# 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



#### 입학안내

## 和阳量在经验是初到对不以是是和

대한민국의 미래를 개척하고 인류사회에 공헌하는 국립대학법인 서울대학교로 거듭나겠습니다.

역사가 숨쉬는 곳, 미래를 꿈꾸는 곳, 서울대학교는 겨레의 대학으로서 그책임을 묵묵히 다하며 세계의 대학으로 나아가는 새 지평을 열어 가고 있습니다.

#### > 대학공지사항

- · 2015학년도 정시모집 의과대학 인·적성면접 유의사항
- · 2015학년도 기회균형선발특별전형 II 면접 일정 안내 및 수험생 유의사항
- 2015학년도 정시(일반전형) 사범대학 교직적성·인성평가 면접조 및 장소...
- 2015학년도 대학 정시모집 '가'군 지원현황(최종)
- 2015학년도 의과대학 학사편입학전형 최종 합격자 발표

#### > 대학원 공지사항



더보기



SNU (Undergraduate)

INTERNATIONAL ADMISSIONS APPLICATION

모집안내 바로가기

글로벌인재특별전형

각종 서식 다운로드

수시모집

정시모집

대학원

아로리

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



#### Info for International Applicants

#### Why Should I choose SNU?

Five Reasons to Come to SNU

#### Can I preview the curriculum?

Courses Taught in Undergraduate Programs

Courses Taught in Graduate Programs

Courses Taught in Professional Graduate Schools

#### How much are the tuition fees?

- Undergraduate Tuition Fee Chart for 2017 Spring Semester (Download)
- Graduate Tuition Fee Chart for 2017 Spring Semester (Download)

Graduate |

Online Application for Graduates

Can I get a scholarship?

Con undergraduate eshalarabina

2018 Spring Admissions for Undergraduates

Download guidebook

2018 Spring Admissions for Graduates

Download guidebook

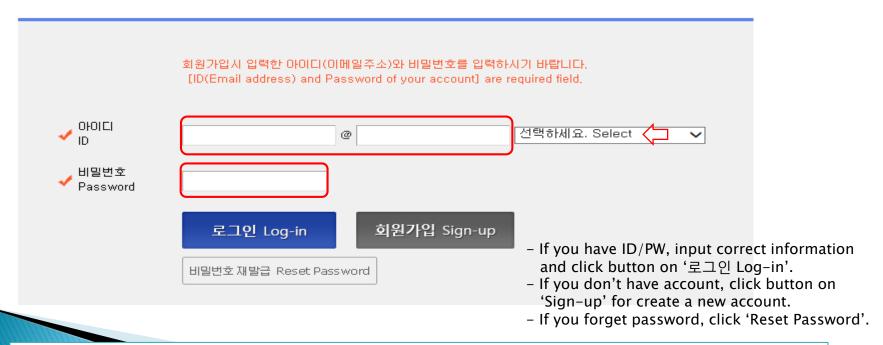
Online Application for Undergraduates

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



#### ▋로그인 Log-in

서울대학교 글로벌인재특별전형 원서접수시스템에 오신것을 환영합니다. Welcome to application website for SNU International student admissions.



- \* 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)

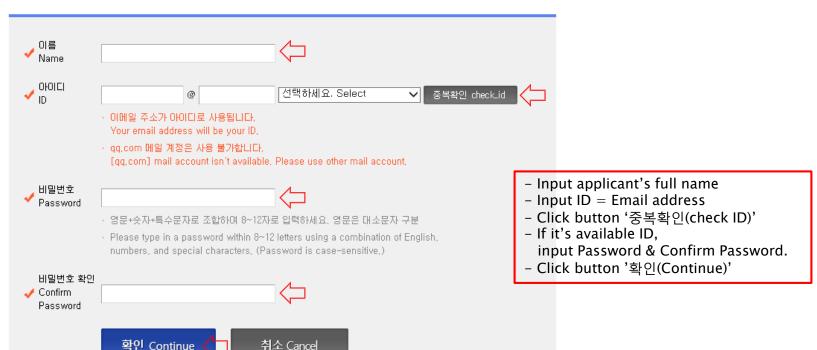


서울대학교 서비스 이용약관, 개인정보 수집 및 이용에 모두 동의합니다. Do you agree on the terms and conditions mentioned above?

