International Student Admissions for Undergraduate Program

Online Application Procedure Guide
June 2018
Procedure for Online Application

1. Visit SNU Website (http://en.snu.ac.kr/apply/info)
2. Move to Application Page
3. Sign-up (Create New Account) and Log-in
4. Application (Input Personal Information & Document Scan Upload)
5. Application (Input Academic Information)
6. Application (Input Personal Statement and Study Plan)
7. Payment of Application Fee
8. Completion of Online Application
9. Print Out Required Forms
10. Submit All Required Documents via Post or in Person
    (MUST Be Submitted at SNU Office of Admissions in Due Date)

※ Please Refer to Admissions Guide for Undergraduate Programs.
1. Click the Icon Marked Below on SNU Website. (Korean or English)

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

English: http://en.snu.ac.kr/apply/info
2. Sign-up (Create a New Account) and Log-in at Application Page

If you have an ID/PW, input correct information and click button on [로그인 Log-in].
If you don’t have an account, click button on [회원가입 Sign-up] for create a new account.
If you forgot the password, click [Reset Password].

* Even if you hold an account for previous semester’s admissions, you must create a new account for 2019 Spring.
* E-mail address of [qq.com] is not available.
3-1. How to Sign-up (Create A New Account)

- Click for agreement on the terms & conditions.

- Input applicant’s full name.
- ID = Email address
- Click [중복확인(check ID)].
- If the ID is available, input the desired password & confirm it.
- Click [확인(Continue)].
3-2. How to Sign-up (Create A New Account)

After inputting all information click [Continue].

- After inputting all information click [Continue].
3–3. How to Sign-up (Create A New Account)

회원가입이 완료되었습니다.
Sign-up is completed.

JaneKim님의 아이디는 test123@snu.ac.kr입니다.
서울대학교 글로벌인재특별전형 원서접수를 진행하실 수 있습니다.

Your ID is test123@snu.ac.kr
You can continue application for International student admission.
### 4–1. Application for Admissions

**2019학년도 전기  Spring, 2019**

Select a language to see the admissions timetable in detail.

- [ ] Korean
- [x] English

#### Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Online Application</td>
<td>June 18 (Mon), 2018 ~ July 12 (Thu), 2018 (by 17:00, Korean Standard Time)</td>
</tr>
<tr>
<td>- Entrance to the program starts in March 2019</td>
<td></td>
</tr>
<tr>
<td>- Click 'Online Application for Undergraduates' and create an account at the online application website during the specified period.</td>
<td></td>
</tr>
<tr>
<td>- <a href="http://en.snu.ac.kr/apply/info">SNU Admissions</a></td>
<td></td>
</tr>
<tr>
<td>- Online application can be time-consuming. We strongly suggest applicants to complete the online application at least a week before the online application deadline.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Submission of Documents</th>
<th>June 18 (Mon), 2018 ~ July 13 (Fri), 2018 (by 18:00, Korean Standard Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Only applicable to documents that must be submitted by post or by visit in person, Please refer to pages 7–10 of Application Guideline for the list of required documents to be submitted.</td>
<td></td>
</tr>
<tr>
<td>- After completing the online application, the required documents should be arrived at the SNU Office of Admissions by the designated deadline.</td>
<td></td>
</tr>
<tr>
<td>- The venue for document submission is expected to be very crowded, as the deadline for submission approaches. You are advised to submit your documents at your earliest convenience.</td>
<td></td>
</tr>
</tbody>
</table>

**Online submission of Recommendation Letters**

<table>
<thead>
<tr>
<th></th>
<th>June 18 (Mon), 2018 ~ July 12 (Thu), 2018 (by 17:00, Korean Standard Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Accessible via application website after completing online application procedures (Check page 13 for information regarding document submission)</td>
<td></td>
</tr>
</tbody>
</table>
4-2. Application for Admissions

You will be responsible if:

