

**2012 Spring**

# **New International Student Reference Guide**

**(Admission & Enrollment)**



**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 required processes to be completed each month starting from **after the result announcement (Nov. 2011) through the start of Spring semester (Mar. 2012)**. 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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## **1. Visa & Certificate of Admission**

### **1-1. Visa** (Not applicable to Korean nationals)

- ※ **Residing abroad:** You must apply in-person at a Korean Embassy/Consulate in your country.
- ※ **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: D2 (To apply, you must submit Certificate of Admission and any other required application forms to the Embassy/Consulate)
  - If student possesses other type of visa, he/she is required to visit the Immigration Office for confirmation of study abroad eligibility with their current visa. If the student does not have study abroad eligibility on their current visa, he/she must obtain an appropriate visa for study abroad or obtain an approval on their current visa for allowance of study abroad.
  - If the student fails to obtain an approval for study abroad on their visa but continues to pursue their studies as an international student in Universities in Korea, he/she will be imposed a fine.
- ※ Please note, even if you possess a valid visa for study abroad, you MUST apply for an update to reflect the affiliated school information on your visa. (contact information and etc.)
  - ※ For questions: contact the applicable country's Korean Embassy/Consulate  
Or the Korean Immigration Office in Korea  
(Tel: 1345, Home page: <http://www.hikorea.go.kr>)

#### **B. International visitors of Chinese nationality requiring 사증발급인정신청 for visa application**

(Only applies to those who do not possess a current visa. If you already have a current visa, you must visit the Immigration Office for an appropriate status change and/or extension on the visa.)

- Refer to the document submission instructions below and submit the required documents to the Office of International Affairs via mail or personal visit by the stated deadline.
  - ▶ First deadline for document submission: **2011.12.09.(Fri.)**
  - ▶ Second deadline for document submission: **2012.01.06.(Fri.)**

#### **<Required Documents>**

##### **• New undergraduate freshmen & transfer students:**

ID photo(1), copy of passport(1), copy of student's ID card(1), copy of ID card for each member of student's family(1), copy of census report listing all members of the family(1), 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 and the effective date of the statement must be at least one year from the date of submission) (1).

• **Incoming graduate students**

ID photo(1), copy of passport(1), copy of student's ID card(1), copy of ID card for each member of student's family(1), copy of census report listing all members of the family(1), an original certificate of degree (final education completed) or a certified copy of the same(1), original certificate of graduation or a certified copy of the same(1), original bank statement confirming the current balance (balance must be at least \$10,000.00 USD and the effective date of the statement must be at least one year from the date of submission) (1).

※ **Points of Caution**

- 1) Please note that the Immigration Office in Korea typically takes approximately 4~6 weeks for the issuance of 사증인증서. If due to the same, you do not meet the submission deadline, your entry to Korea can be delayed. If you submit the application within the given period, 사증인증서 result will be sent via notification email.
- 2) Submission of all documents for the purposes of visa issuance is required even if you have previously submitted the same set of documents for the admission application.  
(Except, if the effective date on your bank statement has more than a year left)
  - Identification Photo: Students MUST submit an actual photograph (picture files are not accepted)
  - Census Report: If you and your parents are listed on separate census reports, you must submit an additional certified document confirming family relationship along with the applicable census reports.
  - Bank Statement: Accepted only if the statement is in applicant or his/her parents' name. (Scholarship recipients may submit a certificate of scholarship benefits as a substitute)
  - Status verification of submitted documents: <http://oia.snu.ac.kr> → Student Info. → Visa & Foreign Registration → For Chinese Students

※ **For questions and issues related to document submission, please contact:**

- Office of International Affairs (Lee, Hyunji)
- Tel. +82-02-880-4447
- E-mail: [hyunji8402@snu.ac.kr](mailto:hyunji8402@snu.ac.kr), Title/Subject: Visa Issuance Certificate
- Address: Office of International Affairs, (CJ International Bldg. #152), Seoul National University  
1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea

## **1-2. Certificate of Admission** (Required for international student visa application)

**A. Certificate of Admission will be sent to newly admitted students starting 2011.12.05.(Mon.) to the address indicated on the admission form. Students are expected to receive the letter during the month of December.**

**(Please note, Korean nationals will not receive the certificate of admission)**

※ **If any personal information requires change or an update, you must contact the Office of International Affairs by sending a modification request prior to the scheduled issuance date.**

※ If you do not receive your certificate of admission by 2011.12.30.(Fri.), you must contact the Office of International Affairs and request a reissue of the certificate.

