should submit required documents for both nationalities.

☆ Admission type I: If you hold dual nationality of Korean and other citizenship, you are not eligible to apply for admissions type I.

4-8. Application(Personal Information)

* Mailing Address	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : Address :
* Telephone	※ Please include the Country and City Codes. ex) 82-2-123-4567
* Cell Phone	※ Please include the Country and City Codes. ex) 82-10-123-4567
* E-mail	sc@gmail.com

☆ Input all correct personal information
Fields(*) are require fields.
☆ Input mailing address.
☆ Input correct telephone & cell phone number.
☆ This field will be automatically completed with information from applicant's create account page.

Family Information (※ Information requested regarding applicant eligibility.)

* Father	◯ Father ◯ Father deceased
* Mother	◯ Mother ◯ Mother deceased
Check if applicable	☐ Parents divorced
* Financial Resources	You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at SNU: ◯ Agree ◯ Disagree

☆ Input correct family(Parents) information.
☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below.
☆ Please choose correct nationality, If it's not on the list, please type directly after click 'etc'.
☆ Choose financial resources.

4-9. Application(Personal Information)

Applicant PIN

* Applicant PIN	– Enter 8 to 10 digits of English or numeric digits or enter 8 to 10 digits in combination with English and numbers. – The applicant PIN is used by a recommender to search for a certain applicant.

Notes

Notes	1.추천인 이메일 계정에 따라서 추천서 작성 안내 메일이 발송되지 않을 수 있으므로, 추천인에게 해당 메일 수신 여부를 꼭 확인하시기 바랍니다. E-mail may not arrive to the recommender due to it being returned or omitted. Please check with your recommender after applying to make sure that the e-mail has arrived. 2. 추천인 이메일 계정은 Gmail 등 상용 이메일 계정보다 추천인이 재직 중인 학교의 공식 이메일 계정 사용 권장합니다. We advise that the recommender's email be an official account of the school in which the recommender is employed, rather than a commercial account (such as gmail, etc). 3. 추천인이 추천서를 작성 후 저장하였거나 최종 제출한 경우 추천인 정보 수정이 불가능합니다. 단, 부득이하게 추천인 정보 수정이 꼭 필요한 경우 입학본부(02-880-6971) 로 연락하시면 사유 확인 후 수정 해드리도록 하겠습니다. If recommendation letters has been made or submitted, it is not possible to modify the information of recommender. However, if modification of recommender information is inevitably needed, please contact the Office of Admissions, Seoul National University. (+82-2-880-6971)

