서울대학교

Fall 2011

New International Student Reference Guide

(Admission & Enrollment)

Seoul National University

(Office of Admissions)

Table of Contents

Congratulations once again on your admission to Seoul National University via International Student Admissions process. Contents of this reference guide include the required steps for each month starting from **after the result announcement (Apr. 2011) through the start of the Fall semester (Sep. 2011).** Please review the information in the following pages concerning the required steps for new international students to prevent any issues and for a start of a great first semester with us here at SNU.

May ~ June 2011

1. Visa & Certificate of Admission ..... Page 1
2. Academic Achievement Tests for Newly Admitted International Students ..... Page 3

July ~ August 2011

3. Housing (Gwanaksa).....page 4

August 2011

4. Korean Proficiency Test ..... Page 7
5. New Student Registration ..... Page 7
6. Pre-enrollment Information Program ..... Page 8
7. Course Enrollment ..... Page 8

September 2011

8. Orientation ..... Page 9
9. Alien Registration Card & Student ID Card..... Page 9
10. Final Application Material Submission ..... Page 11

※ Additional Important Material .....Page 12

※ Other Helpful References .....Page 13

※ International Student Services (Contact Information)..... Page 14

※ Seoul National University Campus Map .....Page 15

May ~ June 2011

1-1. Visa (Korean nationals excluded)

※ **Residing abroad**: You must apply in-person at a Korean Embassy/Consulate near you in the applicable nation.

※ **Residing in Korea**: You must visit the Immigration Office to update your visa status to allow for study abroad at an academic institution in Korea.

A. International Student Visa

(You MUST possess a visa qualifying you for study abroad prior to enrollment)

- International Student Visa (In order to apply, student must submit Certificate of Admission and other additional application forms to the Consulate): D2
- If student possesses any other type of visa, he/she is required to visit the Immigration Office for an inquiry regarding study abroad eligibility with their current visa. If the student is not eligible to participate in study abroad with their current visa, he/she must obtain an appropriate visa allowing for study abroad or obtain an approval on their current visa status specifically for study abroad allowance.
- If student fails to obtain an approval for study abroad on their visa status and continues to study as an international student in Korean universities, a fine will be imposed.

(Please note, even if the students possesses a valid visa for study abroad, they MUST apply for an update to reflect the affiliated school information (contact information and etc.))

※ For questions, contact: Applicable nation's Korean Embassy/Consulate, or the Korean Immigration Office in Korea (Tel: 1345, Homepage: http://www.hikorea.go.kr)

B. International visitors of Chinese nationality, requiring 사증발급인정신청 for visa application (Only applies to those that do not possess a current visa. If you possess a current visa, you must visit the Immigration Office for an appropriate status change and/or extension on the applicable visa.)

- Refer to the document submission instructions below and submit the required documents to the Office of International Affairs via mail or personal drop-off by the deadline below:
  - ▶ First deadline for document submission: **2011.05.27.(Fri.)**
  - ▶ Second deadline for document submission: **2011.06.24.(Fri.)**

< Required Documents >

- ✧ **Incoming Freshmen & Undergraduate Transfer Students**: 1 Identification Photo, 1 copy of Passport, 1 copy of an Identification Card of the student him/herself as well as 1 per each of his/her family member, 1 copy of the Census Report (Listing all family members), an original diploma or a certified copy of the diploma, 1 original

Bank Statement confirming the current balance (balance must be at least $10,000.00 USD & the effective date of the statement must be at least one year from the submission date)

✧ **Incoming Master's & Doctoral Degree Program Students**: 1 Identification Photo, 1 copy of Passport, 1 copy of an Identification Card of the student him/herself as well as 1 per each of his/her family member, 1 copy of the Census Report (Listing all family members), an original certificate of degree(final/last education completed) or a certified copy of the same, 1 original Bank Statement confirming the current balance (balance must be at least $10,000.00 USD & the effective date of the statement must be at least one year from the submission date)