※ 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 are picking up the document yourself, please bring a form of identification. If you are requesting a third party pick up of the document, please have them bring a form of proof showing the request as being made from you)

### **B. Contact**

- For questions, request for personal information modification and matters related to issuance of the certificate, please contact : Office of International Affairs (Lee, Hyunji)

- Tel. +82-02-880-4447

- E-mail: [hyunji8402@snu.ac.kr](mailto:hyunji8402@snu.ac.kr), Title/Subject: Certificate of Admission

- For questions regarding admission and Certificate of Acceptance, please contact:

- Office of Admissions

- Tel. +82-02-880-6971

- E-mail: [snuadmit@snu.ac.kr](mailto:snuadmit@snu.ac.kr)

## **2. Academic Achievement Test for Newly Admitted International Students**

### **(Only applies to undergraduate freshmen)**

**A. Objective:** Results from the exam will be utilized in organizing subject courses (English, Mathematics, Physics and Computer)

### **B. Test subjects and applicable participants**

1) Subjects: English(TEPS), Mathematics, Physics, Computer

2) Applicable Participants

- **English:** All new undergraduate freshmen

- **Mathematics:**

- College of Natural Sciences (including Pre-veterinary Medicine)
- College of Engineering
- College of Agriculture and Life Sciences (excluding Agricultural Economics & Rural Development)
- College of Education (Mathematics Education & Science Education Group)
- College of Medicine (Pre-medical program)
- College of Liberal Studies (Science & Engineering): all admitted undergraduate freshmen

- **Physics:** Undergraduate freshmen accepted to College of Natural Sciences (excluding pre-veterinary medicine program), College of Engineering and other colleges who wish to enroll in '고급물리학1,2' and wishes to take the exam.

- **Computer:** Undergraduate freshmen accepted to the listed colleges(units) below and are required to take the '컴퓨터의 개념 및 실습 (C언어)' course and wishes to take the exam.

- College of Engineering: Mechanical & Aerospace Engineering  
School of Electrical Engineering & Computer Science and Engineering  
Engineering Group  
Materials Science and Engineering
- College of Education: Mathematics Education

### **C. Testing schedule and location**

1) Schedule

- Rolling/Early Admission: 2011.12.16.(Fri.) 09:00 ~ 14:30
- Regular Admission: 2012.02.16.(Thu.) 09:00 ~ 16:00

2) Location

- Refer to the separate attachment: 'Year 2012 Special Test for Successful Candidates'

### **D. For additional information**

- Refer to the separate attachment: 'Year 2012 Special Test for Successful Candidates'
- Contact: Faculty of Liberal Education
- Tel. +82-02-880-5690

### **3. Housing (Gwanaksa)**

Students who wish to apply for SNU dormitory must complete the following steps:

‘입사 신청’ → ‘합격자/대기 번호 확인’ → ‘등록’

※ Please visit the Gwanaksa home page for confirmation of schedule and detailed procedural instructions, as the information below (including the schedule) are subject to possible modification.

#### **A. Applying for Housing**

##### **1) Application Period**

- New graduate students: 2011.12.12.(Mon.) 10:00 ~ 2011.12.16.(Fri.) 18:00  
(Available 24 hours during the designated application period)
- New undergraduate freshmen & transfer students: 2012.02.06.(Mon.) 10:00 ~ 2012.02.09.(Thu.) 18:00  
(Available 24 hours during the designated application period)

##### **2) Application Instructions**

- ① Enter the Gwanaksa home page
  - 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 ID Number & Resident Registration Number (Alien Registration Number)
  - If you do not possess resident registration number or alien registration number, please use the format provided below to generate a substitute set of numbers.
    - EX) For male applicants with the following date of birth: December 1<sup>st</sup> 1980  
801201 1000000 (YYMMDD 1000000)
    - EX) For female applicants with the following date of birth: May 31<sup>st</sup> 1990  
900531 2000000 (YYMMDD 2000000)
- 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 have lower probability of receiving a room assignment. You will also be randomly assigned to newly built graduate dormitory buildings number 900~906 and 918.
- If you are applying for double occupancy room or several different types of rooms, you will be

randomly assigned to newly built graduate dormitory building numbers # 900~905.