Recommender I

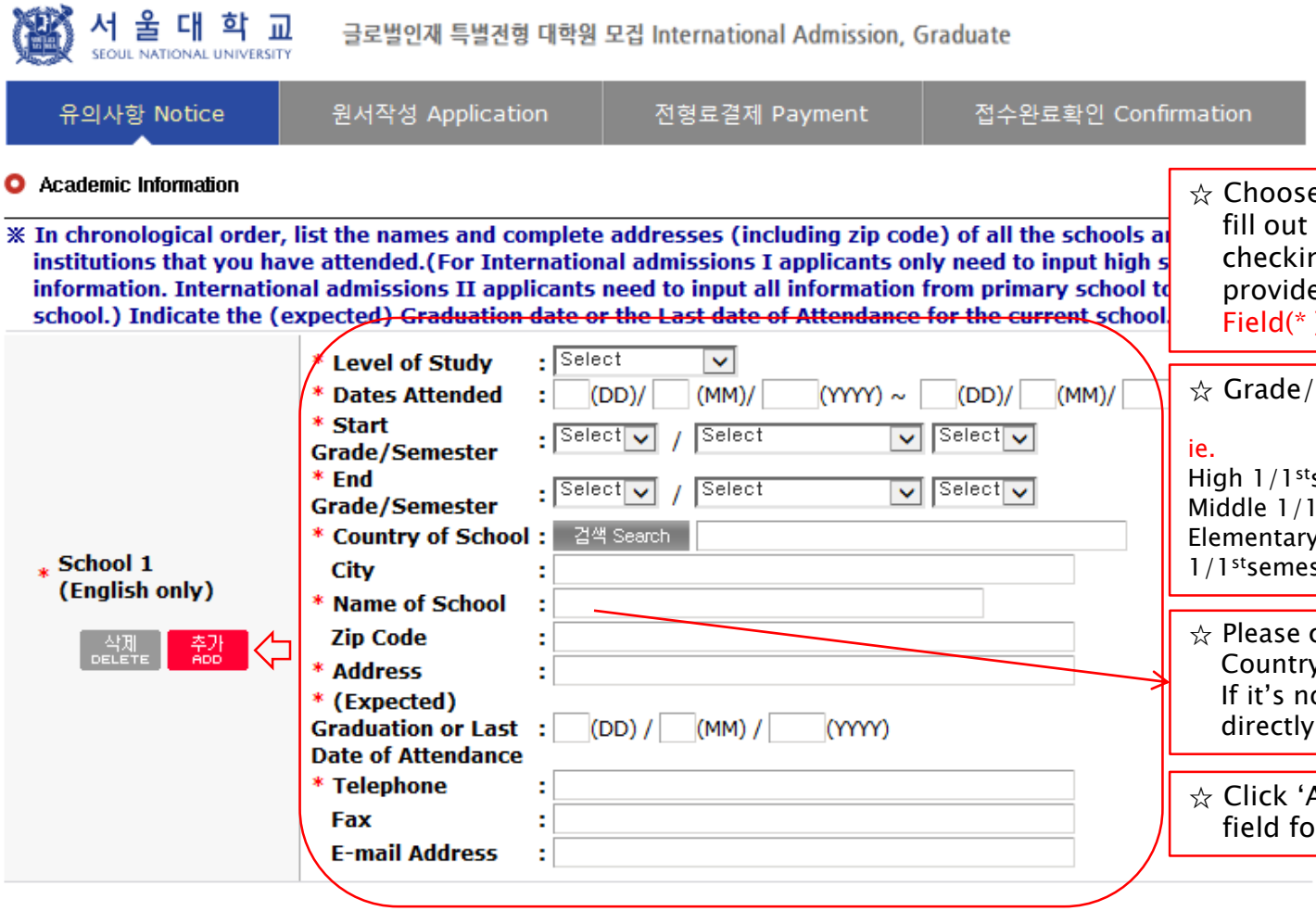
* Recommender I	Family/Last : First : Middle(if any) :
* Recommender I E-mail	※ Please enter recommender's e-mail without errors. The applicant's information will be e-mailed to the recommender.

☆ After check personal information including recommender information correctly, go to next step.

RecommenderII

* Recommender II	Family/Last : First : Middle(if any) :
* Recommender II E-mail	※ Please enter recommender's e-mail without errors. The applicant's information will be e-mailed to the recommender.

5. Application (Academic information)



☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below.
Field(*) is require field.