※ **Points of Caution**

- 사증인증서 issuance typically takes about 6 weeks at the Immigration Office in Korea, therefore not meeting the submission deadline can delay the student's entry to Korea. If you submit the application within the given period, 사증인증서 result notification will be sent via email.
- Resubmission of all documents for the purposes of visa issuance is required for even if you have previously submitted the same set of documents for the admission application.
- Identification Photo: Must submit an actual photograph (picture files are not accepted)
- Census Report: If your census report is separated from your parents, you must submit a document certifying family relationship in addition to the census report.
- Bank Statement: Only those in applicant and his/her parents' name will be accepted. (For Scholarship recipients, certificate of scholarship benefits can be submitted as a substitute)
- Status verification of submitted documents: http://oia.snu.ac.kr → Student Info → Visa & Foreign Registration → For Chinese Students

※ For document submission and questions, contact:

- Office of International Affairs(Lee, Hyunji)
  - ▶ Tel. 02) 880–4447
  - ▶ Email: hyunji8402@snu.ac.kr, Title: Visa Issuance Certificate
  - ▶ Address:

    Office of International Affairs, (CJ International Building), Seoul National University

    1 Gwanak-ro, Gwanak-gu, Seoul 151-742 Korea

1-2 Certificate of Admission (Required for international student visa application process)

※ Certificate of Admission will be sent to newly admitted students starting 2011.05.25.(Wed.) to the address indicated on the admission application form. Therefore, any personal information that requires an update and/or change needs to be sent for modification request prior to the scheduled certificate issuance date.
(Please note, Korean nationals will not receive a Certificate of Admission)

A. Methods of Obtainment

- Mail: Certificate of Admission will be sent via regular international mail to the address indicated on the admission form
- Personal Pick-up: Available after **2011.05.25.(Wed)** For in person pick-up (applicant himself/herself), please bring a valid form of identification. 3rd party pickup will require a verification document confirming the pickup as a request from the accepted student himself/herself.

※ If you wish to obtain the Certificate of Admission via personal pick-up, please advise the appropriate OIA personnel to avoid the certificate being mailed)

※ If you do **not receive your certificate of admission by 2011.06.30.(Thu)**, you must contact the **Office of International Affairs** and request a re-issue of the certificate

B. Contact (for questions and request of personal information modification)

- For matters regarding issuance of Certificate of Admission, personal information(address) modification request and for questions, please contact:
  Office of International Affairs(Lee, Hyunji)
  ▶ Tel. 02) 880–4447
  ▶ Email: hyunji8402@snu.ac.kr, Title: Visa Issuance Certificate

※ For questions regarding certificate of acceptance and admission issues, contact:
Office of Admissions, snuadmit@snu.ac.kr Tel. 02) 880-6971

2. Academic Achievement Tests for Newly Admitted International Students (Only for the undergraduate freshmen)

A. Objective: Results from the exam will be utilized in assisting selection of courses for registration, classified by the levels obtained.

B. Applicable candidates for the subjects of English and Mathematics

1) English: Refer to separate notice attachment
2) Mathematics: Calculus I (or depending on the course requirement by the college, 'Calculus for Life Science I' or 'Differential and Integral Calculus I')

C. Contact

1) Faculty of Liberal Education: Tel. 02-880-5690
2) English: Tel. 02-880-5881 (Office of 'College English')
3) Mathematics: Tel. 02-880-6555 (Office of Teaching Assistant in the College of Natural Sciences, Department of Mathematical Sciences)

July ~ August 2011

3. Housing (Gwanaksa) (Newly admitted students applying for SNU dormitory)

You must complete all of the required steps in order to successfully apply for SNU dormitory. Please refer to the instructions below.

A. Applying for Housing

1) Application Submission Period:

2011.07.11.(Mon.) 10:00 ~ 2011.07.15.(Fri.) 18:00

Available 24hours during the application period.

2) Application Instructions

① Enter the Gwanaksa Homepage

Korean: http://dorm.snu.ac.kr

English: http://dorm.snu.ac.kr/eng

② Click on the banner labeled '온라인 입사 신청' or 'On-line Application for GAS'

③ Log-in using the following information:

– Examinee's Number & Resident Registration Number (Alien Registration Number)

– If you do not possess Resident Registration Number or Alien Registration Number, please use the format below for a substitute set of numbers

EX) For male applicants with date of birth of December 1st 1980

8012011000000 (YYMMDD1000000)

EX) For female applicants with date of birth of May 31st 1990

9005312000000 (YYMMDD2000000)

④ Complete the application form

⑤ Click the 'Reflect' / '반영' button

⑥ Log out

※ Helpful tips for new graduate students

– If you are applying for single occupancy room only, you will be competing with the entire housing applicant pool (as opposed to just international students) and therefore the probability of receiving a room assignment will be lowered. You will also be randomly assigned into newly-built graduate dormitory or Bldg.#918.