※ **Helpful tips for new undergraduate freshmen and transfer students**

- You will be randomly assigned to a double occupancy room located in one of the following buildings: # 906, 919A~D, 921~926

**3) Announcement of room assignment and waiting list numbers**

① Announcement of room assignment

- New graduate students: 2011.12.26.(Mon.) 11:00
- New undergraduate freshmen & transfer students: 2012.02.13.(Mon.) 11:00

② Instructions: searching for room assignment result

(waiting list number will be assigned to those who do not receive a room assignment)

- Gwanaksa home page → click the banner labeled '온라인 입사 신청' → Log in → click '합격자/대기 번호 조회' → click '결과 확인' → log out

③ Announcement of supplementary room assignment

- New graduate students

- First round: 2012.01.20.(Fri.) 11:00
- Second round: 2012.02.06.(Mon.) 11:00
- Third round: 2012.02.20.(Mon.) 11:00

※ After the completion of the third round of announcement, supplementary assignments will be made each Monday at 11:00

- New undergraduate freshmen & transfer students

- First round: 2012.02.20.(Mon.) 11:00

※ After the completion of the first round of announcement, supplementary assignments will be made each Monday at 11:00

**B. Registration Instructions**

For proper completion of the registration process, you must submit both the required documents and the housing payment. Failing to submit both of the requirements within the specified time period will be considered as a renunciation of given housing assignment and therefore the assignment will transfer to a student on the waiting list.

**1) Registration**

- Registration documentation submission period

- New graduate students: 2012.01.09.(Mon.) ~ 2012.01.18.(Wed.) 10:00~17:00
- New undergraduate freshmen & transfer students: 2012.02.13.(Mon.) ~ 2012.02.17.(Fri.) 10:00~17:00

- Required documents: A copy of your passport & an original certificate of health examination

- Document submission instructions:

- Personal drop-off: Gwanaksa Administration Office, Bldg. 900 1<sup>st</sup> Floor



- Mail: You **MUST** send the document via DHL, FEDEX, UPS, EMS or by International Registered Mail to the following address:

**Bldg #900, Gwanaksa Administrative Office,  
Seoul National Univ. Daehak-dong, Gwanak-gu,  
Seoul, Republic of Korea. (Zip code: 151-742)**

- ※ Documents sent via mail, **MUST** arrive at least a day prior to the announced deadline.
- Registration documents sent via e-mail or fax will not be accepted.

## **2) Submitting Housing Payment (Fictitious account payment)**

- Payment Due Dates
  - New graduate students: 2012.01.09.(Mon.) ~ 2012.01.18.(Wed.) 10:00~17:00
  - New undergraduate freshmen & transfer students: 2012.02.13.(Mon.) ~ 2012.02.17.(Fri.) 10:00~17:00
- ※ Payment must be made in the exact amount during the designated payment period.  
Payments made from abroad cannot be accepted.
- 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 to the fictitious account number given

## **C. Moving in**

**1) Official move-in date:** Will be posted on the Gwanaksa home page (<http://dorm.snu.ac.kr/>)

### **2) Move-in Procedure**

- 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
- Item inspection
- Completion of move-in

### **3) Attend Gwanaksa Orientation**

#### **※ Contact**

- Gwanaksa Administrative Office
- Phone: +82-02-881-9200
- E-mail: [snudorm@snu.ac.kr](mailto:snudorm@snu.ac.kr)

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

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

**B. Examination fee:** 15,000₩

**C. Registration:** 2012.02.23.(Thu.) 9:00~13:30

< Language Education Institute <new building> #137, Room 101>

**D. Testing Time and Location:** 2012.02.23.(Thu.) 14:00 (Entry is prohibited once testing begins)

<Language Education Institute Main Building #137 room 422>

**E. Identification Requirement:** Please bring a form of ID (passport and etc.)

**F. Announcement of Results:** The specific college of your admission will be notified of your test result in the early part of March 2012. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

※ For questions regarding the test, please contact: Language Education Institute

- Tel: +82-02-880-8570 FAX: 02) 871-6808

※ For questions regarding the test result, please contact: Office of Admissions

- Tel: +82-02-880-6971 FAX: 02) 873-5021

#### **5. New Student Registration**

##### **A. Tuition Payment Dates**

- New undergraduate freshmen & transfer students: 2012.02.08.(Wed.) ~ 2012.02.10.(Fri.)

- New graduate students: 2012.02.20.(Mon.) ~ 2012.02.24.(Fri.)

