International Student Admissions for Graduate

Online Application Procedure Guide

August. 2017
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. Payment of application fee
7. Completion of online application
8. Print out required forms
9. 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 Graduate programs.
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

Why Should I choose SNU?
Five Reasons to Come to SNU

Can I preview the curriculum?
Courses Taught in Undergraduate Programs
Courses Taught in Graduate Programs
Courses Taught in Professional Graduate Schools

How much are the tuition fees?

Can I get a scholarship?
Our undergraduate scholarships

Online Application for Graduates
International admissions
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 2018 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)

After input all information then click 'Continue'.

Do you agree on the terms and conditions mentioned above?

After input all information then click 'Continue'.
3–3. How to create new account (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.

2018학년도 전기  Spring, 2018

Select a language to see the admissions timetable in detail.

Korean

Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-line Application</strong></td>
<td>August 7 (Mon), 2017 ~ August 31 (Thu), 2017 (by 18:00, local time in Korea)</td>
</tr>
<tr>
<td></td>
<td>• Click ‘Online Application for Graduates’ and create an account at the online application website during the specified period.</td>
</tr>
<tr>
<td></td>
<td>• SNU Admissions: <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 2018</td>
</tr>
<tr>
<td><strong>Submission of Documents</strong></td>
<td>August 7 (Mon), 2017 ~ September 1 (Fri), 2017 (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 5-6 for the list of required documents to be submitted.</td>
</tr>
<tr>
<td></td>
<td>※ As we approach the deadline, we expect high volume of document submissions. Thus 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.

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.

Contact number for enquiries regarding online application procedure and technical errors:

(주)유웨이아플리케이션
(UWAY APPLY Co., Ltd.)
1588-8988

Contact number for admissions enquiries:

서울대학교 입학원부
Seoul National University
Office of Admissions
+82-2-880-6971

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

Click agreement

Click agreement

Click agreement

Once you have paid the application fee and been issued your registration number, you will NOT be able to cancel your application as well as your payment, get a refund of your fees and change degree course/program (department/major) which you choose. Personal/Academic information can be modified after payment during the online application period. Please confirm the accuracy of the information below before making your payment.
4-4. Application (Personal Information)

**Collage/Department**

<table>
<thead>
<tr>
<th>Academic year</th>
<th>2018학년도 전기 Spring, 2018</th>
</tr>
</thead>
</table>
| Admission Type | □ 글로벌인재특별전형(본인 및 부모 모두 외국인) International Admission I  
□ 글로벌인재특별전형(전교과과정학위이수자) International Admission II |

Both applicant and his/her parents are not citizens of Korea.

A석사과정 및 석사박사통합과정 Master’s / Combined Master’s & Doctoral program
- Applicants must hold, or expect to hold in prior to entering SNU, a bachelor’s degree or its equivalent (or higher) degree from an accredited college or university.

B 박사과정 Doctoral program
- Applicants must hold, or expect to hold in prior to entering SNU, a master’s degree or its equivalent (or higher) degree from an accredited college or university.

| Desired Degree Course | □ 석사과정 Master’s Program  
□ 석사 박사통합과정 Combined Master’s/Doctoral Program  
□ 박사과정 Doctoral Program |
<table>
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<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Program of Study</td>
<td>Dept/School/Major</td>
</tr>
<tr>
<td>Field of study (If applicable)</td>
<td>* Please fill it out after check field of study on desired program’s website in advance.</td>
</tr>
</tbody>
</table>
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

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<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Name</strong></td>
</tr>
<tr>
<td>Family/Last: [ ] First: [ ] Middle(if any): [ ]</td>
</tr>
<tr>
<td>☆ The name must match exactly as it appears on your passport or other forms of ID.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Korean Name</th>
<th>(if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☆ Please enter your Korean name (up to 15 words). If you don’t have one, you may leave it blank.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual nationality of Korean and other foreign citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES [ ] NO</td>
</tr>
<tr>
<td>☆ If you are a foreigner(male), enter your birth date (YYMMD) followed by 5000000. For example,</td>
</tr>
<tr>
<td>- If your birth date is 5/16/1997, enter 970516-5000000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resident Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Residency Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Male [ ] Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☆ Please check ‘None’ if you don’t have a passport.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alien Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☆ Please skip if you don’t have a Certificate of Alien Registration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Nationality Acquired</th>
</tr>
</thead>
<tbody>
<tr>
<td>☆ If there has been no change in your nationality/citizenship status, the acquired date of nationality should be same as your date of birth.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Single [ ] Married [ ] Other</td>
</tr>
<tr>
<td>☆ Information requested regarding applicant eligibility.</td>
</tr>
</tbody>
</table>
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)**

| *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. 
| e.x.) 82-2-123-4567 |

| *Cell Phone* | ※ Please include the Country and City Codes. 
| e.x.) 82-10-123-4567 |

| *E-mail* | sc@gmail.com |

☆ 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.

| *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 |
4-9. Application (Personal Information)

**Applicant PIN**

- **Applicant PIN**
  - Enter 8 to 10 digits of English or numeric digits or enter 8 to 10 digits in combination with English and numbers.
  - The applicant PIN is used by a recommender to search for a certain applicant.

