International Student Admissions

Online Application Procedure Guide

Feb. 2015
Procedure for online application

1. Visit SNU website
2. Log-in OR Create new account
3. How to create new account
4. Go to SNU main website again, then click apply online for Undergraduate/Graduate
5. Application (enter personal information)
6. Application (enter academic information)
7. Payment of application fee
8. Completion of online application
9. Submit all required documents via post or visit in person (It should be submitted at SNU Office of admissions)

※ Please refer to admissions guide for Undergraduate/Graduate
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

<table>
<thead>
<tr>
<th>Payment method</th>
<th>Log-in with ID/PW</th>
<th>Create New account</th>
<th>If you forgot ID/PW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ucash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notice: Type of account - Shinhana Bank, Nonghyup, Woont Bank (Beneficiary: WAYAPPLY)
3-1. Create new account

- Click button on ‘English’
- Click check box to agree policy
- Click button on ‘Agree’
3–2. Create new account

If you have mobile phone number in Korea, click button ①
If you don’t have mobile phone number in Korea, click button ②
After enter personal information, click ‘확인’
3-3. Create new account—enter user’s information

Those information cannot be revised/modified once you complete creating account.
Please check for accuracy again.
After input all information, click ‘회원가입Sign-up’.
3-4. Create new account

- Please note your ID/PW not to forget.
- After complete create new account please go SNU website' again.
(Do not log out & close this page).

Account Creation Confirmed!

User ID is

You can enjoy our family sites provided by UWAYAPPLY.
Go to uway apply.com

입시정보를 이용하시려면 유해 어플리(uway.com)으로 회원가입을 하셔야 합니다.
4. Go to SNU main website again, then click apply online

Website http://en.snu.ac.kr/apply/info
5-1. Application

select preference language  Kor/Eng

If log-out, Please log-in with your ID/PW
5–2. Application

① Select admission type I OR II according to your eligibility
② According to admission type, required documents are different.

*After complete online application, it’ may not be modified OR cancelled.
* Please make correct your admission type.
5-3. Application—International admission I

For the correct information about required documents, Please refer to admissions’ guide.
5–4. Application—International admission II

For the correct information about required documents, Please refer to admissions’ guide.

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission [Form 1]</td>
<td>Print it out after completing the online application.</td>
</tr>
<tr>
<td>Personal Statement and Study Plan [Form 2]</td>
<td>Designated form available on the SNU website (<a href="http://en.snu.ac.kr/apply/forms">http://en.snu.ac.kr/apply/forms</a>)</td>
</tr>
<tr>
<td>Letter of Recommendation [Form 8–1]</td>
<td>Letter to be properly signed and agreed in an ethical manner by the recommender. If there is no occasion at school, this reference may be written by another teacher indicating the time writing the Letter of Recommendation.</td>
</tr>
</tbody>
</table>
5-5. Application

After check all information, Click the button '원서 작성하기 Proceed the application’
5–6. Application

IF you are Korean, Please click 내국인.

IF you are foreigner holding foreigner registration number of Korea, Please click ① then input correct number & check agreement using foreigner registration number for application.

IF NOT, Please click ②.

① ②
IF you don’t have foreigner registration number in Korea, check your gender & check agreement using your name and gender for application.

Then click ‘확인(Confirm)’
5–8. Application

If it's correct, click ‘확인 confirm’,
If not ‘취소 cancel’.

Registration of your information is completed, Please proceed your application.
Click ‘확인 confirm’
If you agree for those policy, check 'agree', then click '원서작성하기 proceed the application'.
5–10. Application

<table>
<thead>
<tr>
<th>COLLEGE/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>Admission Type</td>
</tr>
<tr>
<td>☐ 글로벌인재특별전형(순수외국인) (International Admission I)</td>
</tr>
<tr>
<td>☐ 글로벌인재특별전형(전 교육과정 해외이수자) (International Admission II)</td>
</tr>
</tbody>
</table>

부모가 모두 외국 국적을 가진 외국인
(His or her parents as well as the applicant himself or herself are NOT citizens of Korea)

<table>
<thead>
<tr>
<th>Desired Degree Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 학사과정 신입학(Undergraduate Freshman)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept/School/Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ select ☐</td>
</tr>
<tr>
<td>Level 1</td>
</tr>
<tr>
<td>Level 2</td>
</tr>
<tr>
<td>Level 3</td>
</tr>
<tr>
<td>Level 4</td>
</tr>
<tr>
<td>Level 5</td>
</tr>
<tr>
<td>Level 6</td>
</tr>
<tr>
<td>No Test Results</td>
</tr>
</tbody>
</table>

If you have TOPIK score, select level, OR not select ‘No test results’.

☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below.