##### **B. Printing Tuition invoice**

- New undergraduate freshmen & transfer students:

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

- New graduate students:

<http://my.snu.ac.kr> → click '학사서비스' located near the bottom left →

choose the menu labeled '등록금고지서 출력'

##### **C. Payment Submission Location/Method**

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

- New undergraduate freshmen & transfer students: 9:00~16:00 (Submission via international wiring cannot be accepted as the payment must be sent in the exact amount)

- New graduate students: 9:00~17:00 (Submission must be made in the exact amount indicated on the tuition invoice into the fictitious account number provided)

#### D. Additional Information

- Tuition payment invoice can be printed starting 5 days prior to the enrollment period
- Confirmation of tuition payment 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 March 2012)

## 6. Course Enrollment

**A. Enrollment reservation (new undergraduate/graduate):** 2012.02.24.(Fri.) 9:00~18:00

**B. Course Enrollment (new undergraduate/graduate):** 2012.02.27.(Mon.)~2012.02.29.(Wed.) 9:00~16:00

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

1) [수강편람 > 강좌검색] This menu allows for search of courses based on various options.  
By selecting the course link button, students can obtain detailed information about the chosen course.

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

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

※ You can check your Student ID number on the enrollment home page.

※ 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]

※ Contact: Office of Academic Affairs (Park, Jung Hae)

Tel. +82-02-880-5042

## 7. Orientation

**A. Candidates:** All newly admitted international students

**B. Organizing Department (contact information):** Office of International Affairs

- Tel. +82-02-880-8633

- Home page: <http://oia.snu.ac.kr/>

**C. Date:** 2012.03.02.(Fri.) Please note that the date is subject to possible change

※ **Note:** For any changes in the scheduling of the event, participants will receive a notification Email with the appropriate information.

