

# International Student Admissions for Graduate Program

Online Recommendation Procedure Guide

July 2018



- ▶ 1. The deadline for the online submission of recommendation letters is 8th August, 2018, 17:00, Korean standard time.
- ▶ 2. Letters of recommendation may be submitted either through the online recommendations systems or by post, though the former is strongly advised.
- ▶ 3. Recommenders who are unable to submit their recommendations through the online recommendations system may download the recommendation letter format below and send the letter via post before July 12, 2018, 17:00 Korean standard time. Note that recommendation letters must be sealed and stamped by the recommender.
- ▶ 4. Note that **any recommendation letters by e-mail are not acceptable.**

## 추천서를 작성해주세요. Request for Letter of Recommendation.

님, 안녕하세요.

님이 서울대학교 글로벌인재특별전형에 지원하였습니다.

해당 전형에는 추천서를 반드시 제출하여야 하며,                      님이                      님께 추천서  
작성 및 제출을 요청 하였습니다.

서울대학교 추천서작성시스템에(아래 URL) 접속하시어 2018년 07월 12일 17:00까지(한국시간 기준)  
추천서 제출을 완료하여 주시기 바랍니다.

Hello ,

has applied to Seoul National University.

This admissions track requires a recommendation letter from the applicant's academic  
advisor (**Recommender** -                      ).

Please submit the recommendation letter by 17:00 (KST) July 12, 2018

• URL

• 지원자 성명 Applicant name

• 지원자 수험번호 Application Number

• 지원자 조회코드 Applicant PIN

Check the automated invitation email from  
Seoul National University.

This is the link to the online recommendation page.

Please check the Application Number and Applicant PIN.

로그인 Log-in | 서울대학교 SNU



추천서 접수 시스템 SNU online recommendation system

유의사항Attention

추천서 작성Recommendation

추천서 제출Online submission

접수완료확인Confirmation

Click [로그인 Log-in]

## 2019학년도 전기 Spring, 2019

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

☐ Korean

☒ English

## Admissions Timeline

Step	Deadline
Online submission of Recommendation Letters	July 16 (Mon), 2018 ~ August 9 (Thu), 2018 (by 17:00, Korean standard time)

## SNU Recommendation Submission System

### 로그인 Log-in

서울대학교 글로벌인재특별전형 추천서접수시스템에 오신것을 환영합니다.  
Welcome to the online recommendation system of Seoul National University.

이메일로 안내 받으신 지원자의 수험번호와 조회코드를 입력해 주시기 바랍니다.  
Please enter the application number and PIN provided in the email you received,

✓ 지원자 수험번호  
Application Number

①

✓ 지원자 조회코드  
Applicant PIN

②

확인 Confirm

취소 Cancel

## Your e-mail

UWAY APPLY

### 추천서를 작성해주세요 Request for Letter of Recommendation.

안녕하십니까.  
님이 서울대학교 글로벌인재특별전형에 지원하였습니다.  
해당 전형에는 추천서를 반드시 제출하여야 하며, 님이 님께 추천서 작성  
및 제출을 요청 하였습니다.  
서울대학교 추천서작성시스템에(아래 URL) 접속하시어 2018년 07월 12일 17:00까지(한국시간 기준)  
추천서 제출을 완료하여 주시기 바랍니다.

Hello

has applied to Seoul National University.

This admissions track requires a recommendation letter from the applicant's academic  
advisor (Recommender - CLARA SAS ).

Please submit the recommendation letter by 17:00 (KST) July 12, 2018

• URL | <http://ta.uwayapply.com/chu/snuglobal/?CHA=1>

• 지원자 성명 Applicant name |

• 지원자 수험번호 Application Number |

①

• 지원자 조회코드 Applicant PIN |

②

Please enter the given Application Number and Applicant PIN from your email.

2019학년도 전기 Spring, 2019

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

☐ Korean

☒ English



Select a language to read directions.

