Procedure for online application

1. Visit SNU website
2. Log-in OR Create new account (Sign-up)
3. Create new account
4. Application (input personal information)
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 visit in person
   (It should be submitted at SNU Office of admissions in due date)

※ Please refer to admissions guide for Undergraduate
1. Click the icon marked below on SNU website. (Korean or English)

국문홈페이지 http://admission.snu.ac.kr
Website http://en.snu.ac.kr/apply/info
2. Log-in with ID/PW OR Create a New account

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

*Though you hold an account for previous semester’s admissions, you should create new account for 2017 Spring*
*email address of [qq.com] is not available.*
3–1. How to create new account (Sign-up)

- Click for agreement on the terms & conditions

- Input applicant’s full name

- Input ID = email address

- Click button ‘중복확인(check ID)’

- If it’s available ID, input Password & Confirm Password

- Click button ‘확인(Continue)’
3-2. How to create new account (Sign-up)

**화권가입 Sign-up**

- Agreement for Service User
  - [ ] 1. 목적
  - [ ] 가. 인터넷 서비스 이용약관(여러 "문 안전"이라 한다)은 ▲ ▼

- Agreement for Collection of Personal Information
  - 서울대학교 글로벌인재 특별전형 비공개성에 따라 허용되는 ▲ ▼ 개인정보는 개인정보보호법에 따라 이용자의 권익을 보호하 ▼

*Do you agree on the terms and conditions mentioned above?*

**가입정보입력 Sign-up**

- **Name**
  - [ ] John Kim

- **ID**
  - [ ] Jeon23 @ snu.ac.kr ▶ 입력 입력 full address ▼ 동락확인 check.id

  - · 메일 주소가 비밀번호 사용됩니다.
  - Your email address will be your ID.
  - · qq.com 메일 계정은 사용 불가합니다. (qq.com) mail account isn’t available. Please use other mail account.

- **Password**
  - [ ] · 영문+숫자+특수문자로 조합하여 8-12자로 입력하십시오. (Password is case-sensitive.)
  - · Please type in a password within 8-12 letters using a combination of English, numbers, and special characters. (Password is case-sensitive.)

- **Confirm Password**
  - [ ] ▶

- [ ] 확인 Continue ▼ 취소 Cancel

*after input all information then click Continue*
3–3. How to create new account (Sign–up)

Sign-up

-member Sign-up

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.

로그인 Log-in
4-1. Application for admissions

Select a language to see direction in Korean or English.

Select a language to see the admissions timetable in detail.

- Korean
- English

Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 On-line Application</td>
<td>June 7 (Tue), 2016 ~ July 14 (Thu), 2016</td>
</tr>
<tr>
<td></td>
<td>(by 18:00, local time in Korea)</td>
</tr>
<tr>
<td></td>
<td>- Click 'Apply online for Undergraduate' and create an account at the online application website during the specified period.</td>
</tr>
<tr>
<td></td>
<td>- SNU English: <a href="http://en.snu.ac.kr/apply/info/">http://en.snu.ac.kr/apply/info/</a></td>
</tr>
<tr>
<td></td>
<td>- Entrance to the program starts in March 2017</td>
</tr>
<tr>
<td>2 Submission of Documents</td>
<td>June 7 (Tue), 2016 ~ July 15 (Fri), 2016</td>
</tr>
<tr>
<td></td>
<td>(by 18:00, local time in Korea)</td>
</tr>
<tr>
<td></td>
<td>- Sent by post or visit in person</td>
</tr>
<tr>
<td></td>
<td>- After completing the online application, the required documents should arrive at the SNU Office of Admissions by the designated deadline.</td>
</tr>
<tr>
<td></td>
<td>- Please refer to pages 7-10 for the list of required documents to be submitted.</td>
</tr>
<tr>
<td></td>
<td>※ The venue for document submission is expected to be very crowded, as the Timeline for submission is approaching. You are advised to submit your documents at your earliest convenience.</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.
- 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.
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number for enquiries regarding online application procedure and technical errors</td>
</tr>
<tr>
<td>1588-8988</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>글로벌인재특별전형 관련사항</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number for admissions enquiries</td>
</tr>
<tr>
<td>서울대학교 엑히브부</td>
</tr>
<tr>
<td>+82-2-880-6971</td>
</tr>
</tbody>
</table>