## 8. Alien Registration Card & Student Identification Card (S-card)

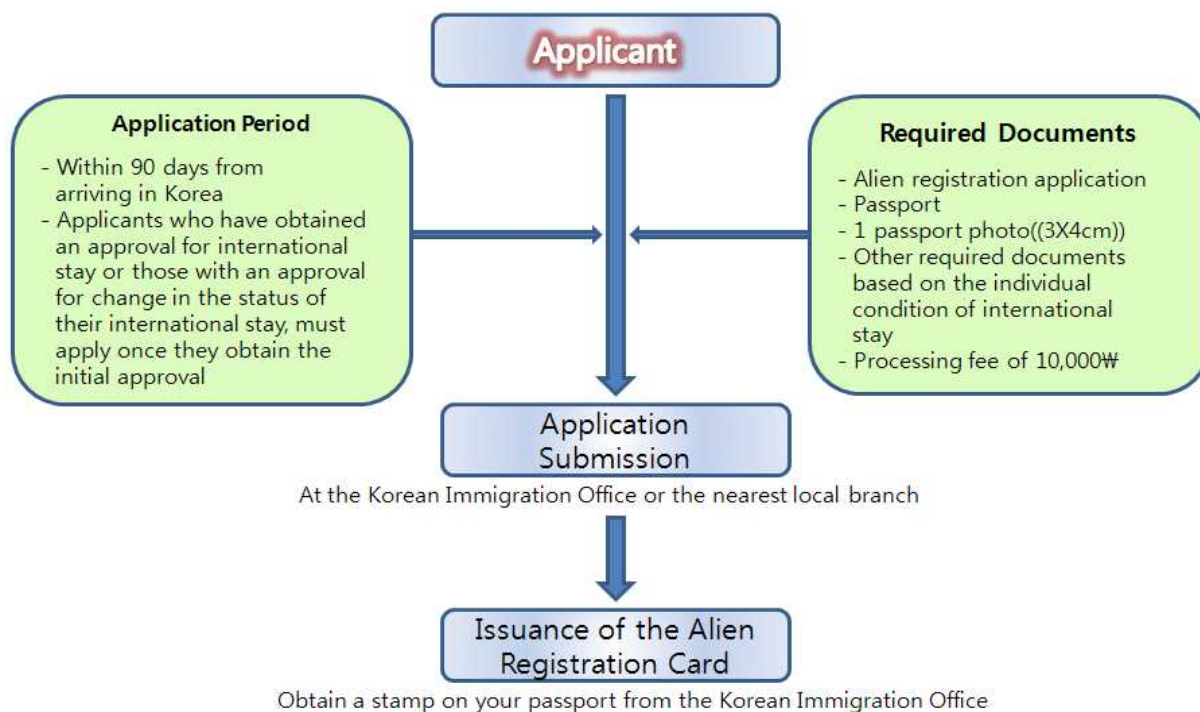
### 8-1. Alien Registration Card

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

**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's qualification of stay, Processing fee of 10,000₩.

#### D. Alien Registration Procedural Chart



## 8-2. Student Identification Card (S-Card)

### A. Application Period: Post enrollment

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

Type	Description
ID Card	<ul style="list-style-type: none"><li>Allows for access and usage of key services and facilities including the :<ul style="list-style-type: none"><li>- Library</li><li>- Book rental/returns</li><li>- Facility reservations</li></ul></li></ul>
ID + Check Card	<ul style="list-style-type: none"><li>Serves as a check card (Withdraws cash from the designated bank account when charged)</li><li>Can be used to pay for services offered at SNU (photocopy machine, printer)</li><li>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</li></ul>

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

- Office of Student Affairs, Student Support Center (Bldg 67 두레문예관 2<sup>nd</sup> floor)
- Tel: +82-02-880-5062/5248
- E-mail: [student@snu.ac.kr](mailto:student@snu.ac.kr)

### D. Applying for Student Identification Card(S-Card)

#### ※ Preparation

1. Obtain an Alien Registration Card
2. Update student records to reflect the new Alien Registration Number
  - Request an update in one's personal information to include the Alien Registration Number at your Department Office by submitting a copy of the Alien Registration Card (Issuance in approximately 2~3days).

#### ※ Application process

##### - ID Card

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

##### - ID Card + Check Card

- Visit Nonghyup bank (Seoul National University branch) to open an account and to receive a check card.

- 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.
- Issuance: Student Support Center

※ **S-Card is not be issued to SNU graduates, students taking a leave of absence and students who have already completed all courses. However, students returning from 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 if they register as a Research Student.**

※ **S-Card reissuance fee**

- Damaged chip: No charge
- Misplaced S-card replacement: 7,000₩ (Please follow the appropriate procedure)
- Request for change of card type (ID card → ID+Check card): First request is free of charge
- Payment: Submit your payment at Nonghyup bank or Student Support Center

## **9. 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 **required from all admitted students via International Student Admissions**. This requirement is **in addition** 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 14, 2007, the 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.

► **Please refer to the following page for a list of signatory countries to the convention**