☆ Grade/Semester

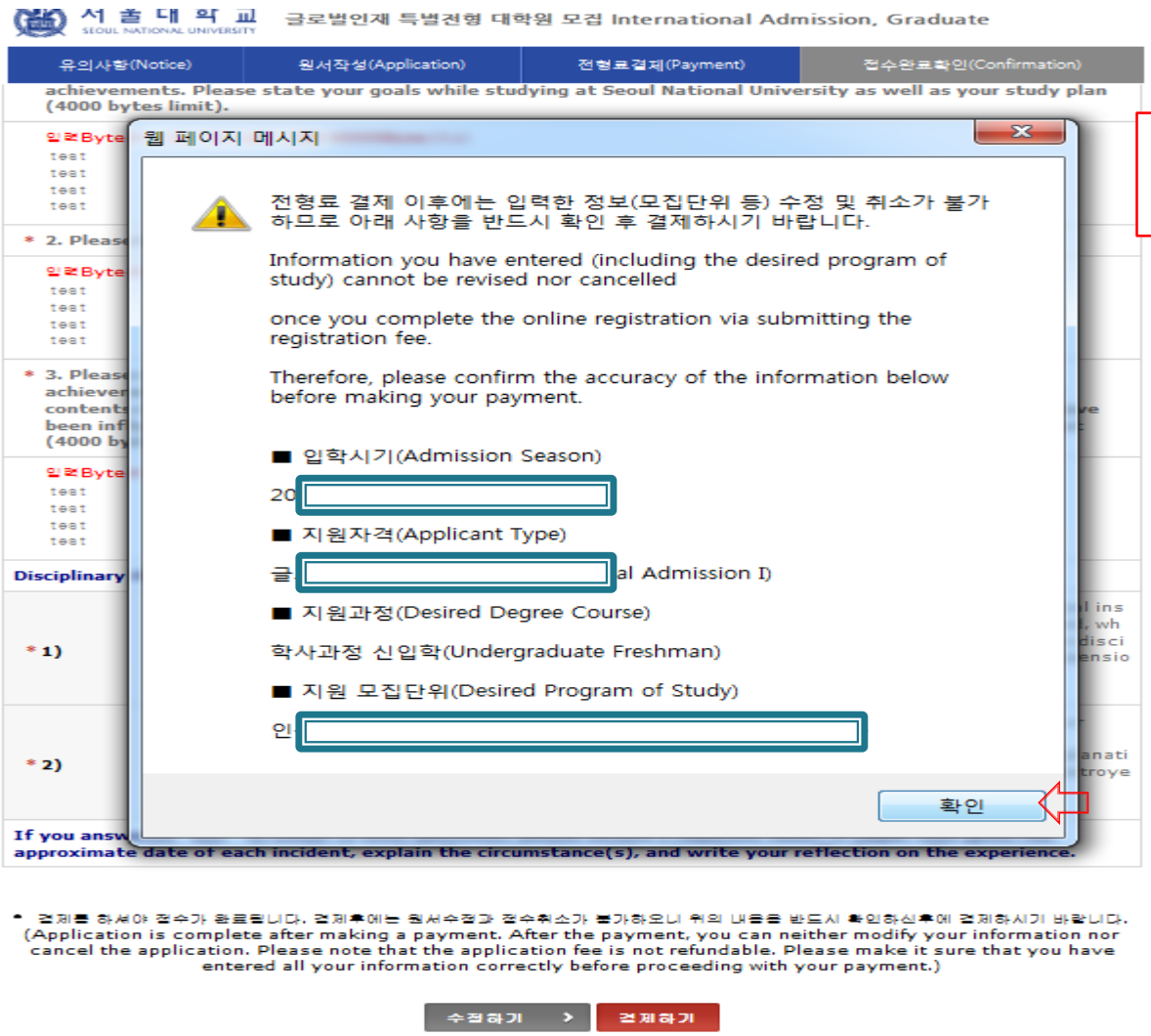
ie.
High 1/1st semester~3/2nd semester
Middle 1/1st semester~3/2nd semester
Elementary
1/1st semester~6/2nd semester

☆ Please choose correct Country/Name of School.
If it's not on the list, please type directly after click 'etc'.

☆ Click 'ADD' to obtain additional field for school information.

☆ Application type I: From Undergraduate information is required to input.
☆ Application type II: From elementary school, each Elementary, Middle, High school, Undergraduate information are required to input.