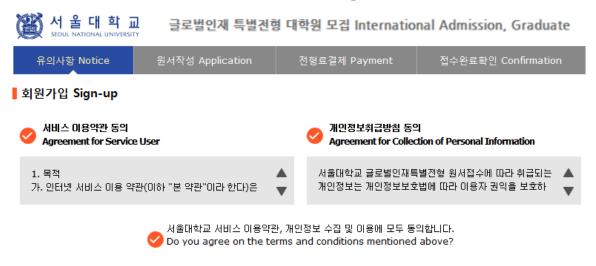


- Click for agreement on the terms & conditions

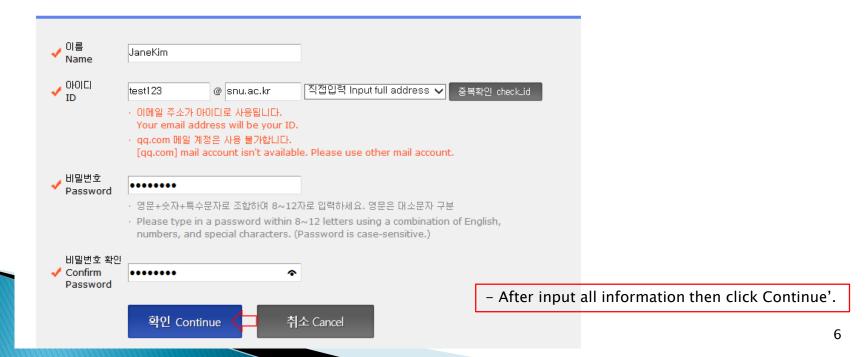
#### ▮ 가입정보입력 Sign-up



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



#### ▮ 가입정보입력 Sign-up



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



글로벌인재 특별전형 대학원 모집 International Admission, Graduate

유의사항 Notice

원서작성 Application

전형료결제 Payment

접수완료확인 Confirmation

▮ 회원가입 Sign-up

## 회원가입이 완료되었습니다. Sign-up is completed.

JaneKim님의 아이디는 test123@snu.ac.kr입니다. 서울대학교 글로벌인재특별전형 원서접수를 진행하실 수 있습니다.

Your ID is test123@snu.ac.kr

You can continue application for International student admission.

로그인 Log-in

## 4–1. Application for admissions



글로벌인재특별전형 대학원 모집 International Admissions, Graduate

유의사항 Notice

원서작성 Application

전형료결제 Payment

접수완료확인 Confirmation

#### o 2018학년도 전기 Spring, 2018

아래 버튼을 누르면 자세한 전형일점을 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		
		August 7 (Mon), 2017 ~ August 31 (Thu), 2017 (by 18:00, local time in Korea)		
		<ul> <li>Click 'Online Application for Graduates' and create an account at the online application website during the specified period.</li> <li>SNU Admissions <a href="http://en.snu.ac.kr/apply/info">http://en.snu.ac.kr/apply/info</a></li> <li>Entrance to the program starts in March 2018</li> </ul>		
		Submission of the application materials (except Recommendation Letters)	August 7 (Mon), 2017 ~ September 1 (Fri), 2017 (by 18:00, local time in Korea)	
2	Submission of Documents	SNU Office of Admissions by the de Please refer to pages 5-6 for the list X As we approach the deadline, we see	on, the required documents should arrive at the esignated deadline. It of required documents to be submitted. Expect high volume of document submissions. Thus uments 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.

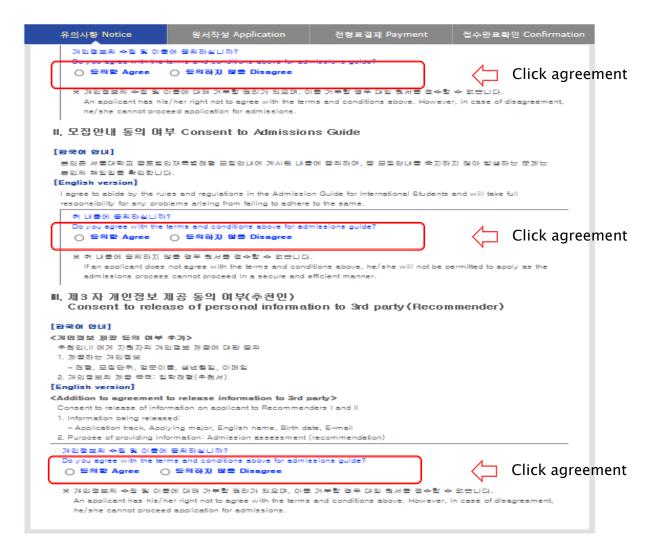
· 입학본부에서 발송한 미메일을 체크하지 않는 경우 미에 대한 불미익이 발생할 수 있으며, 미는 지원자 본인의 책임입니다.