Admissions Timeline

Step	Deadline
Online submission of Recommendation Letters	June 18 (Mon), 2018 ~ July 12 (Thu), 2018 (by 17:00, Korean Standard Time)

Document Submission

Once the online application procedure is completed, an automated invitation email including a secure web link to the online Letter of Recommendation system will be sent to the e-mail account of the recommender listed by the applicant. It is important to enter recommenders' email addresses correctly so that they each receive the automated email. Please ensure that the recommender has received the guideline, for there are cases where the guiding mails fail to arrive. We kindly suggest the recommenders use their official e-mail account of the high school instead of regular ones such as Gmail. However, if it is difficult to access official e-mail accounts because of network security, regular ones are available. The applicants can check if the recommendation letter has been submitted or not themselves. Two recommendation letters are required. You can not submit more than two recommendation letters. Although the recommender and his/her information may be edited even after the online application procedure is completed, once the letter is submitted, no further changes can be made. Letters of Recommendation may be submitted online or on paper. Online submission is strongly recommended. The deadline for submission is July 12, 2018, 17:00, Korean Standard Time. Please have in mind for those who can not access the online application, it is required to present the recommendation letter alongside other application material by July 12, 2018, 17:00 (Korean Standard Time) by post or by visiting in person. Those who are unable to apply online can download the recommendation letter form from the official website of the Office of Admission first and send the letters via post later after filling out the form. Please have in mind that the reference letter should be sealed in an envelope signed or stamped by the recommender. Please do not include any detailed information regarding the applicants' parents such as names or occupations in the recommendation letters.

Recommendation Letters Download

Recommendation Letters[Form 3-1] [Download](#)

Recommendation Letters[Counselor Reference, Form 3-2] [Download](#)

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

추천서 작성 To fill in a recommendation letter



Click this button to proceed to the recommendation letter page.

## 비밀번호 등록 Password Registration

서울대학교 글로벌인재특별전형 추천서접수시스템에 오신것을 환영합니다.  
Welcome to **the online recommendation system of Seoul National University.**

Please create a secure password.  
Do not share it with anyone.

이메일  
E-mail

@

• 초기 설정한 비밀번호를 분실하였을 경우, 비밀번호를 재발급 받기 위한 이메일 주소를 기재하여 주시기 바랍니다.

Please enter an email address to receive a password reset email if you lose or forget your password.

비밀번호  
Password

• 영문+숫자+특수문자 조합하여 8~12자로 입력하여 주십시오.  
(영문은 대, 소문자가 구별됩니다.)

Password must be a combination of 8-12 characters, numbers and special characters.  
(Passwords are case-sensitive)

비밀번호 확인  
Confirm  
Password

확인 Confirm

취소 Cancel



## 추천서 작성 Creating a recommendation letters

### 추천인 개인정보 제공 동의 여부 Recommender Information Policy

#### 【한국어 안내】

##### <개인정보 수집 및 이용에 대한 동의>

수집된 개인정보는 입학 전형 이외의 다른 목적으로는 절대 사용되지 않습니다. (단, 합격 시 학사행정정보로 활용)

##### 1. 수집하는 개인정보

- 추천인 정보(이름, 이메일, 직위, 주소, 연락처, 지원자와의 관계 등)

##### 2. 개인정보의 수집·이용 목적: 입학전형(단, 합격 시 학사행정정보로 활용)

3. 개인정보의 보유 및 이용기간: 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다. (단, 합격 시 학사행정정보로 활용)

#### 【English version】

##### <Agreement for collection and utilization of personal information>

Seoul National University will use the collected personal information solely in connection with the admissions process and not for any purpose other than as authorized by this agreement. (It will however be recorded and used as academic administration data, if admitted.)

##### 1. Personal information requested

- Recommenders Information : Name, E-mail, Position, Address, Telephone number, relationship with applicant's etc.

##### 2. Purpose of collection : admissions process only (It will however be recorded and used as academic administration data, if admitted.)

3. Terms of retention and usage of the collected personal information: The collected personal information is to be discarded, if the information is no longer in use for the following reasons: the expiry of period for retention of personal information, the termination of using the information for admissions purpose, etc. (It will however be recorded and used as academic administration data, if admitted.)

##### 개인정보의 수집 및 이용에 동의하시겠습니까?

Do you agree with the terms and conditions above for admissions guide?

☒ 동의함 Agree ☐ 동의하지 않음 Disagree

본 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 내일 통제를 접수할 수 없습니다.

An applicant has his/her right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU.

