International Admissions for Graduate Program

Online Recommendation Procedure Guide
July 2019



- ▶ 1. The deadline for the online submission of recommendation letters is 17:00, August 14th, 2019, Korean standard time.
- ▶ 2. Letters of recommendation may be submitted either through the online recommendations systems or by post, though the former is strongly advised.
- 3. Recommenders who are unable to submit their recommendations through the online recommendations system may download the recommendation letter format below and send the letter via post before August 14th, 2019, Korean standard time. Note that recommendation letters must be sealed and stamped by the recommender.
- ▶ 4. Note that any recommendation letters by e-mail are not acceptable.

UWAY APPLY

추천서를 작성해주세요.

Request for Lettter of Recommendation.

님, 안녕하십니까.

님이 서울대학교 글로벌인재특별전형에 지원하였습니다.

해당 전형에는 추천서를 반드시 제출하여야 하며, 출을 요청 하였습니다. 님께 추천서 작성 및 제

서울대학교 추천서작성시스템에(아래 URL) 접속하시어

本

천서 제출을 완료하여 주시기 바랍니다.

Hello

has applied to Seoul National University.

This admissions track requires a recommendation letter from the applicant's academic advisor

Please submit the recommendation letter by

URL

http://

- 지원자 성명 Applicant name
- 지원자 수험번호 Application Number
- 지원자 조회코드 Applicant PIN

Check the automatic invitation email from Seoul National University.

This is the link to the online recommendation page.

Please check the Application Number and Applicant PIN.



추천서 접수 시스템 SNU online recommendation system

유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission

접수완료확인Confirmation

○ 2020학년도전기 Spring, 2020

Click [로그인 Log-in]

아래 버튼을 누르면 자세한 전형일정을 보실 수 있습니다. Select a language to see the admissions timetable in detail.

○ Korean

English

Admissions Timeline

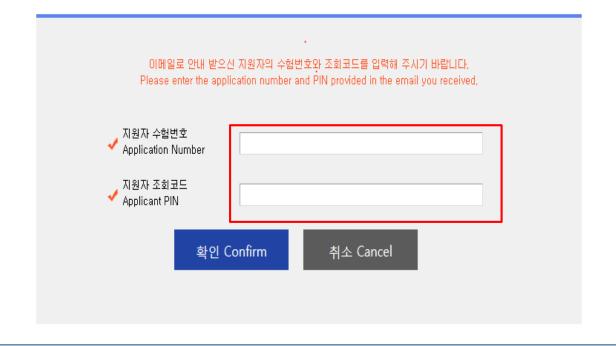
Step	Deadline			
Online submission of Recommendation Letters	July 24th (Wed), 2019 ~ 17:00, August 14th (Wed), 2019 (by 17:00, Korean Standard Time)			

Your e-mail **UWAY APPLY 추천서**를 작성해주세요. Request for Lettter of Recommendation. 님, 안녕하십니까. 님이 서울대학교 글로벌인재특별전형에 지원하였습니다. 해당 전형에는 주천서를 반드시 제출하여야 하며, 님께 주천서 작성 및 제 서울대학교 주천서작성시스템에(아래 URL) 접속하시어 천서 제출을 완료하여 주시기 바랍니다. Hello has applied to Seoul National University. This admissions track requires a recommendation letter from the applicant's academic Please submit the recommendation letter URL http:// 지원자 성명 Applicant name 지원자 수험번호 Application Number 지원자 조회코드 Applicant PIN

SNU Recommendation Submission System

서울대학교 글로벌인재특별전형 추천서접수시스템에 오신것을 환영합니다. Welcome to **the online recommendation system of Seoul National University.**

로그인 Log-in



Please enter the given Application Number and Applicant PIN from your email.

아래 버튼을 누르면 자세한 전달일질을 보실 수 있습니다.

Select a language to see the admissions timetable in detail.

O Korean

English



Select a language to read directions.