[Click this button to proceed to application]
4-3. Application for admissions

Click agreement

II. 모집안내 동의 여부 Consent to Admissions Guide

[한국어 안내]
본인은 서울대학교 금융본위 특별전형 학사학위과정 모집안내에 게시된 내용에 동의하며, 동 모집안내를 존중하지 않아 발생하는 문제는 본인의 책임임을 자각합니다.

[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.

Click agreement

Once you have paid the application fee and been issued your registration number, you will NOT be able to cancel your application or change degree course/program (department/major) which you choose.
4-4. Application (Personal Information)

Collage/Department

* Academic year: 2017학년도 전기 Spring, 2017

* Admission Type:
  - 국제학부 입학년도 International Admission I
  - 국제학부 특별과정 International Admission II

* Desired Program of Study

Language Proficiency

* TOPIK

If you hold TOPIK score, select level OR not, choose no test results

Click correct admission type
Click Desired program
4-5. Application (Personal Information)

Choose a desired program of study

Please choose correct desired program of study

It may not be modified OR canceled in any reason after complete application.
4–6. Application (Personal Information)

- Input all correct personal information
  Fields(*) are require fields.

- If you have Korean Name, input it OR not leave in blank

- Input your nationality and place of birth
  (Please choose correct nationality, If it’s not on the list, please type directly after click ‘etc’.)

- If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information

- Input correct resident registration number

- Choose gender

- Input passport number. If you don’t have it, click NONE

- If you hold alien registration number, input correct information. Or not leave in blank

- Input date of birth & date of nationality acquired

- Choose marital status
4–7. Application (Personal Information)

Admission type II: In case of dual nationality of Korean and other citizenship

☆ If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information about both nationalities. ☆ In this case, applicant should submit required documents for both nationalities.

☆ Admission type I: If you hold dual nationality of Korean and other citizenship, you are not eligible to apply for admissions type I
4-8. Application(Personal Information)

☆ input all correct personal information
Fields(*) are require fields.

☆ input mailing address
☆ input correct telephone & cell phone number
☆ This field will be automatically completed with information from applicant’s create account page

☆ input correct family(Parents) information
☆ 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 click ‘etc’.
☆ choose financial resources

☆ If you want to apply for scholarship, click ‘yes’
☆ select language of application checklist
☆ After complete, click button ‘Next’
4–9. Application(Personal Information)

☆ After check personal information correctly, go to next step.
Choose the correct category and fill out all the blanks carefully checking the instructions provided below. Field(*) is require field.

☆ Grade/Semester
ie.
High 1/1st semester~3/2nd semester
Middle 1/1st semester~3/2nd semester
Elementary
1/1st semester~6/2nd semester

☆ Please choose correct Country/Name of School, If it’s not on the list, please type directly after click ‘etc’.

☆ Click ‘ADD’ to obtain additional field for school information

☆ Application type I: From High school information is required to input.
☆ Application type II: From elementary schoo, each Elementary, Middle, High school information are required to input.
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)

★ Field(*) is require field.
★ Max length of each category is 4000 bytes.
One English character = 1 byte
One Korean character = 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).

☆ Field(*) is require field.
☆ After choose 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 can be modified before payment.
After payment you may not cancel and modify admission type & desired program.

But you may modify personal information and academic information before submit documents.

Please check information correctly.
6-3. 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.
| NO                   |
| **2)** Have you ever been adjudicated as guilty or convicted of a misdemeanor, felony, or other crime? (Note that if you are not required to answer "yes" to this question, provide an explanation if, if the criminal adjudication has been expunged, sealed, annulled, pardoned, destroyed, erased, imputed, 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 circumstance(s), and write your reflection on the experience.