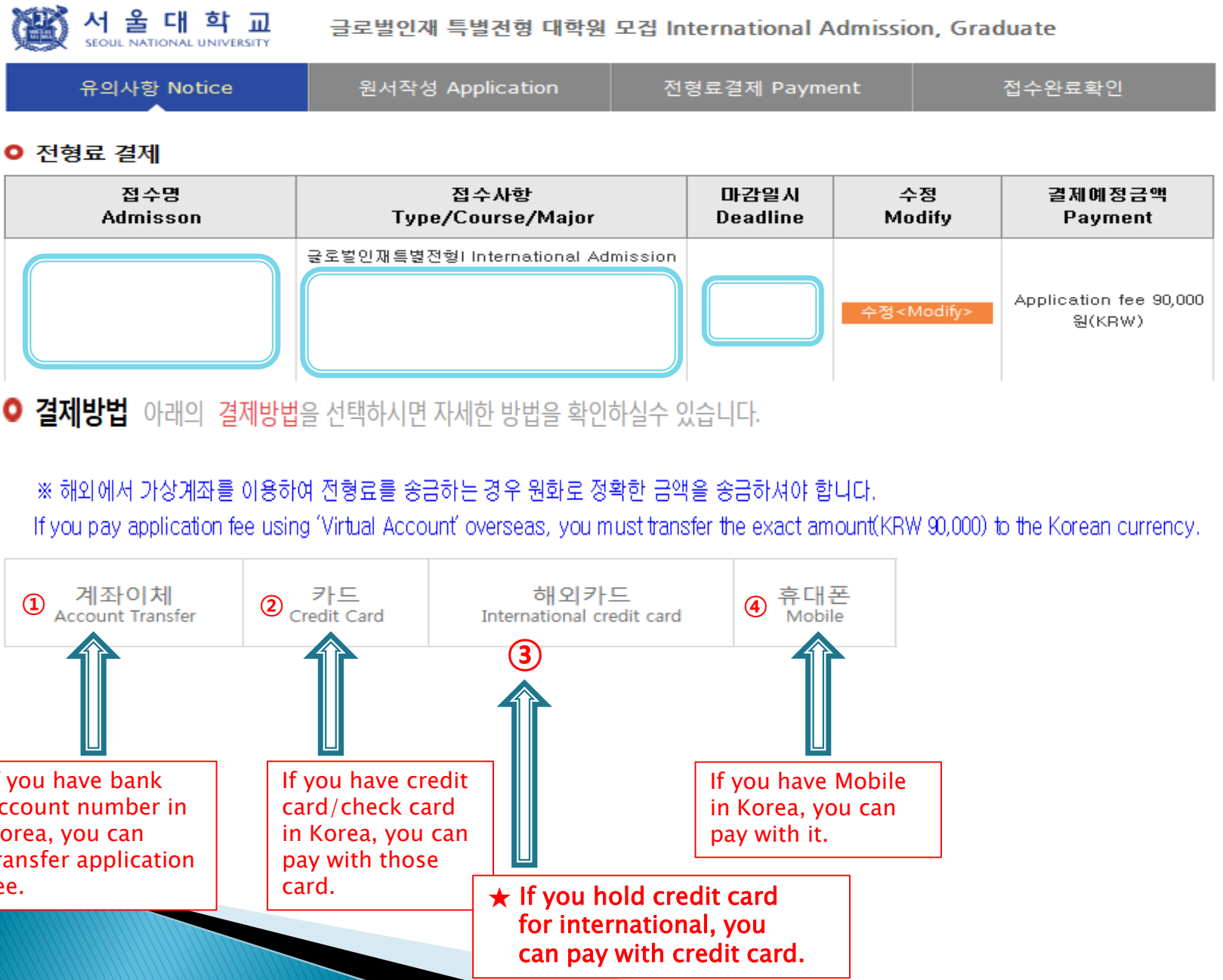
6. Application(Check final inputted information)