☆ Please choose correct desired program of study
☆ It may not be modified OR canceled in any reason after complete application.
Choose the correct category and fill out all the blanks carefully checking the instructions provided below. Field(*) is require field.

Please choose correct nationality, if it's not on the list, please type directly after click 'etc'.

*address (Street, City, State, Country)
*Use only Korean/English, numbers

This field will be automatically completed with information from applicant's create account page.
5-12. Application

**FAMILY INFORMATION**

<table>
<thead>
<tr>
<th>Father</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Passport Number</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mother</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Passport Number</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

**Check if applicable**

- Parents divorced

**Custody (de facto) belongs to**

- Father  
- Mother

**Parental Authority (de jure) belongs to**

- Father  
- Mother

**Financial Resources**

- Self-supporting  
- Personal sponsor  
- Scholarship  
- Other

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

Please choose correct nationality, if it’s not on the list, please type directly after click ‘etc’.

Select a language in which you prefer to read the application checklist

<table>
<thead>
<tr>
<th>Language</th>
</tr>
</thead>
</table>
| Korean (국어판)  
| English (영어판) |  

After input all personal/Family information, click ‘저장하기 Save’
5-13. Application

☆ Please confirm the accuracy of the entered information, as any modifications CAN’T be made once the payment process (online application) has been completed.

위에서 입력한 바종이 모두 정확하다면 ‘학교정보 작성하기’ 버튼을 누르시고, 수정이 필요한 경우 ‘수정’을 누르시기 바랍니다.
( Please click ‘Academic Information’ if the information registered above is correct or please click ‘Modify’ if there is something to be corrected.)
6-1. Academic information

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

In chronological order, list the names and complete addresses (including zip code) of all the schools institutions that you attended. Indicate the (expected) Graduation date or the Last date of Attendance of the current school.

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

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

☆ 는 필수 입력항목입니다.

### School 1 (English only)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>Select (DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Dates Attended</td>
<td>(DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Start Date</td>
<td>(DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Grade/Semester</td>
<td>Select (Select) or (Select)</td>
</tr>
<tr>
<td>End Date</td>
<td>(DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Grade/Semester</td>
<td>Select (Select) or (Select)</td>
</tr>
<tr>
<td>Country</td>
<td>Select (Select) or (Select)</td>
</tr>
<tr>
<td>City</td>
<td>(Select) or (Select)</td>
</tr>
<tr>
<td>Name of School</td>
<td>(Select) or (Select)</td>
</tr>
<tr>
<td>Zip Code</td>
<td>(Select) or (Select)</td>
</tr>
<tr>
<td>Address</td>
<td>(Select) or (Select)</td>
</tr>
<tr>
<td>(Expected) Graduation date</td>
<td>(DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Last Date of Attendance</td>
<td>(DD/MM/YYYY) or (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

* Application can be modified before payment.
6-2. Academic Information

If any correction/modification are necessary, click ‘modify’, if not click ‘Pay’ to pay application fee.

Any correction/modification/cancellation is NOT allowed after complete payment of application fee.
7-1. Payment of application fee

The way to pay by virtual bank account number.

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.

The way to pay by virtual bank account number.

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.
7-2. Payment of application fee_ ① 유캐쉬 UCash

You can complete the application process when you re-log in this website and click button Pay Now after depositing into the issued account.

- An applicant takes full responsibility for any incomplete application relate to U-Cash payment. I hereby now the procedure of U-Cash payment and will not make an appeal against teh payment to be made by U-Cash.
7–3. Payment of application fee_ ① 유캐쉬 UCash

- Choose applicable Name of Bank
- Click ‘Apply Ucash account'
- Then you may see virtual bank account number
- Transfer application fee to this virtual bank account number
- After check available cash, click PAY NOW

*Though you don’t have bank account in Korea, anyone can transfer to this virtual bank account in Korea.
*You need to ask somebody staying and holding bank account in Korea.
*Though applicant and depositor name of bank are different, anyone can transfer application fee to this virtual bank account number.
7-4. Payment of application fee

① Check the agreement for using personal information for transfer.
② Click ‘다음 next’
③ Choose applicable bank name, then transfer application fee

*You may see the message to install some program by Inics
7-5. Payment of application fee_ ③ 카드 Credit card

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

*You may see the message to install some program by Inicis
7–6. Payment of application fee_ ④ 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 Inicis/LG Uplus
*In some cases your card cannot be accepted, please try with other International credit card.
8. Online application is completed

- Print application 1~2 page / Agreement for verification academic records / Checklist
- Download required document forms
- If you need to modify academic information, you may modify before submit application document to SNU
  - After complete online application, all required documents must be submitted to SNU by post or visit in person by due date.
  - You may not modify any information except academic information, Also you may not cancel it.