– If you are applying for double occupancy room or applying for several different room types as an international student, Gwanaksa will apply certain amount of points, allowing for greater probability of receiving a room assignment. You will be randomly assigned into graduate dormitory '생활관' Bldg. #900~905.

※ Helpful tips for new undergraduate freshmen and transfer students

– No option/choice will be given for the room/residence type. You will be randomly assigned into graduate dormitory '생활관' Bldg.#906, 919A~D, 921~926.

3) Announcement of waiting list number

① Date of waiting list number announcement: 2011.07.25.(Mon) 11:00.

② Instructions on waiting list number lookup

- Gwanaksa homepage → click on the banner labeled '온라인 입사 신청' → Log in → Click on the menu labeled '합격자/대기 번호 조회' → '결과 확인' (Check results) → Log out

③ Date of announcement and registration for additionally admitted students

- First round: 2011.08.08.(Mon.) 11:00
- Second round: 2011.08.16.(Tue.) 11:00
- Third round: 2011.08.22.(Mon.) 11:00

※ After the third round, announcement for additionally admitted students will be made every Monday at 11:00

B. Registration Instructions

1) In order to complete the registration process, you must submit all of the required documents along with the housing payment within the given period. If you do not submit both of the requirements before the given deadline, it will be considered as an renunciation of given dormitory assignment and therefore the assignment will transfer to a student on the waiting list.

2) Application Submission

① Application Submission Period

2011.08.09.(Tue.) ~ 2011.08.12.(Fri.) 10:00~17:00

② Required Documents: Copy of passport and Medical Examination Report

③ Document Submission Instructions

- Personal Drop-Off: Gwanaksa Administration Office, Bldg. 900 1st Floor
- Mail: You MUST send via DHL, FEDEX, UPS, EMS or by International Registered Mail Service to the following address:

Gwanaksa Administration Office, Seoul National University,
599 Gwanakro, Gwanak-gu, Seoul, 151-818, Korea
Attention: Lee, JungMi

※ If you are sending your documents via mail, it is required to arrive at least a day prior to the announced deadline for it to be considered effective/valid.

Must arrive before: 2011.08.11.(Thu.) 17:00

C. Submitting Housing Payment

1) Payment Via Fictitious Account

- 2011.08.09.(Tue.) ~ 2011.08.12.(Fri.) 10:00~17:00

※ Payment must be made in its exact value during the given timeframe. Payment sent from overseas cannot be accepted.

2) Payment Notice Printing Instructions:

– Log-in using the same route through the menu labeled '온라인 입사 신청'

– Click the menu labeled '고지서 출력'

– Choose a bank from the two options provided (Nonghyup / Shinhan) and deposit the payment in its exact value

D. Moving in

1) Official Move-in Date: 2011.08.29.(Mon.), 09:00 ~18:00

2) Move-in Process:

° Visit the office of the teaching assistant located on the first floor of the assigned housing unit

° Verification of Identity

° Receive a cardkey or a password

° Personal inspection of the items in the assigned residence

° Completion of move-in

3) Attend Gwanaksa Orientation

4) For further details, please refer to Gwanaksa homepage

※ For additional questions, please contact:

- Gwanaksa (Lee, JungMi)
- Tel. 02) 881–9200 Email: snudorm@snu.ac.kr
- Homepage: http://dorm.snu.ac.kr/eng

August 2011

4. Korean Proficiency Test (For students selected to take the test)

A. **Target Subjects**: Those with a note indicating [한국어능력측정 대상] on the admission result screen

B. **Exam Fee**: 15,000₩ (Language Education Institute <new building> #137-1, Room 101)
Once the fee has been submitted (9am~1:30pm), you will be permitted to take the exam.