- Your application is not complete due to your failure to pay the application fee;
- Your application is not complete due to your failure to note your registration number after paying the fee;
- There is any fact or statement in the application which is misrepresented, false and/or incorrect.
- Applicants are not allowed to utilize a cross application approach, which can lead to disqualification. Cross-application is defined as when an applicant is given more than one registration number after submitting multiple applications. Submission of multiple applications means either applying more than one undergraduate course, or applying both undergraduate and graduate course at once.
- Applicants are not allowed to utilize a cross application approach, which can lead to disqualification. Cross-application is defined as when an applicant is given more than one registration number after submitting multiple applications. Submission of multiple applications means either applying more than one undergraduate course, or applying both undergraduate and graduate course at once.
- Please note that the Office of Admissions do not hold any responsibility for an applicant who failed to check his or her e-mails in a timely manner.

<table>
<thead>
<tr>
<th>인터넷 원서접수 시 문의사항</th>
<th>㈜유웨이아플라이 (UWAY APPLY Co., Ltd.)</th>
<th>1588-8988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number for enquiries regarding online application procedure and technical errors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>글로벌인재특별전형 관련사항</th>
<th>서울대학교 입학본부 Seoul National University Office of Admissions</th>
<th>+82-2-880-6971</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number for admissions enquiries</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4-3. Application for Admissions

<table>
<thead>
<tr>
<th>유의사항 Notice</th>
<th>원서작성 Application</th>
<th>전형요건제 Payment</th>
<th>접수완료확인 Confirmation</th>
</tr>
</thead>
</table>

- Application for Admissions

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

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

Do you agree with the terms and conditions above for admissions guide?
- 동의한 Agree
- 동의하지 않음 Disagree

Click [Agree]

※ 개인정보의 수집 및 이용에 동의하신가요?

II. 모집안내 동의 여부 Consent to Admissions Guide

[한국어 안내]
본인은 서울대학교 글로벌인재특별전형 모집안내에 게시된 내용에 동의하며, 동 모집안내를 숙지하지 않아 발생하는 문제는 본인의 책임임을 확인합니다.

[English version]
I agree to abide by the rules and regulations in the Admission Guide for International Students and will take full responsibility for any problems arising from failing to adhere to the same.

Do you agree with the terms and conditions above for admissions guide?
- 동의한 Agree
- 동의하지 않음 Disagree

Click [Agree]

※ 위 내용에 동의하지 않을 경우 원서를 접수할 수 없습니다.
4-3. Application for Admissions

III. 제3 자 개인정보 제공 동의의 여부(수신자)
Consent to release of personal information to 3rd party (Recommender)

[한국어 번역]
<개인정보 제공 동의의 여부 추가>
주천인,II 매개 지원자의 개인정보 제공에 대한 동의
1. 제공하는 개인정보
   - 전형, 모집단위, 영문이름, 생년월일, 이메일
2. 개인정보의 제공 목적: 입학전형(추천서)

[English version]
<Addition to agreement to release information to 3rd party>
Consent to release of information on applicants to Recommenders I and II
1. Information being released:
   - Application track, Applying major, English name, Birth date, E-mail
2. Purpose of providing information: Admission assessment (recommendation)

개인정보의 수집 및 이용에 동의하십니까?
Do you agree with the terms and conditions above for admissions guide?

- 동의함 Agree
- 동의하지 않음 Disagree

※ 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 다입 원서를 접수할 수 없습니다.
An applicant has the right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

원서작성하기 Proceed to the application

Click this button to proceed to application
4-4. Application (Personal Information)

**Collage/Department**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2019학년도 전기</th>
<th>Spring, 2019</th>
</tr>
</thead>
</table>

**Admission Type**

- International Admission I
- International Admission II

- If you hold a valid TOPIK score, select level
- If you don’t, choose “no test results”.

- If you hold a valid TOPIK score, enter the test date.

**Language Proficiency**

- TOPIK
  - Level 6

- Test date of TOPIK
  - Please enter the test date of TOPIK.
4-5. Application (Personal Information)

Choose a desired program of study.

