International Student Admissions for Undergraduate Freshman

Online Application Procedure Guide

January. 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. 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)
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 Fall.
*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)

**한국어 참고**

** 회원가입 Sign-up **

<table>
<thead>
<tr>
<th>서비스 이용약관 동의</th>
<th>개인정보취급방침 동의</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement for Service User</td>
<td>Agreement for Collection of Personal Information</td>
</tr>
</tbody>
</table>

1. 목적
가. 인터넷 서비스 이용 약관(이하 "약관")에 따라 합니다.

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서울대학교 서울대학교, 개인정보 수집 및 이용에 모두 동의합니다.

Do you agree on the terms and conditions mentioned above?

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** 가입정보입력 Sign-up **

- **Name**: Jane Kim
- **Email**: test123@snu.ac.kr
- **Password**: ************

- **Confirm Password**: ************

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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 the admissions timetable in detail.

- Korean
- English

Select a language to see direction in Korean or English.

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### Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-line Application</strong></td>
<td>January 9 (Mon), 2017 ~ February 16 (Thu), 2017 (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>- Entrance to the program starts in September 2017</td>
</tr>
<tr>
<td><strong>Submission of Documents</strong></td>
<td>January 9 (Mon), 2017 ~ February 17 (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 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.
- Communication of admission information or results is the responsibility of the applicant.

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.

| 인터넷 원서접수 사항 | (주)유웨이알플라마  
| Contact number for enquiries regarding online application procedure and technical errors | UWAY APPLY Co., Ltd.  
| 1588-8988 |
| 글로벌인재특별전형 관련사항 | 서울대학교 입학본부  
| Contact number for admissions enquiries | Seoul National University Office of Admissions  
| +82-2-880-6971 |

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

Click agreement

II. 모집안내 동의부 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.

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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Academic year</td>
<td>2017학년도 후기 Fall, 2017</td>
</tr>
<tr>
<td>*Admission Type</td>
<td>글로벌인재 특별전형 International Admission I</td>
</tr>
<tr>
<td></td>
<td>글로벌인재 특별전형II(전 교육과정 해외이수자) International Admission II</td>
</tr>
<tr>
<td>Desired Program of Study</td>
<td></td>
</tr>
<tr>
<td>Language Proficiency</td>
<td></td>
</tr>
<tr>
<td>*TOPIK</td>
<td>select level OR not, choose no test results.</td>
</tr>
</tbody>
</table>

- Click correct admission type
- Click Desired program
- 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)

☆ 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

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Name</strong></td>
</tr>
<tr>
<td>Family/Last(성/辕): [ ]</td>
</tr>
<tr>
<td>First(명): [ ]</td>
</tr>
<tr>
<td>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>

| **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 0000000. For example, if your birth date is 5/16/1997, enter 970516-5000000. |
| [ ]                          |
| [ ]                          |
| [ ]                          |

| **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**             |
| [DAY] [MONTH] [YEAR]          |

| **Date of Nationality**       |
| Acquired                      |
| [ ]                          |
| Use My Date of Birth          |

| **Marital Status**            |
| [Single] [Married] [Other]    |
| ★ Information requested regarding applicant eligibility. |
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.
  - Ex) 82-2-2102-5581

- **Cell Phone**: Please include the Country and City Codes.
  - Ex) 82-2-2102-5581

- **E-mail**: test1@snu.ac.kr

- **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.**

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

- **Father**: ○ Father ○ Father deceased
- **Mother**: ○ Mother ○ Mother deceased
- **Check if applicable**: □ Parents divorced
- **Financial Resources**: ○ Self-supporting ○ Personal sponsor ○ Scholarship ○ Other

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**Scholarship**

- **I want to apply for a scholarship**: ○ YES ○ NO
  - Applying for a scholarship will not affect an admission decision.

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

- **Language**: ○ Korean(국어) ○ English(영어)
4–9. Application (Personal Information)

- **After check personal information correctly, go to next step.**

<table>
<thead>
<tr>
<th>Notice (Notice)</th>
<th>Application (Application)</th>
<th>Payment (Payment)</th>
<th>Confirmation (Confirmation)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marital Status</strong></td>
<td>Information requested regarding applicant eligibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
<td>Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code: Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>Please include the Country and City Codes. ex) 82-2-2102-5581</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td>Please include the Country and City Codes. ex) 82-2-2102-5581</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td>test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Father**
- **Mother**

**Check if applicable**

- **Financial Resources**

**Scholarship**

- I want to apply for a scholarship

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

- Language: English

(Please click 'Next' if the information registered above is correct or please click 'Previous' if there is something to be corrected.)
5. Application (Academic information)

**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)

- **Personal Statement and Study Plan**

We 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).

- **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

* 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).
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)

<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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Please briefly state your academic and extracurricular activities (4000 bytes limit).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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(s), and write your reflection on the experience.

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

• 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

<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>글로벌인재특별전형II</td>
<td>Application fee</td>
<td>70,000원(KRW)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

έατοι στοιχείο κατά τον οποίο αποτελεί ένα συνολικό πλήρες κατάλογο, με τους δικλήνιτες δυνάμεις που οδηγούν στον ιδιαίτερο διάλογο με τους πελάτες.

Please choose a payment method see in detail.

1. 계좌이체  
2. 카드  
3. 국제용 신용 카드  
4. 휴대폰  
5. 휴대폰 일회성 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.
If you have Mobile in Korea, you can pay with it.
Issuance of temporary virtual bank account number for applicant.

Applications 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.
7-2. Payment of application fee_ (1) 계좌이체 Bank account transfer

- **Payment method** – ▼ 아래의 결제방법을 선택하시면 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 ▼

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

## 7.2. Payment of application fee

**1. 계좌 이체란?**

- 입력하신 모든 정보를 당사가 아닌
  주로 당사에서는 거래정보가 전자
  통로를 통해 신속히 처리됩니다.

**2. 결제가 안되시나요?**

- 주축 결제 패이어가 보이지 않거나, 경우, 원도우 XP 서비스 패키지 설치
  안해 보세요.

**3. 보안프로그램 다운받기**

- 보안프로그램은 보안경고창이 뜬
  경우, 보안경고창을 보지 못하신 분들
  클릭하세요.

결제방법: Inicis 1588-4954 / 23

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① Check the agreement for using personal information for transfer.
② Click ‘다음next’.
③ 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

- 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

- 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) Mobile Phone Payment

**Payment of application fee**

- **Payment method:**
  - Please choose a payment method in detail.

### Mobile Phone Payment

**Mobile Phone Payment Process**

- **Process:**
  - Input Mobile phone number (010, 011, 016...)
  - Click Mobile phone company (SKT, KT, LG...)
  - Input registration number
  - Click 'Agreement' (Agreement for Mobile Phone Payment)
  - Click 'Next'

**Notes:**

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

(5) 데이콤 일회성 가상계좌
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

① After select applicable bank(입금은행), check 입금자명(sender's name).
② Click ‘다음’
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

- Print application each page 1&2/ Personal statement & study plan (4 pages)/ 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)