☒ Agree

2. I waive my right of access to this recommendation.

☒ Agree

3. I take full responsibility for any falsity in the submitted materials.

☒ Agree

4. I hereby affirm that all the contained information is true and complete.

☒ Agree

추천서 작성 To fill in a recommendation letters

Please click [추천서 작성 To fill in a recommendation letters]



## 추천서 작성 Creating a recommendation letter

### ○ 추천 학생 선택 Select student to recommend

<ul style="list-style-type: none"> <li>• 지원자 수료 번호 Application Number</li> </ul>	<input type="text"/>
<ul style="list-style-type: none"> <li>• 지원자 조파 코드 Applicant PIN</li> </ul>	<input type="text"/>

### ○ 지원자정보 Applicant's Information

<ul style="list-style-type: none"> <li>• Desired Degree Course</li> </ul>	<input type="text"/>
<ul style="list-style-type: none"> <li>• Desired Program of Study</li> </ul>	<input type="text"/>
<ul style="list-style-type: none"> <li>• English Name</li> </ul>	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
<ul style="list-style-type: none"> <li>• Date of Birth</li> </ul>	<input type="text"/> DAY <input type="text"/> MONTH <input type="text"/> YEAR
<ul style="list-style-type: none"> <li>• E-mail</li> </ul>	<input type="text"/>

### ○ 추천인 정보 Recommender Information

<ul style="list-style-type: none"> <li>• Name</li> </ul>	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
<ul style="list-style-type: none"> <li>• Title, Position and Institution</li> </ul>	<input type="text"/>
<ul style="list-style-type: none"> <li>• E-mail</li> </ul>	<input type="text"/>
<ul style="list-style-type: none"> <li>• Recommender Address</li> </ul>	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : <input type="text"/> Address : <input type="text"/>
<ul style="list-style-type: none"> <li>• Telephone</li> </ul>	<input type="text"/> ※ Please include the Country and City Codes. ex) 82-2-1234-5678
<ul style="list-style-type: none"> <li>• How long have you known the applicant and in what context?</li> </ul>	<input type="text"/>

저장하기 Save' 버튼을 누르시면 작성한 정보가 저장됩니다.  
Press '저장하기 Save' to save the prepared information.

저장하기 Save

- Fill in the blanks and then click [저장하기 Save] to continue.

## 추천서 작성 Creating a recommendation letter

- Please rate the applicant by checking the score/rate box. Refer to other students you have known, how do you rate this applicant in terms of:

	Below Average	Average	Good	Excellent	Highly Distinct	N/A
Academic achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperativeness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity/Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 추천서는 기입양식을 활용하여 작성 가능하며, 필수가 아닙니다. 해당 항목 외에 다른 항목을 추천서를 작성하시는 경우, 일관성, 공평성을 갖춘 채 추천양식을 소독한 후 작성하십시오.

The letter of recommendation and counselor reference can be written online in either English or Korean. If written in any other language, these forms must be translated by a certified public notary and then submitted by post.

(Address: Office of Admissions, Seoul National University 1 Gwanak-ro, Gwanak-gu, Seoul, Korea 05520)

- 1. Academic / Intellectual evaluation: Please comment on the applicant's academic performance and capacity. We score/evaluate your evaluation of the academic achievement, motivation, originality and intellectual prospects of the applicant.

한글/영문 : 0 / 4000자, 최대/최소 : 4000/0자 이내  
Current/Byte : 0 / 4000Byte (limit including Enter & Space)

- 2. Personal / Interpersonal evaluation: From the perspective of a teacher/professor, please comment on the personal aspects of the applicant other than his/her academic capabilities. This section may include characteristics such as the applicant's weaknesses/strengths and interpersonal skills.

한글/영문 : 0 / 4000자, 최대/최소 : 4000/0자 이내  
Current/Byte : 0 / 4000Byte (limit including Enter & Space)

- 3. Additional comments: Please provide us with additional comments which cannot be addressed in the section above. You may attach additional sheets, if necessary.

한글/영문 : 0 / 4000자, 최대/최소 : 4000/0자 이내  
Current/Byte : 0 / 4000Byte (limit including Enter & Space)

\* '작성완료 Save' 버튼을 누르면 작성한 추천서가 저장됩니다.  
Press '작성완료 Save' to save the created recommendation letter.

이전단계 Prev

저장하기 Save

- Please draft your recommendation letter and then click [저장하기 Save] once you are done.

## 추천서 제출 Submission of recommendation letters

- 작성한 추천서는 '제출하기 Submit'를 완료하셔야 제출이 완료됩니다.  
You must click 'Submit' to complete the submission.

지원자 정보 Applicant's Information	접수사항 Admission type, Program, Major	제출마감일시 Deadline for submission	수정 Modification	제출 Submission
			수정하기 Modify	제출하기 Submit

- Please [제출하기 Submit] after completing the recommendation.
- Please note that no modifications can be made once a recommendation letter has been submitted.