## List of countries signatory to the Apostille convention

<ul style="list-style-type: none"> <li>• <u>ALBANIA*</u></li> <li>• <u>AMERICAN SAMOA</u></li> <li>• <u>ANDORRA</u></li> <li>• <u>ANGOLA</u></li> <li>• <u>ANGUILLA</u></li> <li>• <u>ANTIGUA AND BARBUDA</u></li> <li>• <u>ARGENTINA</u></li> <li>• <u>ARMENIA</u></li> <li>• <u>ARUBA</u></li> <li>• <u>AUSTRALIA</u></li> <li>• <u>AUSTRIA</u></li> <li>• <u>AZERBAIJAN*</u></li> <li>• <u>BAHAMAS</u></li> <li>• <u>BARBADOS</u></li> <li>• <u>BELARUS</u></li> <li>• <u>BELGIUM</u></li> <li>• <u>BELIZE</u></li> <li>• <u>BERMUDA</u></li> <li>• <u>BOSNIA-HERZEGOVINA</u></li> <li>• <u>BOTSWANA</u></li> <li>• <u>BRITISH VIRGIN ISLANDS</u></li> <li>• <u>BRUNEI DARUSSALAM</u></li> <li>• <u>BULGARIA</u></li> <li>• <u>CAPE VERDE</u></li> <li>• <u>CAYMAN ISLANDS</u></li> <li>• <u>CHINA, PEOPLE'S REPUBLIC OF</u></li> <li>• <u>CHINA (Hong Kong SAR)</u></li> <li>• <u>CHINA (Macau SAR)</u></li> <li>• <u>COLOMBIA</u></li> <li>• <u>COMOROS ISLANDS</u></li> <li>• <u>COOK ISLANDS</u></li> <li>• <u>CROATIA</u></li> <li>• <u>CYPRUS</u></li> <li>• <u>CZECH REPUBLIC</u></li> <li>• <u>DENMARK</u></li> <li>• <u>DJIBOUTI</u></li> <li>• <u>DOMINICA</u></li> <li>• <u>DOMINICAN REPUBLIC</u></li> <li>• <u>ECUADOR</u></li> <li>• <u>EL SALVADOR</u></li> <li>• <u>ESTONIA</u></li> <li>• <u>FALKLAND ISLANDS</u></li> <li>• <u>FIJI</u></li> <li>• <u>FINLAND</u></li> <li>• <u>FRANCE</u></li> <li>• <u>FRENCH POLYNESIA</u></li> <li>• <u>GEORGIA*</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>GERMANY</u></li> <li>• <u>GIBRALTAR</u></li> <li>• <u>GREECE</u></li> <li>• <u>GRENADA</u></li> <li>• <u>GUAM (TERRITORY OF)</u></li> <li>• <u>GUERNSEY</u></li> <li>• <u>HONDURAS</u></li> <li>• <u>HONG KONG SAR (China)</u></li> <li>• <u>HUNGARY</u></li> <li>• <u>ICELAND</u></li> <li>• <u>INDIA*</u></li> <li>• <u>IRELAND</u></li> <li>• <u>ISLE OF MAN</u></li> <li>• <u>ISRAEL</u></li> <li>• <u>ITALY</u></li> <li>• <u>JAPAN</u></li> <li>• <u>JERSEY</u></li> <li>• <u>KAZAKHSTAN</u></li> <li>• <u>KOREA, REPUBLIC OF</u></li> <li>• <u>KYRGYZSTAN</u></li> <li>• <u>LATVIA</u></li> <li>• <u>LESOTHO</u></li> <li>• <u>LIBERIA*</u></li> <li>• <u>LIECHTENSTEIN</u></li> <li>• <u>LITHUANIA</u></li> <li>• <u>LUXEMBOURG</u></li> <li>• <u>MACAU SAR (China)</u></li> <li>• <u>THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA</u></li> <li>• <u>MALAWI</u></li> <li>• <u>MALTA</u></li> <li>• <u>MARSHALL ISLANDS</u></li> <li>• <u>MAURITIUS</u></li> <li>• <u>MEXICO</u></li> <li>• <u>MOLDOVA, REPUBLIC OF</u></li> <li>• <u>MONACO</u></li> <li>• <u>MONGOLIA</u></li> <li>• <u>MONTENEGRO</u></li> <li>• <u>MONTSERRAT</u></li> <li>• <u>MOZAMBIQUE</u></li> <li>• <u>NAMIBIA</u></li> <li>• <u>NETHERLANDS</u></li> <li>• <u>NETHERLANDS ANTILLES (Curacao, Bonaire, St. Martin, St. Eustatius and Saba)</u></li> <li>• <u>NEVIS</u></li> <li>• <u>NEW CALEDONIA</u></li> <li>• <u>NEW ZEALAND</u></li> <li>• <u>NIUE</u></li> <li>• <u>NORTHERN MARIANA ISLANDS</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>NORWAY</u></li> <li>• <u>PANAMA</u></li> <li>• <u>PERU</u></li> <li>• <u>POLAND</u></li> <li>• <u>PORTUGAL</u></li> <li>• <u>PUERTO RICO</u></li> <li>• <u>ROMANIA</u></li> <li>• <u>RUSSIAN FEDERATION</u></li> <li>• <u>SAMOA</u></li> <li>• <u>SAN MARINO</u></li> <li>• <u>SAO TOME AND PRINCIPE</u></li> <li>• <u>SERBIA</u></li> <li>• <u>SEYCHELLES</u></li> <li>• <u>SLOVAKIA</u></li> <li>• <u>SLOVENIA</u></li> <li>• <u>SOLOMON ISLANDS</u></li> <li>• <u>SOUTH AFRICA</u></li> <li>• <u>SPAIN</u></li> <li>• <u>ST. CHRISTOPHER (Kitts) AND NEVIS</u></li> <li>• <u>ST. GEORGIA AND SOUTH SANDWICH ISLANDS</u></li> <li>• <u>ST. HELENA</u></li> <li>• <u>ST. KITTS AND NEVIS</u></li> <li>• <u>ST. LUCIA</u></li> <li>• <u>ST. PIERRE AND MIQUELON</u></li> <li>• <u>ST. VINCENT</u></li> <li>• <u>ST. VINCENT AND THE GRENADINES</u></li> <li>• <u>SURINAME</u></li> <li>• <u>SWAZILAND</u></li> <li>• <u>SWEDEN</u></li> <li>• <u>SWITZERLAND</u></li> <li>• <u>THE DISTRICT OF COLUMBIA</u></li> <li>• <u>TONGA</u></li> <li>• <u>TRINIDAD AND TOBAGO</u></li> <li>• <u>TURKEY</u></li> <li>• <u>TURKS AND CAICOS</u></li> <li>• <u>TUVALU</u></li> <li>• <u>U.S. VIRGIN ISLANDS</u></li> <li>• <u>UKRAINE*</u></li> <li>• <u>UNITED KINGDOM</u></li> <li>• <u>UNITED STATES</u></li> <li>• <u>VANUATU</u></li> <li>• <u>VENEZUELA</u></li> <li>• <u>VIRGIN ISLANDS, BRITISH</u></li> <li>• <u>WALLIS AND FUTUNA</u></li> <li>• <u>YUGOSLAVIA</u></li> </ul>
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**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](http://www.hcch.net)