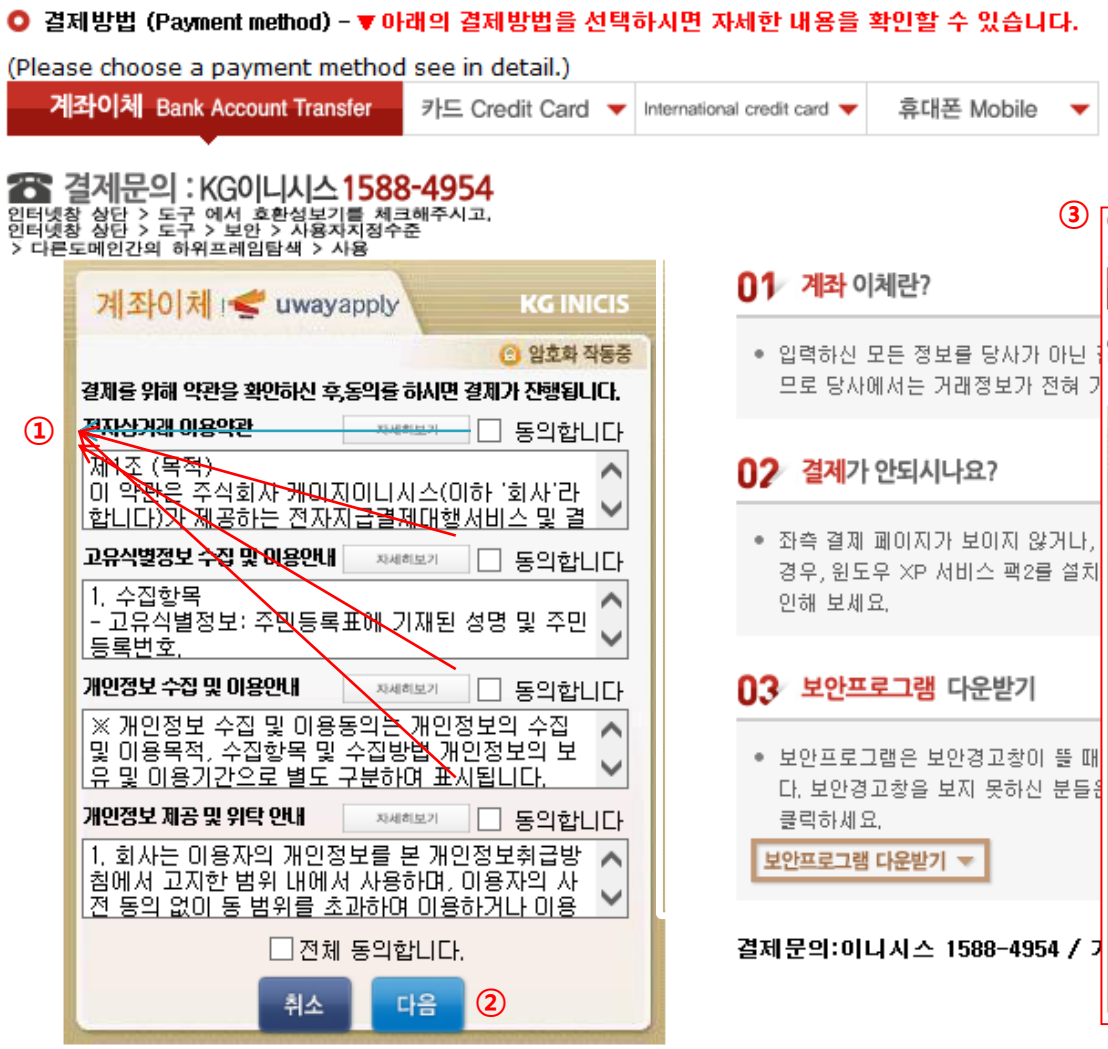
☆ Before payment please check all information.
☆ Then go to next step <확인>.

- If any correction/modification are necessary, click 'modify'.
- Modification of desired program/Cancellation are NOT allowed after complete payment of application fee.

