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.



UWAY APPLY

추천서를 작성해주세요.

Request for Lettter of Recommendation.

님, 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 -).

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

2019학년도 전기 Spring, 2019

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

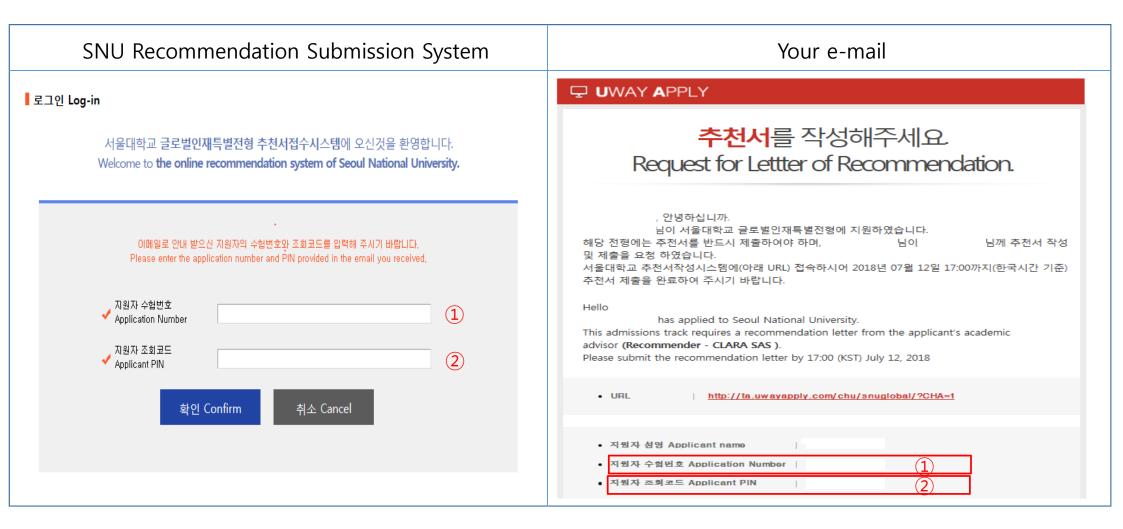
○ Korean

English

Admissions Timeline

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

Click [로그인 Log-in]



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

○ 2019학년도 전기 Spring, 2019

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

O Kore

English



Select a language to read directions.

Admissions Timeline

Step	Gtep Deadline			
Online submission of	June 18 (Mon), 2018 ~ July 12 (Thu), 2018			
Recommendation Letters	(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

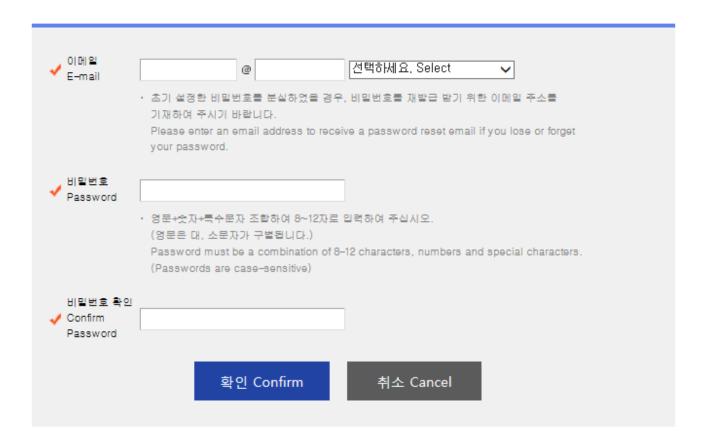
U터넷 원서갑수 시 문의사항 Context number for enquiries regarding critine application procedure and technical errors	(주)유웨이메를라이 (UWAY APPLY Co,. Ltd.)	1588-8988
글로벌인제특별전형 관련사항 Contact number for admissions enquiries	시골대학교 압착본부 Seoul National University Office of Admissions	+82-2-880-6971

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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.



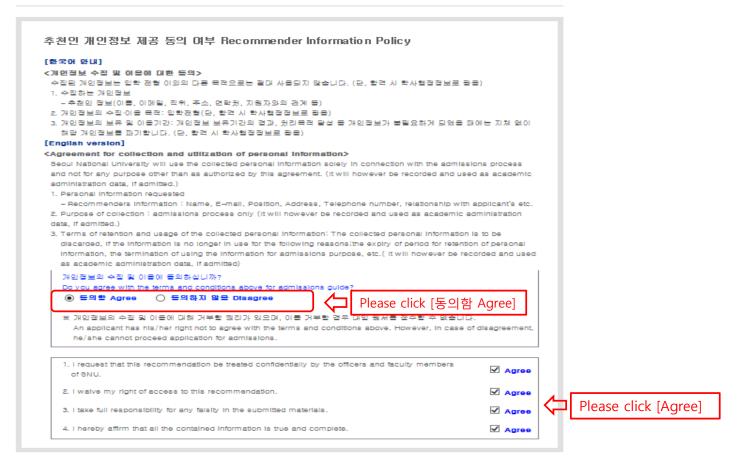
유의사항Attention

추천서 작성Recommendation

추천서 제출Online submission

접수완료화인Confirmation

추천서 작성 Creating a recommendation letters





추천서 작성 Creating a recommendation letter

ex) 82-2-1234-5678

How long have you * known the applicant and in what context?

○ 추천 학생 선택 Select student to recommend

지원자 수할 변호 Application Number	
. 지원자 조회 코드 Applicant PIN	
지원자정보 Applicant'	s Information
Desired Degree Course	
Desired Program of Study	
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• Date of Birth	DAY MONTH YEAR
• E-mail	
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Title, Position and Institution	
• E-mail	
Recommender 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.

저장하기 Gave' 배른을 누르시면 작성한 정보가 저장됩니다. Press '저장하기 Gave' to save the prepared information.

저장하기 Save

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

추천서 작성 Creating a recommendation letter

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Academic motivation	0	0	0	0	0	0	
Leadership	0	0	0	0	0	0	
Cooperativeness	0	0	0	0	0	0	
Creativity/Originality	0	0	0	0	0	0	
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"개변하기 Gave" 배근을 누르시면 선생한 후보시가 개편됩니다. Press "개편하기 Gave" to save the prepared recommendation letters.

이전단계 Prev

저장하기 Save

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



유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission

접수완료확인Confirmation

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	利量 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.