C. **Testing Time**: 2011.08.25.(Thu.) 14:00 (Entry will not be allowed once the testing begins)

D. **Testing Location**: Language Education Center Main Building #422 (Bldg.137 Room 422)

E. **Please bring a form of identification** (Passport and etc.)

F. **Announcement of results**: The specific college which offered you admission will be notified of your test results in the early part of September, 2011. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

※ For questions regarding the test contact: Language Education Institute
- Tel: 02) 880-8570 FAX: 02) 871-6808

※ For questions regarding the test result contact: Office of Admissions
- Tel: 02) 880-6971 FAX: 02) 873-5021

5. New Student Registration

A. Tuition Payment Dates

- **Undergraduate Freshmen & Transfer Students:** 2011.08.03.(Wed.) ~ 2011.08.05.(Fri.)
- **Master's and Doctoral program:** 2011.08.22.(Mon.) ~ 2011.08.26.(Fri.)

B. Printing Tuition invoice:

(Undergraduate Freshmen & Transfer Students)

: http://admission.snu.ac.kr → 외국인특별전형 공지사항

(Master's and Doctoral program)

: http://my.snu.ac.kr → '학사서비스' located near the bottom → Choose the menu labeled '등록금고지서 출력'

C. Payment submission location/method

At any NONGHYUP Bank, Shinhan Bank, Woori Bank branches nationwide

(Undergraduate Freshmen & Transfer Students)

: 09:00~16:00(Submission from abroad cannot be accepted as the payment must be sent in the exact amount)

(Master's and Doctoral program)

: 09:00~17:00(Submission must be completed within the given dates and the exact amount must be sent in the exact fictitious account given in your Tuition invoice.

D. Additional Reference

- Tuition payment notice can be printed starting 5days prior to the enrollment period
- Tuition payment submission confirmation and printing of the receipt will be available starting a day after the completion of the payment
  (However, Undergraduate Freshmen and Transfer Students will be able to print tuition payment receipt after September 2011)

6. Pre-enrollment information program

A. Subjects: **All newly admitted undergraduate freshmen**

B. Agenda: Currently scheduled to be held in August, 2011 (approximately).
(Details will be sent to applicable students via separate email)

7. Course Enrollment (All Registered Students)

A. Enrollment reservation (Undergraduate/Graduate): **2011.08.22.(Mon.), 09:00~18:00**

B. Course Enrollment (Undergraduate/Graduate): 2011.08.24.(Wed.)~2011.08.26.(Fri.), 09:00~16:00

C. Course Enrollment Instruction: Online enrollment process(http://sugang.snu.ac.kr/)

1) [수강편람 > 강좌검색] this menu allows for search of courses based on various options. Students may click the course link to obtain detailed information

2) [수강편람 > 관심강좌] this menu allows for confirmation of courses saved under desired courses

3) [수강신청 > 예비수강신청] this menu allows for enrollment reservation

※ You can check your Student ID number on the enrollment website by yourself.

※ Enrollment reservation is NOT an actual course enrollment. It simply saves the courses that student has selected during the previous session. Therefore students must complete the actual course enrollment before the given deadline.

4) [수강신청 > 수강신청] this menu allows for actual course enrollment.
(Actual course enrollment can be completed as follows, during the enrollment period: [수강편람 > 강좌검색], [수강편람 > 관심강좌], [수강신청 > 수강신청])

※ For questions contact: Office of Academic Affairs (Park, Jung Hae), Tel. 02) 880-5042

September 2011

8. Orientation

A. Subjects: For all newly admitted international students

B. Organizing Department (Contact information): Office of International Affairs (Tel. : 02- 880-8633, homepage : http://oia.snu.ac.kr/)

C. Date: 2011.09.01.(Thu.) Approximately

D. Note: For any changes in the scheduling of the event, participants will each receive an Email with the appropriate information

9. Alien Registration Card & Student Identification Card (S-Card)

✧ Alien Registration Card

A. Subjects: Individuals seeking to stay for an extended period of time (exceeding 90days from the date of the initial entry), are REQUIRED to obtain an Alien Registration Card within the first 90days

B. Issuing Institute: **Korean Immigration Office** (http://www.hikorea.go.kr / Tel. 1345)

C. Required documents: Completed application form, passport, 1 color photo (3X4cm), other required documents based on the individual condition of international stay, Processing fee of 10,000₩