7-1. Payment of application fee



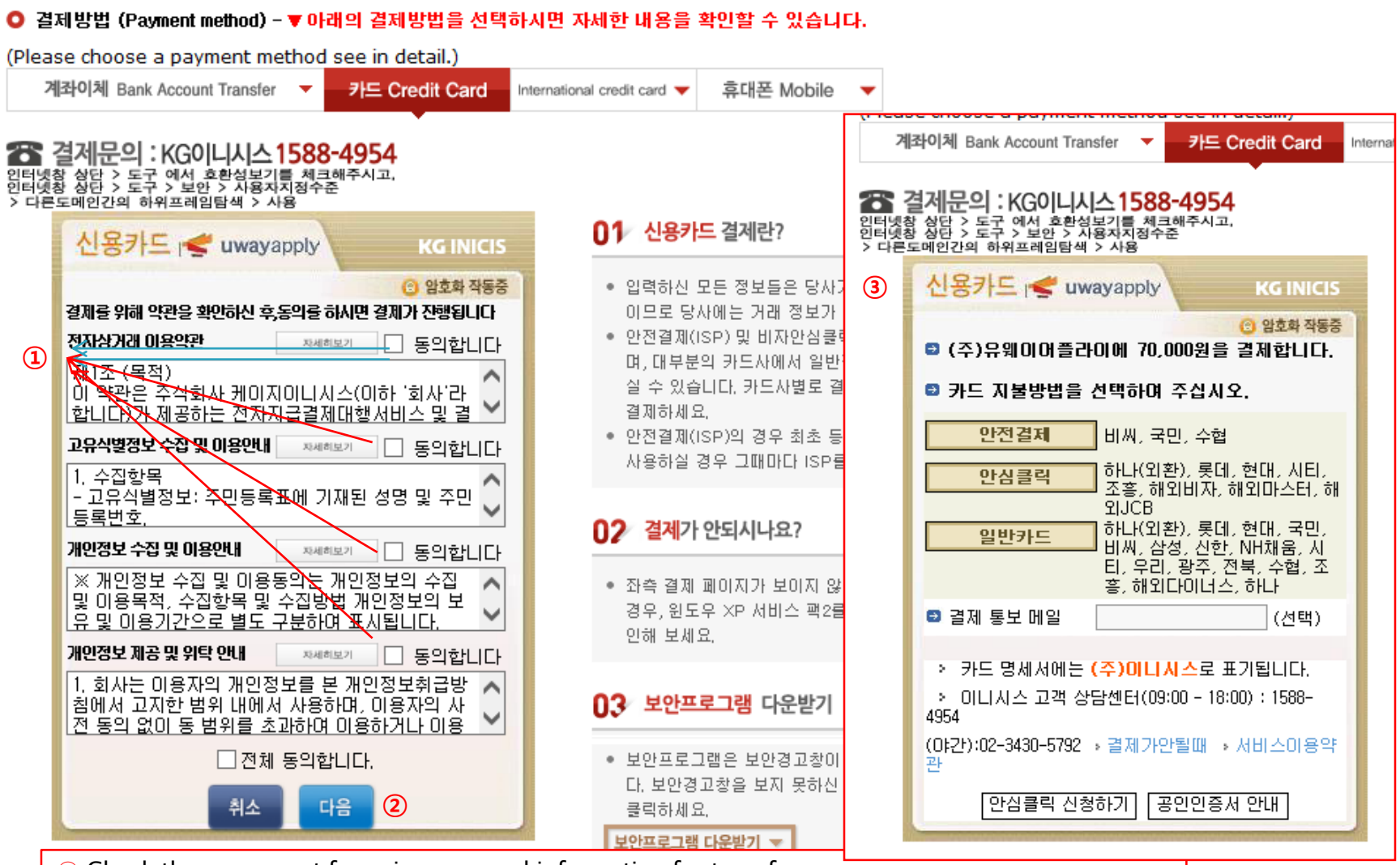
7-2. Payment of application fee_ (1) 계좌이체 Bank account transfer



① Check the agreement for using personal information for transfer.
② Click '다음next'.
③ Choose applicable bank name, then transfer application fee

* You may see the message to install some program by Inicis.

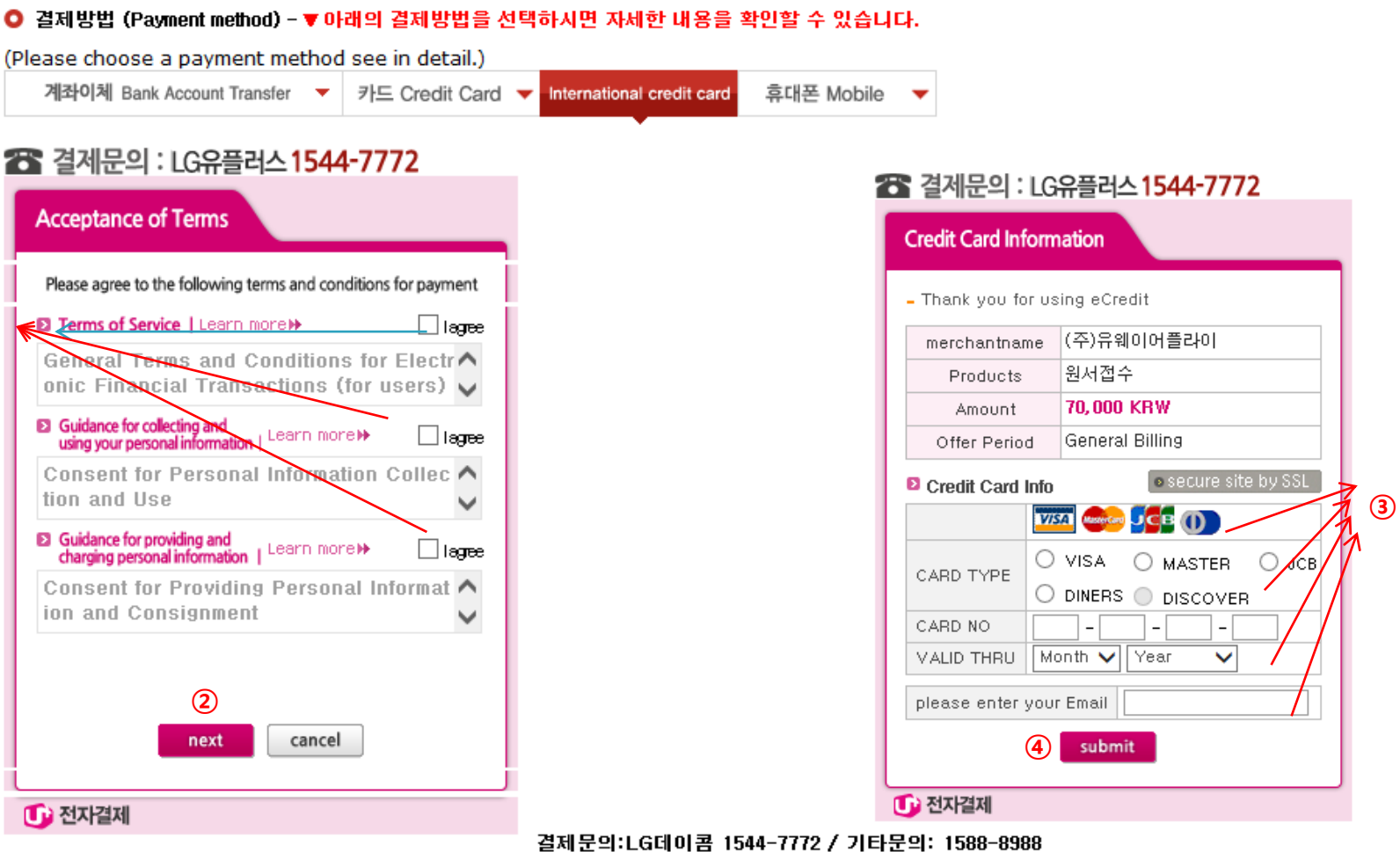
7-3. Payment of application fee_ (2) 카드 Credit card of Korea