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.

U터넷 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 압학본부 Seoul National University Office of Admissions	+82-2-880-6971



## 4-3. Application for admissions

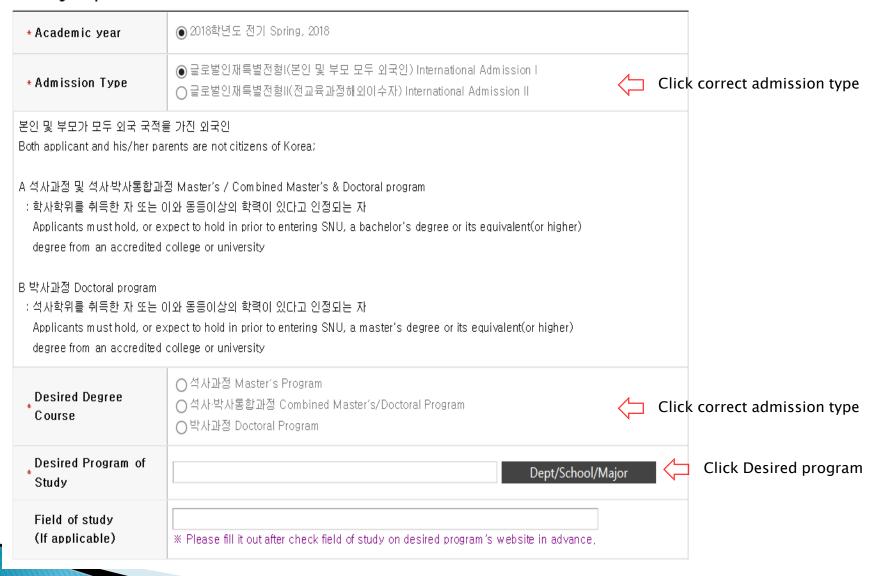


접수관료(업제관료) 후에는 접수 취소, 업제 취소, 업제급의 환물, 지원과접/모집단취(학과/관급) 변경 물가, 단, 접수관료 후에도 개인 인적 정보 및 함턴 사람은 인턴넷 접수 기간 물에 수접 가능. Once you have paid the application fee and been issued your registration number, you will NOT be able to cancelyour application as well as your payment, get a refund of your fee and change degree course/program(department/major) which you choose. (Personal/Academic Information) can be modified after payment during the online application period.

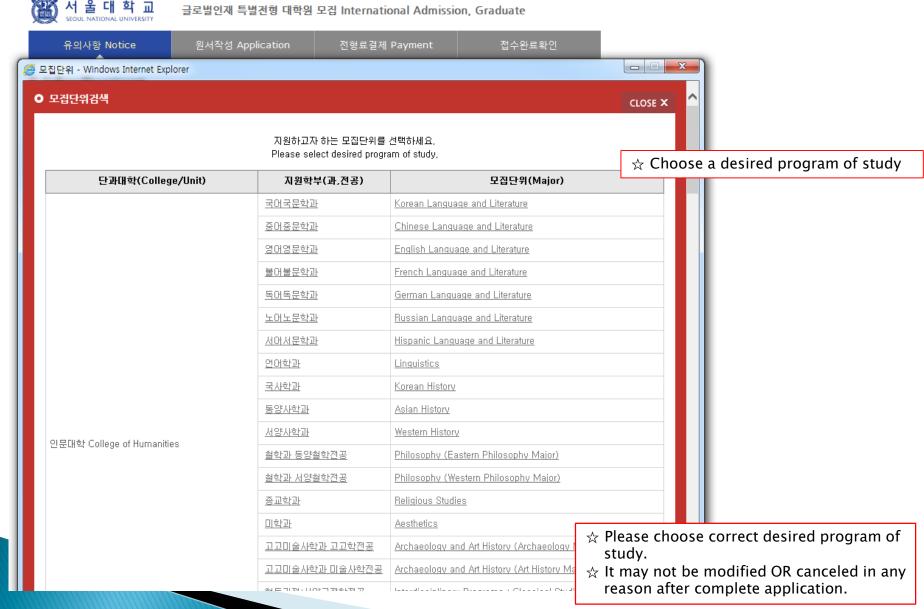
Please confirm the accuracy of the information below before making your payment.

