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 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?
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.
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.

(Choose Korean or English)

## Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 On-line Application</strong></td>
<td>June 5 (Mon), 2017 ~ July 13 (Thu), 2017 (by 18:00, local time in Korea)</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>- Entrance to the program starts in March, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>2 Submission of Documents</strong></td>
<td>June 5 (Mon), 2017 ~ July 14 (Fri), 2017 (by 18:00, local time in Korea)</td>
</tr>
<tr>
<td>- Sent by post or visit in person</td>
<td></td>
</tr>
<tr>
<td>- After completing the online application, the required documents should arrive at the SNU Office of Admissions by the designated deadline.</td>
<td></td>
</tr>
<tr>
<td>- Please refer to pages 7–10 for the list of required documents to be submitted.</td>
<td></td>
</tr>
<tr>
<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>
<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.
- 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>(주)유웨이어야플라이 (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>글로벌인재적별전형 관련사항</th>
<th>서울대학교 입학본부 Seoul National University Office of Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number for admissions enquiries</td>
<td>+82-2-880-6971</td>
</tr>
</tbody>
</table>

Click this button to proceed to application

원서작성하기 Proceed to the application
4–3. Application for admissions

Click agreement

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

### Collage/Department

<table>
<thead>
<tr>
<th><em>Academic year</em></th>
<th>☐ 2018학년도 전기 Spring, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Admission Type</em></td>
<td>☐ 글로벌인재 특별전형 I International Admission I</td>
</tr>
<tr>
<td></td>
<td>☐ 글로벌인재 특별전형 II(전 교육과정 해외이수자) International Admission II</td>
</tr>
<tr>
<td><em>Desired Program of Study</em></td>
<td>Dept/School/Major</td>
</tr>
</tbody>
</table>

- Click correct admission type
- Click Desired program

### Language Proficiency

<table>
<thead>
<tr>
<th><em>TOPIK</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>select</td>
</tr>
</tbody>
</table>

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

- **Personal Information**
  - **English Name**
    - Family/Last Name: \(\) First Name: \(\) Middle Name (if any): \(\)
    - The name must exactly as it appears on your passport or other forms of ID.
  - **Korean Name (if any)**
    - Please enter your Korean name (up to 15 words). If you don’t have one, you may leave it blank.
  - **Nationality**
    - \(\) Search
  - **Place of Birth**
    - \(\) Search
  - **Dual Nationality of Korean and other foreign citizenship**
    - \(\) YES \(\) NO
  - **Resident Registration Number**
    - If you are a foreigner (male), enter your birth date (YMD) followed by 5000000.
    - For example, if your birth date is 5/16/1997, enter 970516-5000000.
    - If you are a foreigner (female), enter your birth date (YMD) followed by 6000000.
    - For example, if your birth date is 12/25/1996, enter 961225-6000000.
    - \(\) - \(\)
  - **Gender**
    - \(\) Male \(\) Female
  - **Passport Number**
    - Please check ‘None’ if you don’t have a passport.
    - \(\) (None \(\))
  - **Alien Registration Number**
    - Please skip if you don’t have a Certificate of Alien Registration.
    - If applicable, please input correct alien registration number on your alien card.
    - \(\) - \(\)
  - **Date of Birth**
    - \(\) - \(\) - \(\)
  - **Date of Nationality Acquired**
    - \(\) - \(\) - \(\)
    - Use My Date of Birth
  - **Marital Status**
    - \(\) Single \(\) Married \(\) Other
    - Information requested regarding applicant eligibility.

- **Important Notes**
  - Input all correct personal information.
  - Fields marked with an asterisk (*) 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 clicking ‘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’.
☆ Agree for 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.
5. Application (Academic information)

☆ 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 school, each Elementary, Middle, High school information are required to input.
6–1. Application (Personal statement & Study plan)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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).</td>
</tr>
<tr>
<td>2.</td>
<td>Please briefly state your academic and extracurricular activities (4000 bytes limit).</td>
</tr>
<tr>
<td>3.</td>
<td>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).</td>
</tr>
</tbody>
</table>

☆ Field(*) is require field.☆ Max length of each category is 4000 bytes.
One English character = 1 byte
Space & Enter key = 1 byte
One Korean character = 2 bytes
6-2. Application (Personal statement & Study plan)

★ 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)

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

<table>
<thead>
<tr>
<th>Notice</th>
<th>Application</th>
<th>Payment</th>
<th>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>test</td>
<td>test</td>
<td>test</td>
</tr>
</tbody>
</table>

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

* 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).

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, 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.

If any correction/modification are necessary, click 'modify'.
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’.
- 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>접수명 Admisson</th>
<th>접수사항 Type/Course/Major</th>
<th>마감일시 Deadline</th>
<th>수정 Modify</th>
<th>결제예정금액 Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>글로벌인재특별전형Ⅱ</td>
<td>Application fee 70,000원(KRW)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

동 전형에서 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 Account Transfer
2. 카드 Credit Card
3. 해외카드 International credit card
4. 휴대폰 Mobile
5. 가상계좌 One-time virtual account

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.
Issuance of temporary virtual bank account number for applicant
★ If you hold credit card for international, you can pay with credit card.
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) Credit card of Korea

- 결제방법 (Payment method) - 아래의 결제방법을 선택하시면 자세한 내용을 확인할 수 있습니다.
(Please choose a payment method see in detail.)

- 카드 Credit Card
- 국제결제카드
- 휴대폰 Mobile

① Check the agreement for using personal information for transfer.
② Click ‘다음-next’.
③ 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

- Check the agreement for using personal information for payment.
- Click ‘next’.
- Choose applicable credit card Name and input all information,
- 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

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

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01 휴대폰 결제란?
* 사용 중인 휴대폰과 인증번호만으로 결제과정 및 유료권 면스를 결제할 수 있는 전자결제 서비스입니다.

02 휴대폰 결제 프로세스
* 결제에 이용할 휴대폰번호 비밀번호 또는 타인 휴대폰 사용 가능
* 일반번호 알림
* 결제창 메시지를 통해 휴대폰으로 인증번호가 전송한 결제
* 활동상태 결제 결제
* 결제결과 트랜잭션 수신 후 확인

03 유의사항
* 태인의 개인정보를 이용하여 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 결제방법] 통신사별 한도액에 상이하므로 확인 후 사용
  - SKT: 50만원 - 1회 10만원
  - KT: 50만원 - 1회 12만원
  - LGT: 60만원 (신규가입 및 변경이동 고객 48%만)
7–6. Payment of application fee_
(5) Temporary virtual bank account number for applicant

① You can transfer application fee without bank account number in Korea.
② Check all agreement (동의합니다.).
③ Click ‘다음 Next’.

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

(5) Temporary virtual bank account number for applicant

After select applicable bank (입금은행), check 입금자명(sender’s name).
Click ‘다음 Next’
Temporary Bank account number is issued to your email address by email.
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.).
After transfer application fee, then complete on-line application.
8. Completion of online application

인터넷 접수 완료 후 반드시 지원서류를 우편 또는 방문출 하시기 바랍니다.
(After online application, the required documents should arrive at the SNU Office of Admissions by due date by post or in person.)

- Print application each page1&2 / Personal statement & study plan(4pages) / Agreement for verification academic records / Checklist.
- Download required document forms.
- You may modify before submit application document to SNU except admission type & desired program.

- After complete online application, all required documents must be submitted to SNU by post or visit in person by due date.
- 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 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)