**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 151-742, Korea
- Tel. +82-02-880-6971/6977
- E-mail: [snuadmit@snu.ac.kr](mailto:snuadmit@snu.ac.kr)



## Additional Important Materials

### **1. Integrated Administrative Service**

**A.** Newly admitted students with general administrative inquiries, please contact:

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

**B.** For further details, please contact the appropriate college/department office

### **2. Language Education Institute**

**A. Course Introduction:**

- **Korean language education center offers variety of programs including regular/special/consignment courses as well as Korean language educator training.**

- 1) Regular Course: This is a year-round program which consists of 4 semesters 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.
- 2) Special Course:
  - Night Class: Offered to students who already possess international student visa. Classes are held 2 days a week for 3 hours each.
  - Short-term Summer Korean Language Course: Designed for students from countries using English as their national language and wishes 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 language at an intense level for a short period of time.
- 3) Consignment Course: Variety of personalized Korean language courses are 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**

- For additional information regarding offered programs at Seoul National University Language Education Institute, please visit: <http://lei.snu.ac.kr>
- Please utilize the Q&A Board on LEI homepage for questions.

### **3. SISA (SNU International Students Association)**

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

## Other Helpful References

### ▶ 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

### ▶ 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)

※ Contact: Seoul National University, Student Welfare Dept.

- Tel. +82-02-880-5072
- 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](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 & Certificate of Enrollment
- Submission in person is REQUIRED

※ Contact: National Health Insurance Corporation

- Home page: <http://www.nhic.or.kr>
- Tel. 1577-1000 (Korean) / 02-390-2000 (English)

## International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters <b><u>Registration/enrollment</u></b> <b><u>(New undergraduate freshmen &amp; transfer students)</u></b>	Seoul National University Bldg.150, 4 <sup>th</sup> floor Tel. : 02) 880-6971 Homepage : <a href="http://admission.snu.ac.kr/">http://admission.snu.ac.kr/</a> E-mail : <a href="mailto:snuadmit@snu.ac.kr">snuadmit@snu.ac.kr</a>
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 : <a href="http://oia.snu.ac.kr/">http://oia.snu.ac.kr/</a>
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, 1 <sup>st</sup> floor Tel. : 02) 880-5033,5035,8042 E-mail : <a href="mailto:academic@snu.ac.kr">academic@snu.ac.kr</a>
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. 3 <sup>rd</sup> floor, Student Support Center : 두레문예관 2 <sup>nd</sup> floor, International Student Support Center : Bldg. 500 Tel. : 02) 880-5052, 5062, 4447 Homepage : <a href="http://service.snu.ac.kr">http://service.snu.ac.kr</a>
Office of Student Welfare	Matters related to welfare	Seoul National University Bldg. 60, 2 <sup>nd</sup> 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 : <a href="http://language.snu.ac.kr/site/kr/lei/main/main.jsp">http://language.snu.ac.kr/site/kr/lei/main/main.jsp</a>
Office of Financial Affairs	<b><u>Registration/enrollment</u></b> <b><u>(New graduate students)</u></b>	Seoul National University Administrative Office Bldg. 60, 3 <sup>rd</sup> floor Tel. : 02) 880-5107 E-mail : <a href="mailto:acc@snu.ac.kr">acc@snu.ac.kr</a>

- Seoul National University Campus Map: [http://www.snu.ac.kr/images/map/CAMPUSMAP\\_kor.pdf](http://www.snu.ac.kr/images/map/CAMPUSMAP_kor.pdf)