## 4-4. Application(Personal Information)

#### Collage/Department



## 4-5. Application(Personal Information)



## 4–6. Application(Personal Information)



글로벌인재 특별전형 대학원 모집 International Admission, Graduate

유의사함 Notice	원서작성 Application 전형료결제 Payment 접수완료확인 Confirmation			
Personal Information				
* English Name	Family/Last(성): First(영): Middle(if any): ※ The name must match exactly as it appears on your passport or other forms of ID.			
Korean Name (if any)	Diank.			
* Nationality Search				
* Place of Birth	Search Use My Nationality			
Dual nationality of * Korean and other foreign citizenship	O YES O NO			
* 환국 국적자는 정확한 주인등록번호를 입력하시기 바랍니다.  If you are a foreigner(male), enter your birth date (YYMMDD) followed by 50 For example, - If your birth date is 5/16/1997, enter 970516-5000000.  If you are a foreigner(female), enter your birth date (YYMMDD) followed by For example, - If your birth date is 12/25/1996, enter 961225-6000000.				
* Gender	O Male O Female			
Passport Number				
Alien Registration Number	Please skip if you don't have a Certificate of Alien Registration.      If applicable, Please input correct alien registration number on your alien card.			
* Date of Birth	DAY MONTH YEAR			
* Date of Nationality Acquired	DAY MONTH YEAR Use My Date of Birth  * If there has been no change in your nationality/citizenship status, the acquired date of nationality should be same as your date of birth.			
* Marital Status	O Single O Married O Other ** Information requested regarding applicant eligibility.			

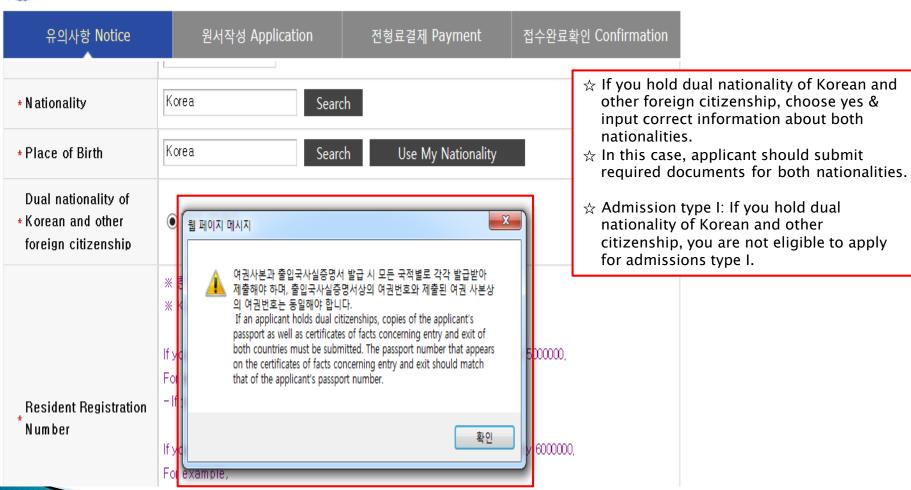
- ☆ Input all correct personal information Fields(\*) are require fields.
- ☆ If you have Korean Name, input it OR not leave in blank.
- ☆ Input your nationality and place of birth (Please choose correct nationality, If it's not on the list, please type directly after click 'etc'.)
- ☆ If you hold dual 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



글로벌인재특별전형 대학원 모집 International Admissions, Graduate



## 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.
- ☆ 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.

#### • 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: O Agree O Disagree

## 4-9. Application(Personal Information)

to the recommender.

#### 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

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).