**Notes**

1. The applicant PIN will be required to submit the application. Please check personal information correctly, including recommender information.

**Recommender I**

- **Recommender I**
  - Family/Last:
  - First:
  - Middle(if any):

- **Recommender I E-mail**
  - Please enter recommender’s e-mail without errors. The applicant’s information will be e-mailed to the recommender.

**Recommender II**

- **Recommender II**
  - Family/Last:
  - First:
  - Middle(if any):

- **Recommender II E-mail**
  - Please enter recommender’s e-mail without errors. The applicant’s information will be e-mailed to the recommender.

☆ After check personal information including recommender information correctly, go to next step.
5. Application (Academic information)

Choose the correct category and fill out all the blanks carefully checking the instructions provided below. Field(*) is required.

☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below. Field(*) is required.

Grade/Semester

* 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 Undergraduate information is required to input.
☆ Application type II: From elementary school, each Elementary, Middle, High school, Undergraduate information are required to input.
6. 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’.
- Modification of desired program/Cancellation are NOT allowed after complete payment of application fee.
7-1. Payment of application fee

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 have Mobile in Korea, you can pay with it.

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

If you pay application fee using 'Virtual Account' overseas, you must transfer the exact amount (KRW 90,000) to the Korean currency.
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 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

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

(Please choose a payment method see in detail.)

Bank Account Transfer ▼  Credit Card ▼  International credit card ▼  Mobile ▼

결제문의 : LG유플러스 1544-7772

Acceptance of Terms

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 Inicis/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

#### 결제방법 (Payment method) – ▼ 아래의 결제방법을 선택하시면서 자세한 내용을 확인할 수 있습니다.
(Please choose a payment method see in detail.)

<table>
<thead>
<tr>
<th>갑세이지</th>
<th>Bank Account Transfer</th>
<th>카드 Credit Card</th>
<th>International credit card</th>
<th>휴대폰 Mobile</th>
</tr>
</thead>
</table>

#### 결제문의 : 다날 1566-3355

<table>
<thead>
<tr>
<th>결제 정정보 �</th>
<th>청언번호호입력</th>
<th>이용안내</th>
<th>고객센터</th>
</tr>
</thead>
<tbody>
<tr>
<td>상품명</td>
<td>(UWAY Apay) 월시접수</td>
<td></td>
<td></td>
</tr>
<tr>
<td>결제 금액</td>
<td>70000원</td>
<td></td>
<td></td>
</tr>
<tr>
<td>재고 기간</td>
<td>일반결제</td>
<td></td>
<td></td>
</tr>
<tr>
<td>휴대폰 번호</td>
<td>010</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>가입 총합</td>
<td>SKT</td>
<td>KT</td>
<td>LG</td>
</tr>
<tr>
<td>주민번호 앞 7자리</td>
<td></td>
<td>-</td>
<td>x x x</td>
</tr>
<tr>
<td>기입 여부</td>
<td>일반결제</td>
<td>휴대폰결제 비밀번호 가입 고객</td>
<td></td>
</tr>
<tr>
<td>휴대폰결제 비밀번호</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 01 휴대폰 결제란?
- 사용 중인 휴대폰과 인증번호만으로 입사접수 및 유료관 **선스**를 결제할 수 있는 전자결제 서비스입니다.

#### 02 휴대폰 결제 프로세스
- 결제에 이용될 휴대폰번호(본인 또는 타인 휴대폰 사용 가능) 및 가입자 주민번호를 입력 후 휴대폰 결제를 진행하시면 됩니다.
- 본인의 휴대폰을 통해 휴대폰으로 인증번호가 보낼 수 있도록, 결제 완료에 인증번호를 정확히 입력합니다. 인증번호를 전송받지 못할 때 자요장을 받을 수 있습니다.

#### 03 유의사항
- **이용약관에 동의**하여 결제를 시도하는 것은 형사 처벌의 대상이 됩니다.
  - (Making an attempt to pay by using the other person's personal information is subject to criminal punishment.)
  - [통신사별 결제방식-통신사별 만도역이 상이하지도 확인 후 사용]
    - SKT: 50만원 ~ 1회 10만원
    - KT: 50만원 ~ 1회 10만원(금액고객 40만원)
    - LG: 60만원(금액고객 및 비어이용 고객 80만원)

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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 '다음 Next'

* You may see the message to install some program by 다날.
8. Completion of online application

- Print application each page 1 & 2 / Personal statement & study plan (4 pages) / Agreement for verification academic records / Checklist.
- You may modify before submit application document to SNU except admission type & desired program.
- As you have completed the payment of the application fee, a guide email for recommendation letter will automatically be sent to recommender I and II. However, if recommender does not receive this email, you must click ‘Send a guide email for recommendation I (or II)’. Additionally, if you modify the information of recommender, you should click ‘Send a guide email for recommendation I (or II)’ to send a guide email to the appropriate person.
- Modification of admission type & desired program / Cancellation are NOT allowed after complete payment of application fee.
If you have no other way for payment application fee, please send email to
snuadmit@snu.ac.kr ASAP
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)