☆ Please choose correct desired program of study.
☆ It may not be modified/canceled by any reason after application fee payment.
4–6. Application(Personal Information)

☆ Input all correct personal information

Fields with (*) are mandatory.

☆ If you have Korean name, input it.
If you don’t, leave it blank.

☆ Input your nationality and place of birth
(Please choose correct nationality, If it’s not on the list, please type directly after clicking [etc].)

☆ If you hold dual nationality of Korea and another country, choose [Yes] and input correct information.

☆ Input correct resident registration number.
If you don’t, please follow the guide.

☆ Choose gender.

☆ Input passport number.
If you don’t have one, click [None].

☆ If you hold an alien registration number, input correct information.
If you don’t, leave it blank.

☆ Input date of birth and date of nationality acquisition.
4-7. Application (Personal Information)
- In Case of Dual Nationality of Korea and Another Country

☆ If you hold dual nationality of Korea and another country, choose [Yes] and input correct information about both nationalities.
☆ In this case, applicant must submit required documents for both nationalities.
☆ If you hold dual nationality of Korea and another country, you are not eligible to apply for Admissions Type I.
4–8. Application (Personal Information)

<table>
<thead>
<tr>
<th>Notice</th>
<th>Application</th>
<th>Payment</th>
<th>Confirmation</th>
</tr>
</thead>
</table>

**Mailing 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, ex) 82-2-1234-5678

**Cell Phone**

* Please include the Country and City Codes, ex) 82-10-1234-4567

**E-mail**

☆ Input all correct personal information
- Fields with (*) are require fields.
- Input mailing address.
- Input correct contact number.
- This field will be automatically completed with information from account creation page.

☆ Input correct information of parents.
- Choose the correct category and fill out all the blanks carefully checking the instructions provided below.
- Please choose correct nationality, If it's not on the list, please type directly after clicking [etc].
- Agree for financial resources.

**Family Information** (Information requested regarding applicant eligibility.)

- **Father**
  - □ Father
  - □ Father deceased

- **Mother**
  - □ Mother
  - □ Mother deceased

- **Check if applicable**
  - □ Parents divorced

- **Financial Resources**
  - You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at SNU:
    - □ Agree
    - □ Disagree
☆ Make your own pin number and input it.

☆ Input your recommender's accurate information
☆ Check if your recommenders receive the automatic e-mail from SNU after application fee payment.
If you want to apply for scholarship, click [Yes].
Select language of application checklist.
After check personal information correctly, Click [Next].
4-9. Application (Document Scan Upload)

- Click [Upload File] to submit the scanned files of the required documents.
4–9. Application (Document Scan Upload)

☆ Click [찾아보기 (Search)] to find a file.

☆ Click [파일등록하기 (Submit)] to save the file in the internet system server.
# 4–9. Application (Document Scan Upload)

How to Upload Documents: Click [Check File] to choose a document to upload and then click [Upload file] at the bottom of the page to complete the file upload. The capacity limit for each file is up to 8MB.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official (Expected) High School Graduation Certificate</td>
<td></td>
<td>1.png (0.01 MB)</td>
</tr>
<tr>
<td>Official High School Transcript</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>A Copy of the Applicant’s Passport</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Other official documents indicating the applicant’s nationality</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Copies of Both Parents’ Passport</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Other official document indicating both parents’ nationality</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Other official document indicating parent–child relationship between the applicant and his/her parents</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Proof of Language Proficiency</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Supplementary Materials (School profile)</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Supplementary Materials (Standardized tests and other indicators of academic achievement)</td>
<td>파일없음</td>
<td></td>
</tr>
<tr>
<td>Supplementary Materials (High School Activities/Awards)</td>
<td>파일없음</td>
<td></td>
</tr>
</tbody>
</table>

☆ Click [Check File] to see or download the file.  
☆ Click [Delete] to delete the file.