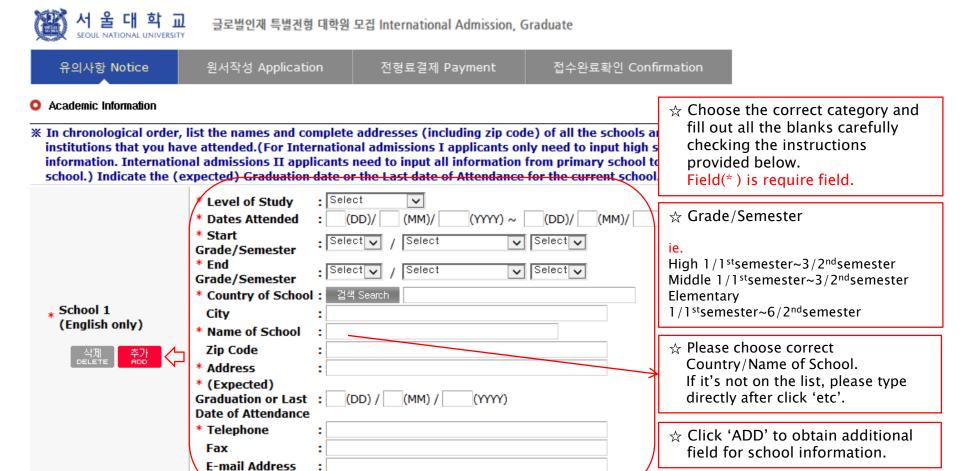
3. 추천인이 추천서를 작성 후 저장하였거나 최종 제출한 경우 추천인 정보 수정이 불가능합니다. 단, 부득이하게 추천인 정보 수정이 꼭 필요한 경우 입학본부(02-880-6971) 로 연락하시면 사유 확인 후 수정 해드리도록 하겠습니다.

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

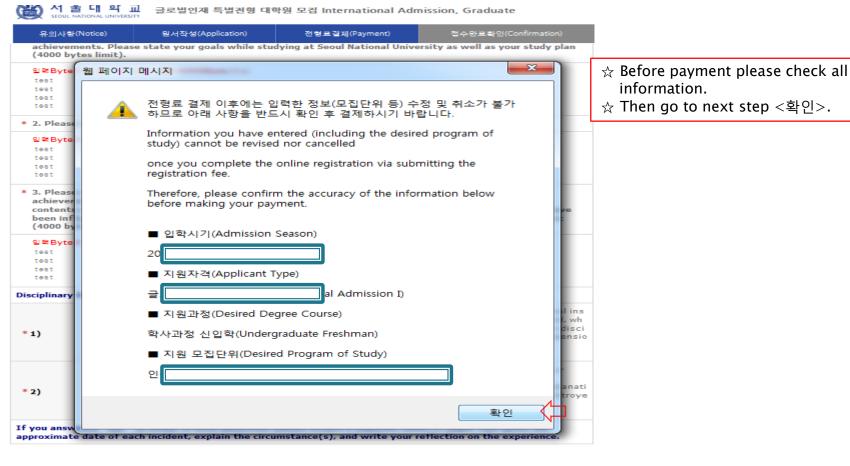
* Recommender I	fany):		
Recommender I * E-mail	# Please enter recommender's e-mail without errors. The applicant to the recommender.	's information will be e-mailed	
○ RecommenderⅡ		☆ After check personal information including recommender information correctly, go to next step.	
* Recommender II	Family/Last: First: Middle(if	fany):	
Recommender II	★ Please enter recommender's e-mail without errors. The applicant	's information will be e-mailed	

#### 5. Application (Academic 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)



- 결제를 하셔야 접수가 완료됩니다. 결제후에는 원서수집과 접수취소가 불가하오니 위의 내물을 반드시 확인하신후에 결제하시기 바랍니다.
   (Application is complete after making a payment. After the payment, you can neither modify your information nor cancel the application. Please note that the application fee is not refundable. Please make it sure that you have entered all your information correctly before proceeding with your payment.)
  - 수절하기 > 결제하기
- 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



글로벌인재 특별전형 대학원 모집 International Admission, Graduate

유의사항 Notice

원서작성 Application

전형료결제 Payment

접수완료확인

#### ○ 전형료 결제

접수명	접수사항	마감일시	수정	결제예정금액
Admisson	Type/Course/Major	Deadline	Modify	Payment
	글로벌인재특별전형l International Admission		수정 <modify></modify>	Application fee 90,000 원(KRW)