① Check the agreement for using personal information for transfer.
② Click '다음next'.
③ Choose applicable credit card Name, email address , then pay with credit card information following each card company's directions.

* You may see the message to install some program by Inicis.

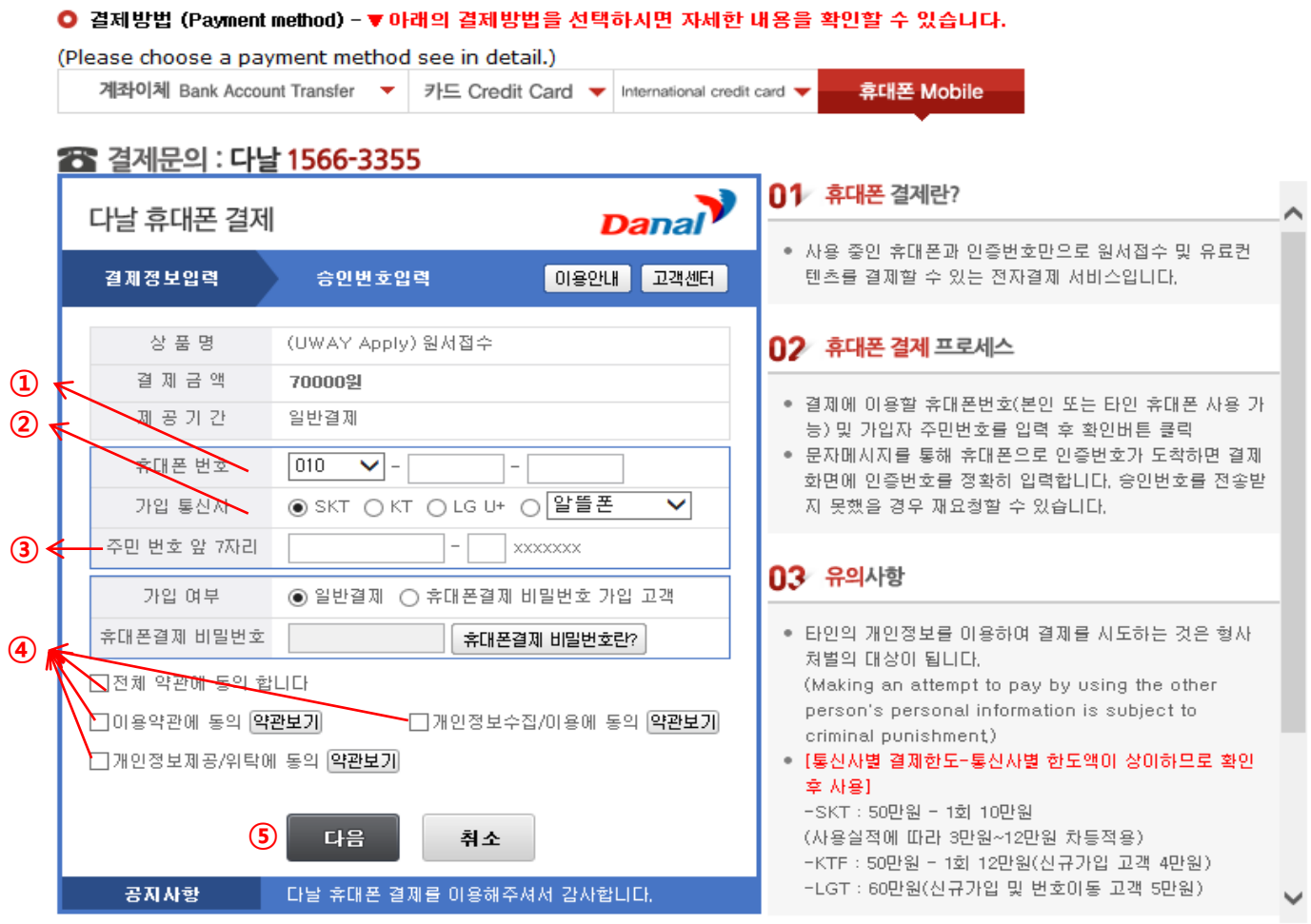
7-4. Payment of application fee_ (3) 해외 신용카드 International credit card