D. Alien Registration Procedural Chart

✧ Student Identification Card (S-Card)

A. Application date: Post enrollment

B. Student Identification Card(S-Card) types

Type	Description
ID Card	· Allows for access and usage of key facilities including the : - Library - Book rental/returns - Facility reservations
ID +Check Card	· Serves as a check card (Withdraws cash from the designated bank account when charged) · Receive various preference and discount benefits when charging with this S-Card at libraries, restaurants and businesses with SNU partnership ties in the vicinity of Seoul National University

C. Student Identification Card (S-Card) Issuing Department:

Office of Student Affairs, **Student Support Center (Bldg 67 두레문예관 2nd floor)**

- Tel: 02) 880-5062, 5248 E-mail: student@snu.ac.kr

D. Student Identification Card (S-Card) Application Guide:

☐ **Preparation processes**

1. Obtain Alien Registration Card (Refer to the pg.8)
2. Update student records to reflect the new Alien Registration Number
   - Request a change in one's personal information to include the obtained Alien Registration Number at the Department Office by submitting a copy of the Alien Registration Card (will be issued in approximately 2~3days).

☐ **Student Identification Card (S-Card) Application Process**

◎ **ID Card**

1. Submit: ① A completed S-Card application form
   ② A recent identification photo (taken within the past 6 months, 3X4cm)
2. Issuance: Student Support Center (Bldg 67 두레문예관 2nd floor)

◎ **ID Card + Check Card**

1. Visit a Nonghyup(bank) branch located in Seoul National University to open a bank account and to receive a check card.
2. Submit:
   ① A completed S-Card application form
   ② A recent identification photo (taken within the past 6 months, 3X4cm)

③ Check card issued by a Nonghyup branch in SNU to the Student Support Center.

3. Issuance: Student Support Center (Bldg 67 두레문예관 2nd floor)

※ S-Card will not be issued to SNU graduates, students taking a temporary leave of absence and students that completed all courses. However, students returning from temporary leave of absence can submit the return application after submitting the tuition, if they wish to apply for the S-card. Students that have already completed all courses may apply for the S-Card after registering as a Research Student.

◎ S-Card Re-issuance

- Submit re-issuance fee of 8,000₩ and follow the directions for the appropriate S-Card type
- Payment Instruction
  1) Submit re-issuance payment at a Nonghyup branch and attach the receipt to the application.
  2) Attach/include the re-issuance fee directly with the application and submit them to Student Support Center
- NB : **Initial** request for change of ID Card to Check Card will be processed without a charge

10. Final Application Material Submission Guide (Only for applicable students)

A. If your graduation was pending during the application process and you submitted a certification of expected date of graduation/degree, you MUST submit the actual Graduation Certificate and the Degree Certificate within 15days from enrollment. Failure to submit can result in rescinding of the admission offer.

B. If you submitted a photocopy of your final Degree Certificate and/or Graduation Certificate, you MUST submit the actual original or certified copy of your Graduation Certificate and Degree Certificate within 15days from enrollment. Failure to submit can result in rescinding of the admission offer

※ Submission Department :
Office of Admissions, Seoul National University
599, Gwanak-ro, Gwanak-gu, Seoul, Korea 151-742
Tel: +82-2-880-6971/6977 / FAX: +82-2-873-5021

Additional Important Material

1. Integrated Administration Service

A. Newly admitted students with general administration questions, please contact:

- Office of Admissions (Son, Jy-Eun): (+82) 02-880-6977 (Email: snuadmit@snu.ac.kr)
- Office of International Affairs (Lee, HyunJi): (+82) 02-880-4447 (Email: hyunji8402@snu.ac.kr)

B. For further details, please contact the appropriate department.

2. Language Education Institute

A. Course Introduction :

- Korean language education center has variety of courses including Regular/ Special/ Consignment as well as course in Korean language educator training

1) Regular Course: Rolling annual program that includes 4 semesters (Spring, Summer, Fall, and Winter) each year. The classes are held for 4 hours each day 5 days a week, both in the morning and in the afternoon and the obtainable levels range from level 1 through level 6.