**፭제방법** 아래의 결제방법을 선택하시면 자세한 방법을 확인하실수 있습니다.

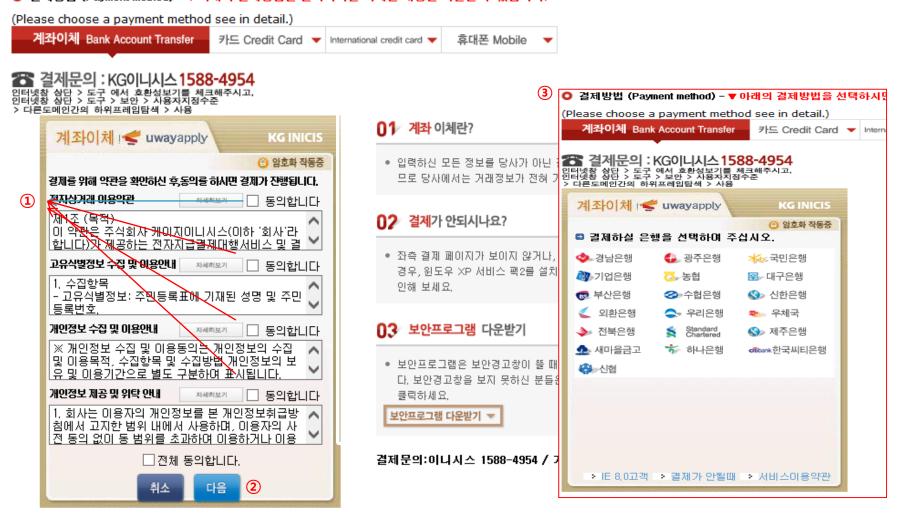
※ 해외에서 가상계좌를 이용하여 전형료를 송급하는 경우 원화로 정확한 금액을 송급하셔야 합니다.

If you pay application fee using 'Virtual Account' overseas, you must transfer the exact amount(KRW 90,000) to the Korean currency.



## 7-2. Payment of application fee\_ (1) 계좌이체 Bank account transfer

● 결제방법 (Payment method) - ▼ 아래의 결제방법을 선택하시면 자세한 내용을 확인할 수 있습니다.



- 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

● 결제방법 (Payment method) - ▼ 아래의 결제방법을 선택하시면 자세한 내용을 확인할 수 있습니다. (Please choose a payment method see in detail.) 계좌이체 Bank Account Transfer ▼ 휴대폰 Mobile 카드 Credit Card International credit card > 계좌이체 Bank Account Transfer 카드 Credit Card Internal 결제문의: KG이니시스 1588-4954 인터넷창 상단 > 도구 에서 호환성보기를 체크해주시고, 인터넷창 상단 > 도구 > 보안 > 사용자지정수준 > 다른도메인간의 하위프레임탐색 > 사용 결제문의: KG이니시스1588-4954 인터넷창 상단 > 도구 에서 호환성보기를 체크해주시고, 인터넷창 상단 > 도구 > 보안 > 사용자지정수준 **∩1** 신용카드 결제란? 신용카드 / wwayapply KG INICIS > 다른도메인간의 하위프레임탐색 > 사용 신용카드 wwayapply 암호화 작동증 입력하신 모든 정보들은 당사기 KG INICIS 결제를 위해 약관을 확인하신 후통의를 하시면 결제가 진행됩니다 이므로 당사에는 거래 정보가 암호화 작동증 안전결제(ISP) 및 비자안심클 전자상거래 이용약관 자세히보기 동의합니다 🗈 (주)유웨이어플라이에 70,000원을 결제합니다. **1** 며, 대부분의 카드사에서 일반 **羅**[조 (목적) 이 목관은 추석화사 케이지이니시스(이하 '회사'라 합니다가 제공하는 전자자급결제대행서비스 및 결 실 수 있습니다. 카드사별로 결 카드 지불방법을 선택하여 주십시오. 결제하세요. • 안전결제(ISP)의 경우 최초 등 안전결제 비씨, 국민, 수협 고유식별정보 수잡 및 이용안내 자세히보기 □ 동의합니다 사용하실 경우 그때마다 ISP를 하나(외환), 롯데, 현대, 시티, 1. 수집항목 안심클릭 조흥, 해외비자, 해외마스터, 해 - 고유식별정보: 주민등록표에 기재된 성명 및 주민 외JJCB 등록번호 하나(외환), 롯데, 현대, 국민, 결제가 안되시나요? 일반카드 비씨, 삼성, 신한, NH채움, 시 티, 우리, 광주, 전북, 수협, 조 개인정보 수집 및 이용안내 자세히보기 동의합니다 ※ 개인정보 수집 및 이용동의눉 개인정보의 수집 • 좌측 결제 페이지가 보이지 않 흥. 해외타이너스, 하나 및 이용목적, 수집항목 및 수집방법 개인정보의 보 경우, 윈도우 XP 서비스 팩2를 😊 결제 통보 메일 (선택) 유 및 이용기간으로 별도 구분하며 표시됩니다 인해 보세요. 개인정보 제공 및 위탁 안내 □ 동의합니다 카드 명세서에는 (주)이나시스로 표기됩니다. 1, 회사는 이용자의 개인정보를 본 개인정보취급방 이다시스 고객 상담센터(09:00 - 18:00): 1588-침에서 고지한 범위 내에서 사용하며, 이용자의 사 보안프로그램 다운받기 전 동의 없이 동 범위를 초과하며 이용하거나 이용 (야간):02-3430-5792 > 결제가안될때 > 서비스이용약 □ 전체 동의합니다. 보안프로그램은 보안경고창이 다. 보안경고창을 보지 못하신 공인인증서 안내 안심클릭 신청하기 | 클릭하세요. 보안프로그램 다유받기 🔻 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.

