

Fall 2018 SNU Admissions for International Student Undergraduate Program

Reference Guide

for New International Students

Seoul National University Office of Admissions

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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 (July. 2018) through the start of Autumn semester (September. 2018). Please review the information contained in the following pages for a start of a great first semester with us here at SNU.

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[New International Student Reference Guide for Graduate]

- If false information or unfair practice for admission was exercised at any point in the process, the admission once granted will be rescinded. This applies even after a student is enrolled at Seoul National University.
- International Admissions II applicants are subject to the number of applications to be made per same academic year. This is in accordance with the regulation which limits the number of to six times of applications in all 수시모집 admissions including Seoul National University. If an applicant and admitted student do not comply with this regulation, the admissions will be rescinded.
- 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 If an admitted student does not comply with this regulation, the admission will be rescinded.
- Starting from 2018, Spring semester admitted students of International Admissions II are not allowed to apply for the following Fall semester admissions at other universities in Korea as well as at SNU.
- We may request to submit an additional document(Visa or Alien card) to confirm foreign nationality.

1. Student ID

- A. Period for checking Student ID: After July 20th, 2018(Fri.)
- **B. How to check:** Input application number and date of birth on the website for checking admission result.

2. Printing Period for Certificate of Acceptance

- Period: Date of announcement of result ~ August 3rd, 2018(Fri.)
 - * 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. Visa & Certificate of Admissions

3-1. 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) \rightarrow 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.

3-2. 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 <u>during November ~ December 2017</u>. (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 late December 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)
 - Contact: i-office@snu.ac.kr, +82-2-880-4447
- * For other questions related to admissions and the Certificate of Acceptance, please contact the Office of Admissions.

- Contact: snuadmit@snu.ac.kr, +82-2-880-6971



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: August 16th, 2018(Wed) 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.
 - Wire transfer: Domestic remittance (international remittance not allowed) by 2018.8.15.(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 2018.8.16.(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</u> <u>test result in early September 2018.</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: Office of Admissions.
 - Tel: +82-2-880-6971 FAX: +82-2-873-5021

5. New Student Registration

A. Tuition Fee Payment

- Tuition Fee Payment Dates: August 1st, 2018(Wed) ~ August 3rd, 2018(Fri) , 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: <u>http://en.snu.ac.kr</u> \rightarrow Admissions \rightarrow 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 July 25th, 2018(Wed)
- 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 3rd 2018.

: Visit the following website http://my.snu.ac.kr -> Login -> Get certificates

E. Contact

- Office of Financial Affairs (+82-2-880-5107)

6. Course Registration

- A. Pre-Registration Period: August 23rd, 2018(Thu.) ~ August 24th, 2018(Fri), 9:00 ~ 18:00
- B. Registration Period: August 28th, 2018(Tue.) ~ August 30th, 2018(Thu.), 9:00 ~ 16:00
- C. Registration Method: Online registration (http://sugang.snu.ac.kr)
 - 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 (82-2-880-5042)

7. Pre-enrollment Program

- A. For all newly admitted undergraduate freshmen (except unregistered student)
- B. Schedule: To be held in August, 2018 (TBA)
 - * Details will be sent to applicable students via separate email after registration period.

C. Contact

- Office of Admissions (+82-2-880-6977)

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 3 September 2018), 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 <u>www.hikorea.go.kr</u>.

■ In case of change in residence

Required documents: Application, Passport, ID Photo (3x4cm), Official Document such as lease contract proving your new residence

■ In case of change in Academic Institution

Required documents: Application, Passport, 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 3rd, 2018

B. Student Identification Card(S-CARD) Types:

Туре	Function	Application Procedure	Note
ID S-CARD	campus member stores - SNU money: Cyber money only available on campus	-Pick up the S-CARD with your official	e-mail
S-CARD (ID+Debit Card)	campus member stores - SNU money: Cyber money only available on campus	-Visit the Student Support Center -Pick up the S-CARD with your official	Number / Contact Number - If it takes longer than a day, you will
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 ⊕ 	

* **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

- \rightarrow Obtain an Alien Registration Card at the Korea Immigration Service
- \rightarrow Apply for S-CARD with the Alien Registration Card at Nonghyup bank branch on campus
- \rightarrow Visit the Student Support center at Doore Culture Center (2nd floor in Building #67)
- \rightarrow Receive the $\mbox{S-CARD}$ (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: +82-2-880-5249

- Homepage: <u>http://scard.snu.ac.kr</u>

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



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 <u>required from all admitted students via International Student Admissions</u>. This requirement is <u>in addition</u> 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 14th, 2007, 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.

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 08826, 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: <u>i-office@snu.ac.kr</u>
- B. For further details, please contact the relevant administrative office or college/department's office.

2. Language Education Institute

A. Program Introduction:

- Korean language education center offers regular and special programs.
- 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
2018	Fall	Sep 3 rd ~ Nov 9 th	Jul 2 nd	July 9 th	Aug 29 th
2010	Winter	Dec 3 rd ~ Feb 8 th	Sep 24 th	Oct 8 th	Nov 28 th

2) Special Program:

- Evening Class: Classes are 3 hours each held 2 days a week.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2018	Fall	Sep 3 rd ~ Dec 8 th	Aug 3 rd	Aug 10 th	Aug 29 th
2018	Winter	Dec 3 rd ~ Feb 7 th	Nov 2 nd	Nov 9 th	Nov 28 th

- 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(email)	Placement Test
2018	Fall	Sep 5 th ~ Dec 17 th	Aug 6 th	Aug 13 th	Aug 27 th

- 3-Week Intensive Korean Language Program: Course: Designed for adult students who wish



Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2018	Winter	Jan 7 th ~ Jan 25 ^{th,} 2019	Dec 7 th	Dec 11 th	Jan 7 ^{th,} 2019

to study Korean language at an intense level for a short period of time.