2) Special Course :

- Night Course: Night classes are offered to students who possess international student visas, and are held 2 days a week for 3 hours each.
- Short-term Summer Korean Language Course: Designed for students from nations with English as the national language who wish to learn the Korean Language and culture for 5 weeks.
- 3 Week Intensive Korean Language Course: Designed for adult students who wish to study Korean at an intense level for a short period of time.

3) Consignment Course: Variety of personalized Korean language courses offered based on the requests received from domestic and international corporations and public institutions.

4) Korean Language Educator Training Course: Designed to train forces pursuing the route of Korean language education.

B. Additional Reference

- Additional details regarding the programs offered at Seoul National University Language Education Institute can be found on the LEI homepage (http://lei.snu.ac.kr)
- Please utilize the Q&A Board on LEI homepage for questions.

3. SISA (SNU International Students Association)

- Address: 두레문예관 Bldg.67, 2nd floor (International Student Lounge)
- Homepage: http://sisa.snu.ac.kr / Tel: (+82) 02-880-9164 / E-mail: info@sisa.snu.ac.kr

Other Helpful References

- Bank (Opening a bank account)

  Step 1: Necessary material : Alien Registration Card

  Step 2: Complete the application and apply for any other optional services (ex. Internet banking, phone banking)

  Step 3: Receive ATM Card and Bankbook

  ※Shinhan Bank (International customer call center): 1577-8380

  ※Nonghyup bank (International customer call center): 1588-2100

- Medical (Medical insurance)

  1) Student Medical Allowance

     -Refunding a part of the medical expenses paid by the student to offer a partial financial assistance for medical related matters

     -Application only available during new student enrollment period (Not available to attending students)

  ※Organizing department: Seoul National University, Student Welfare Dept.

  - Tel: 02) 880-5072
  - For assistance in Korean: http://www.snu.ac.kr/edu/edu0606.jsp
  - For assistance in English: http://health4u.snu.ac.kr/he_en/eng_04.jsp

  2) National Health Insurance

     -Foreign nationals can also apply to become a member

     -Required Documents: Alien Registration Card & Enrollment Certification

     -Submission in person is REQUIRED

  ※National Health Insurance Corporation: http://www.nhic.or.kr

  - Tel: 1577-1000 (Korean) / 02-390-2000 (English)

International Student Services

Department	Functions	Contact information
Office of Admissions	Admission related matters **Registration/enrollment (new freshman, transfer)**	Seoul National University Bldg.150, 4th floor Tel. : 02) 880-6971 Homepage : http://admission.snu.ac.kr/ E-mail : snuadmit@snu.ac.kr
Office of International Affairs	International student scholarship, Certificate of Admission, international exchange student and other international matters	Seoul National University Bldg.152-1 #301 Tel. : 02) 880-8633~8/2584 Homepage : http://oia.snu.ac.kr/
Office of Academic Affairs	Records (grades), courses, graduation and degree conferment management, certificate issuance, leave of absence, return from leave of absence and etc.	Seoul National University Bldg. 60, 1st floor Tel. : 02) 880-5033,5035,8042 E-mail : academic@snu.ac.kr
Office of Student Affairs	Student Identification Card (S-Card) re-issuance, providing support to School clubs/societies and other student related matters	Seoul National University Administrative Office. 3rd floor, Student Support Center : 두레문예관 2nd floor, International Student Support Center : Bldg. 500 Tel. : 02) 880-5052, 5062, 4447 Homepage : http://service.snu.ac.kr
Office of Student Welfare	Matters related to welfare	Seoul National University Bldg. 60, 2nd floor Tel. : 02) 880-5072 FAX : 02) 888-9671
Language Education Institute	Courses in Korean Language and Korean Culture	Seoul National University Bldg. 137-1 Tel. : 02) 880-5483~4 FAX : 02) 871-6907 Homepage : http://language.snu.ac.kr/site/kr/lei/main/main.jsp
Office of Financial Affairs	**Registration/enrollment (New Master's/New Doctoral)**	Seoul National University Administrative Office Bldg. 60, 3rd floor Tel. : 02) 880-5107 E-mail : acc@snu.ac.kr

- **Seoul National University Campus Map: http://www.snu.ac.kr/images/map/CAMPUSMAP_kor.pdf**