① Check the agreement for using personal information for payment.
② Click 'next'.
③ Choose applicable credit card Name and input all information, ④ Click 'submit'.

* You may see the message to install some program by Inicis/LG Uplus.
* In some cases your card cannot be accepted, please try with other International credit card.

7-5. Payment of application fee_ (4) 휴대폰 결제 Mobile Phone payment



① Input Mobile phone number (010, 011, 016...)
② Click Mobile phone company(SKT, KT, LG….)
③ Input registration number
④ Click agreement, ⑤ Click '다음 Next'

* You may see the message to install some program by 다날.

8. Completion of online application

접수완료 Application complete

접수상태 State of Application	접수일자 Date of Application	접수명 Name of Application	수험(접수) 번호 Registration Number	출력물 Print out
Online application completed		글로벌인재특별전형I(본인 및 부모 모두 외국인) International Admission I		① INFORMATION CHECK [Print] APPLICATION FOR ADMISSION Pg.1 [Print] APPLICATION FOR ADMISSION Pg.2 [Print] PERSONAL STATEMENT & STUDY PLAN [Print] AGREEMENT FOR VERIFICATION OF ACADEMIC RECORDS [Print] APPLICATION CHECKLIST ② [Modify] PERSONAL INFORMATION [Modify] ACADEMIC INFORMATION / PERSONAL STATEMENT & STUDY PLAN ③ Send a guide email for recommendation letter to Recommender I Send a guide email for recommendation letter to Recommender II Arrival status of recommendation letter

① Print application each page1&2/ Personal statement & study plan(4pages)/ Agreement for verification academic records/ Checklist.

② You may modify before submit application document to SNU except admission type & desired program.

③ As you have completed the payment of the application fee, a guide email for recommendation letter will automatically be sent to recommender I and II. However, if recommender does not receive this email, you must click **'Send a guide email for recommendation I(or II)'**. Additionally, if you modify the information of recommender, you should click **'Send a guide email for recommendation I(or II)'** to send a guide email to the appropriate person

- **Modification of admission type & desired program /Cancellation are NOT allowed after complete payment of application fee.**

If you have no other way for payment application fee, please send email to snuadmit@snu.ac.kr ASAP

Thank you for your application !

If you have any questions,
Please contact Office of admissions.

e-mail:snuadmit@snu.ac.kr

Tel:+82-2-880-6971 (On-line application,
Document submission)