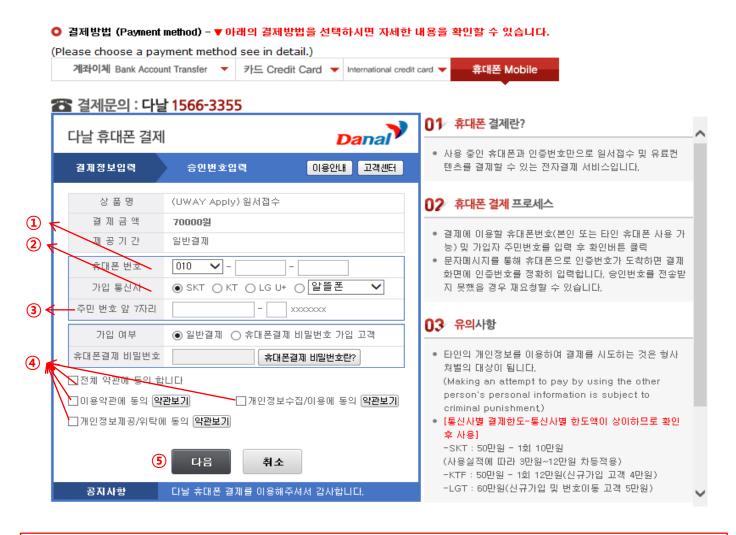
## 7-4. Payment of application fee\_ (3) 해외 신용카드 International credit card

● 결제방법 (Payment method) - ▼ 아래의 결제방법을 선택하시면 자세한 내용을 확인할 수 있습니다. (Please choose a payment method see in detail.) 계좌이체 Bank Account Transfer ▼ 카드 Credit Card ▼ 휴대폰 Mobile International credit card 🆀 결제문의 : LG유플러스 1544-7772 🅿 결제문의 : LG유플러스 1544-7772 Acceptance of Terms Credit Card Information Please agree to the following terms and conditions for payment - Thank you for using eCredit **Izerms of Service** | Learn more → (주)유웨이어플라이 merchantname General Terms and Conditions for Electr ^ 원서접수 Products onic Financial Transactions (for users) 70,000 KRW Amount ■ Guidance for collecting and using your personal information
Learn more >> Offer Period General Billing Consent for Personal Information Collec ^ secure site by SSL Credit Card Info. tion and Use ■ Guidance for providing and charging personal information | Learn more >> \_\_lagree MASTER CARD TYPE Consent for Providing Personal Informat 🔨 O DINERS O DISCOVER ion and Consignment CARD NO Month 🗸 Year VALID THRU (2) please enter your Email cancel next submit **(** 전자결제 **(** 전자결제

결제문의:LG데이콤 1544-7772 / 기타문의: 1588-8988

- 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 ② ③	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   Modify] PERSONAL INFORMATION   Modify] ACADEMIC INFORMATION / PERSONAL STATEMENT & STUDY PLAN   Send a guide email for recommendation letter to Recommender I   Arrival status of recommendation letter

- 1 Print application each page 1 & 2 / Personal statement & study plan (4 pages) / 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 <a href="mailto:snuadmit@snu.ac.kr">snuadmit@snu.ac.kr</a> 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)