* 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

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, Nambusunhwanro, 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: <u>www.meritzfire.com</u>

4) Dongbu Insurance

Tel. +82-1588-0100

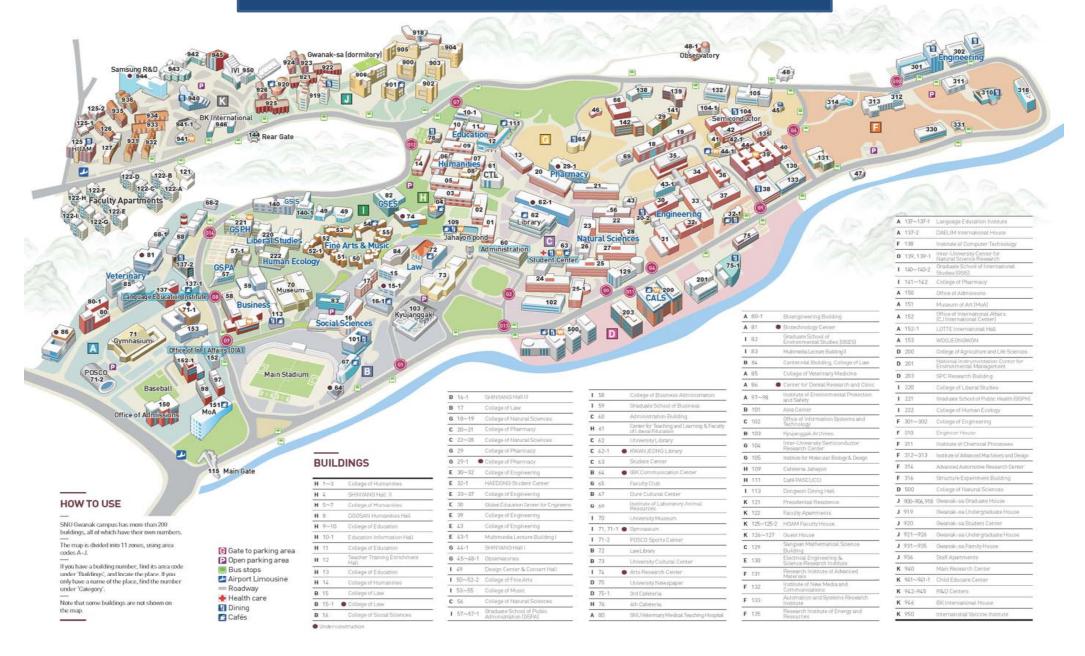
Home page: www.idongbu.com



International Student Services (Contact Information)

Department	Functions	Contact information
Office of	Admission related matters	Seoul National University Bldg.150, 4th floor
Admissions		Tel. : +82-2-880-6971
		Homepage : http://admission.snu.ac.kr/
		E-mail : snuadmit@snu.ac.kr
Office of	International student	Seoul National University
International Affairs	scholarship, Certificate of	Bldg.152-1 #301
	Admission, international	* International Student Support Center : Bldg. 152, 2 nd
	exchange student and other	floor I-Office
	international matters	Tel. : +82-2-880-8633~8/2584/4447
		Homepage : http://oia.snu.ac.kr/
Dormitory	Dormitory and housing related	Tel. : +82-2-881-9200
(Gwanak	issues	Homepage : http://dorm.snu.ac.kr/
Residence Halls for		E-mail : snudorm@snu.ac.kr
Students)		
Office of Academic	Records (grades), courses,	Seoul National University
Affairs	graduation and degree	Bldg. 60, 1 st floor
	conferment management,	Tel. : +82-2-880-5042(Course Registration)
	certificate issuance, leave of	/5035(Registrar - Undergraduate)
	absence, return from leave of	/5033(Registrar – Graduate),
	absence, etc.	E-mail : <u>haksagwa@snu.ac.kr</u>
Office of	Student Identification Card (S-	* Student Support Center : Doore Cultural Building, 2nd
Student Affairs	Card) issuance	floor
	clubs/societies and other	Tel. : +82-2-880-5249
	student related matters	* Seoul National University, Administrative Office.
		Bldg. 60, 3 rd floor
		Tel. : +82-2-880-5565
		Homepage : http://service.snu.ac.kr
Office of	Matters related to welfare	Seoul National University
Student Welfare		Bldg. 60, 2 nd floor
		Tel. : +82-2-880-5072
		FAX : +82-2-888-9671
Language	Courses in Korean Language	Seoul National University
Education Institute	and Korean Culture	Bldg. 137-1
		Tel. : +82-2-880-5483~4
		FAX : +82-2-871-6907
		Homepage : http://lei.snu.ac.kr
Office of	Registration/enrollment	Seoul National University Administrative Office
Financial Affairs		Bldg. 60, 3 rd floor
		Tel. : +82-2-880-5107
		E-mail : acc@snu.ac.kr

Seoul National University Campus Map http://en.snu.ac.kr/campus/maps



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