☆ Click [Upload File] to change or add a file.
5. Application (Academic information)

In chronological order, list the names and complete addresses (including zip code) of all the schools and institutions that you have attended. (For International admissions I applicants only need to input high school information. International admissions II applicants need to input all information from primary school to high school.) Indicate the (expected) Graduation date or the Last date of Attendance for the current school.

Fields with (*) are mandatory.

**Application type I**: Input records of High school and afterwards.

**Application type II**: Input each information of Elementary, Middle, High school information.

<table>
<thead>
<tr>
<th>School 1 (English only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country of School</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Name of School</strong></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>(Expected) Graduation or Last Date of Attendance</strong></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

**Grade/Semester**

If you studied from 1st semester of 1st grade to 2nd semester of 3rd grade, select as below:
- Level of Study: High School
- Start Grade/Semester: 1st Grade, Semester System, 1st Semester
- End Grade/Semester: 3rd Grade, Semester System, 2nd Semester

Please choose correct Country/Name of School. If it's not on the list, please type directly after clicking [etc].

Click [Add] to obtain additional fields for school information.
## 6-1. Application (Personal Statement & Study Plan)

**Please type and print in English or Korean on the online application.**
*(One English character = 1 byte, One Korean character = 2 bytes, Enter/Space key = 1 byte)*

1. In relation to your academic interest and personal experiences, please describe your motivation for your desired course. You may include information related to your preparation for the course and related academic achievements. Please state your goals while studying at Seoul National University as well as your study plan (4000 bytes limit).

   - **Current Byte**: 0 / 4000 Byte limit including Enter & Space

2. Please briefly state your academic and extracurricular activities (4000 bytes limit).

   - **Current Byte**: 0 / 4000 Byte limit including Enter & Space

3. Please write about yourself with regard to your characteristics other than your record of academic achievement. This section is provided to illustrate the personal aspects of each applicant. The following contents may be included in this section, though this section is not limited to them; experiences which have been influential in your life, individual perspectives on current issues, or role models or figures you respect (4000 bytes limit).

   - **Current Byte**: 0 / 4000 Byte limit including Enter & Space

☆ Fields with (*) are mandatory.
☆ Max length of each category is 4000 bytes.

One English letter = 1 byte
Space & Enter key = 1 byte
One Korean letter = 2 bytes
6-2. Application (Personal Statement & Study Plan)

<table>
<thead>
<tr>
<th>Disciplinary History</th>
</tr>
</thead>
</table>
| **1)** Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 10th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.
  - **YES** ☐ **NO** ☐

| If you answered “yes”, please give us detailed information such as the approximate date of the incident and explain the circumstances (1000 bytes limit). |

| **2)** Have you ever been adjudicated as guilty or convicted of a misdemeanor, felony, or other crime? [Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]  
  - **YES** ☐ **NO** ☐

| If you answered “yes”, please give us detailed information such as the approximate date of the incident and explain the circumstances (1000 bytes limit). |

☆ **Fields with (*) are mandatory.**
☆ After choosing Disciplinary History, go to next step.
If you are in case 1) or/and 2), please describe about it in a text box. If not, please go to next step.

☆ Application information can be modified before payment.
After payment you may not cancel or change Admission Type & Desired Program.

But you may modify Personal Information and Academic Information before the application deadline.

Please input information correctly.
6-3. Application (Personal Statement & Study Plan)

<table>
<thead>
<tr>
<th>Notice (Notice)</th>
<th>Application (Application)</th>
<th>Payment (Payment)</th>
<th>Confirmation (Confirmation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>achievements. Please state your goals while studying at Seoul National University as well as your study plan (4000 bytes limit).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1.** Please briefly state your academic and extracurricular activities (4000 bytes limit).

**2.** Please write about yourself with regard to your characteristics other than your record of academic achievement. This section is provided to illustrate the personal aspects of each applicant. The following contents may be included in this section, though this section is not limited to them: experiences which have been influential in your life, individual perspectives on current issues, or role models or figures you respect (4000 bytes limit).