- Before payment please check all information.
- Then go to next step
  <결재하기|Payment of application fee>

- If any correction/modification are necessary, click ‘modify’.
- If not click ‘Payment’ to pay application fee.
- Modification of admission type & desired program /Cancellation are NOT allowed after complete payment of application fee.
6-4. Application (Check final inputted information)

Before payment please check all information.
☆ Then go to next step < 확인 >

- If any correction/ modification are necessary, click 'modify'.
- If not click ‘Payment’ to pay application fee.
- Modification of desired program / Cancellation are NOT allowed after complete payment of application fee.
7-1. Payment of application fee

전형료 결제 Payment

<table>
<thead>
<tr>
<th>Admission</th>
<th>Type/Course/Major</th>
<th>Deadline</th>
<th>Modify</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>글로벌인재특별전형11</td>
<td></td>
<td></td>
<td>수정(Modify) 7,000원(KRW)</td>
<td></td>
</tr>
</tbody>
</table>

동 건형에서 중복 지원(2개 이상의 접수번호 부여)할 경우 결격으로 처리됩니다.

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.

결제방법 Payment method – 아래의 결제방법을 선택하시면 자세한 내용을 확인할 수 있습니다.

Please choose a payment method see in detail.

1. 계좌이체 2. 카드 3. International credit card 4. 휴대폰 5. 데이터 밀착성 가상계좌

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

If you have credit card/check card in Korea, you can pay with those card.

If you hold credit card for international, you can pay with credit card.

Issuance of temporary virtual bank account number for applicant.
7-2. Payment of application fee_ ① 계좌이체 Bank account transfer

- Check the agreement for using personal information for transfer.
- Click ‘다음next’
- Choose applicable bank name, then transfer application fee

*You may see the message to install some program by Inicis
7-3. Payment of application fee_ ② 카드 Credit card of Korea

Check the agreement for using personal information for transfer.
Click ‘다음 next’
Choose applicable credit card Name, email address, then pay with credit card information following each card company’s directions.

*You may see the message to install some program by Inicis
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 the message to install some program by Inics/LG Uplus
*In some cases your card cannot be accepted, please try with other International credit card.
7-5. Payment of application fee_ ④ 휴대폰 결제 Mobile Phone payment

**Payment Method (Payment method)** - Please choose the payment method in detail.

- [ ] Bank Account Transfer
- [ ] Credit Card
- [ ] International Credit Card
- [ ] Mobile Phone

**Mobile Phone Payment**

1. Input Mobile phone number (010, 011, 016...)
2. Click Mobile phone company (SKT, KT, LG...)
3. Input registration number
4. Click agreement
5. Click 'Next'

*You may see the message to install some program by 다날*
7–6. Payment of application fee

5. Temporary virtual bank account number for applicant

You can transfer application fee without bank account number in Korea.
Check all agreement (동의합니다.)
Click ‘다음 Next’

*You may see the message to install some program by program company.
7-7. Payment of application fee

⑤ Temporary virtual bank account number for applicant

- Please choose a payment method see in detail.

① After select applicable bank(입금은행), check 입금자명(sender's name)
② Click '다음 Next'
③ Temporary Bank account number is issued to your email address by email.
④ After check issued temporary bank account number in your email, send application fee 70,000 KWR (Only correct amount money 70,000KRW will be accepted.).
⑤ After transfer application fee, then complete on-line application.
8. Completion of online application

After online application, the required documents should arrive at the SNU Office of Admissions by due date by post or in person.

1. Print application each page 1&2 / Personal statement & study plan (4 pages) / Agreement for verification academic records / Checklist
2. Download required document forms
3. You may modify before submit application document to SNU except admission type & desired program

* Modification of admission type & desired program / Cancellation are NOT allowed after complete payment of application fee
Thank you for your application!

If you have any questions, Please contact to 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)