**Disciplinary History**

**1)** Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 10th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.

- NO

**2)** Have you ever been adjudicated as guilty or convicted of a misdemeanor, felony, or other crime?

- [Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

- NO

*If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explain the circumstances, and write your reflection on the experience.*

☆ Before payment please check all the information. You can modify the information by [수정하기(Modification)].
☆ Then go to next step by clicking [결제하기(Payment of Application Fee)].

- If any correction/modification is needed, click [수정하기(Modification)].
- Modification/Cancellation of Admission Type & Desired Program are NOT allowed after payment of application fee.
6–4. Application (Check Final Inputted Information)

Before payment please check all information.
☆ Click [다음단계 (Next)].

- If any correction/modification is needed, click [수정하기 (Modification)].
- Modification/Cancellation of Admission Type & Desired Program are NOT allowed after payment of application fee.
7-1. Payment of Application Fee

If you have a bank account number in Korea, you can transfer application fee.

If you have a credit card/check card in Korea, you can pay that card.

★ If you hold an international credit card, you can pay with it.

If you have a mobile phone in Korea, you can pay with it.

If you have a PayPal account, you can pay with it.
7-2. Payment of Application Fee (1) 계좌이체 Bank Account Transfer

- Check the agreement for using personal information for transfer.
- Click [다음 (Next)].
- Choose applicable bank name, then transfer application fee.

* You may see a message to install necessary programs of INICIS company.
7-3. Payment of Application Fee (2) 국내 신용카드 Credit Card of Korea

- 결제방법 (Payment method) - 아래의 결제방법을 선택하시면서 자세한 내용을 확인할 수 있습니다.

(Please choose a payment method see in detail.)

계좌이체 Bank Account Transfer ▼ 카드 Credit Card ▼ International credit card ▼ 휴대폰 Mobile ▼

① Check the agreement for using personal information for transfer.
② Click [다음(Next)].
③ Choose applicable credit card name, e-mail address, then pay with credit card information following each card company’s directions.

* You may see a message to install necessary programs of INICIS company.
7-4. Payment of Application Fee (3) 해외 신용카드 International Credit Card

① Check the agreement for using personal information for payment.
② Click [Next].
③ Choose applicable credit card name and input all information, ④ Click ‘submit’.

* You may see a message to install necessary programs of INICIS/LG UPLUS company.
* In case your card is not accepted, please try with another International credit card.
7-5. Payment of Application Fee (4) 휴대폰 결제 Mobile Phone Payment

- Input mobile phone number (010, 011, 016...)
- Click mobile service company(SKT, KT, LG...)
- Input registration number
- Click agreement, ⑤ Click [다음](Next)

* You may see the message to install some program by DANAL company.
7–6. Payment of application fee (5) 偿金払いの方法 PayPal Payment

☆ Log in with your PayPal ID & Password made in your country.
☆ PayPal accounts made in Korea are not allowed.
8. Completion of Online Application

**Your online application was successfully completed**

<table>
<thead>
<tr>
<th>접수일자</th>
<th>접수명</th>
<th>접수번호</th>
<th>출력 및 수정</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of your payment for application fee</td>
<td>Application information</td>
<td>Registration Number</td>
<td>Print and/or Edit</td>
</tr>
</tbody>
</table>

- **①** Print Application Checklist.
- **②** You may modify the information except Admission Type & Desired Program during application period.
- **③** As you finish application fee payment, a guide email for recommendation letters will automatically be sent to recommender I and II. However, if a recommender does not receive this e-mail, you must click [Send a guide email for recommendation]. Additionally, if you modify the information of a recommender, you should click [Send a guide e-mail for recommendation] to send a guide email to the appropriate person.

- After online application, all required documents must be submitted to SNU by post or visit in person by due date.
- Modification/Cancellation of Admission Type & Desired Program are NOT allowed after payment of application fee.
Thank you for your application!

If you have any questions, Please contact Office of Admissions.

e-mail: snuadmit@snu.ac.kr
Tel: +82-2-880-6971 (On-line application, Document submission)
+82-2-880-6977 (Document review)