Admissions Timeline

Step	Deadline		
Online submission of	June 18 (Mon), 2018 ~ July 12 (Thu), 2018		
Recommendation Letters	(by 17:00, Korean Standard Time)		

Document Submission

Once the online application procedure is completed, an automated invitation email including a secure web link to the online Letter of Recommendation system will be sent to the e-mail account of the recommender listed by the applicant. It is important to enter recommenders' email addresses correctly so that they each receive the automated email.

Please ensure that the recommender has received the guideline, for there are cases where the guiding mails fail to arrive. We kindly suggest the recommenders use their official e-mail account of the high school instead of regular ones such as Gmail.

However, if it is difficult to access official e-mail accounts because of network security, regular ones are available.

The applicants can check if the recommendation letter has been submitted or not themselves.

Two recommendation letters are required. You can not submit more than two recommendation letters.

Although the recommender and his/her information may be edited even after the online application procedure is completed, once the letter is submitted, no further changes can be made.

Letters of Recommendation may be submitted online or on paper. Online submission is strongly recommended.

The deadline for submission is July 12, 2018, 17:00, Korean Standard Time. Please have in mind for those who can not access the online application, it is required to present the recommendation letter alongside other application material by July 12, 2018, 17:00 (Korean Standard Time) by post or by visiting in person.

Those who are unable to apply online can download the recommendation letter form from the official website of the Office of Admission first and send the letters via post later after filling out the form. Please have in mind that the reference letter should be sealed in an envelope signed or stamped by the recommender.

Please do not include any detailed information regarding the applicants' parents such as names or occupations in the recommendation letters.

Recommendation Letters Download

Recommendation Letters [Form 3–1] Download

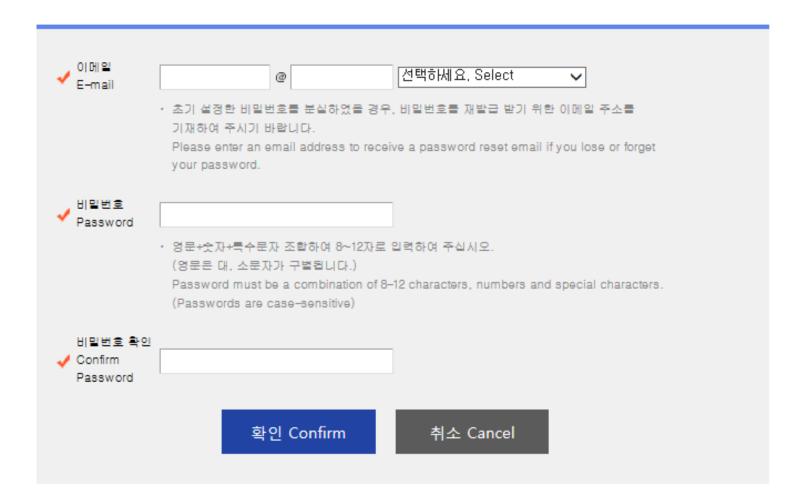
Recommendation Letters [Counselor Reference, Form 3–2] Download



Please create a secure password. Do not share it with anyone.

▮ 비밀번호 등록 Password Registration

서울대학교 글로벌인재특별전형 추천서접수시스템에 오신것을 환영합니다. Welcome to the online recommendation system of Seoul National University.





유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission 접수완료확인Confirmation

추천서 작성 Creating a recommendation letters





추천서 작성 Creating a recommendation letter

추천 학생 선택 Select student to recommend

지원자 수절 변호 Application Number	
. 지원자 조회 코드 Applicant PIN	

O 지원자정보 Applicant's Information

Desired Degree Course	
Desired Program of Study	
* English Name	설 Family/Last : 이를 First : 물건이를 Middle(if any) :
• Date of Birth	DAY MONTH YEAR
• E-mail	

○ 추천인 정보 Recommender Information

* Name	설 Family/Last : : : : : : : : : : : : : : : : : : :
Title, Position and Institution	
* E-mail	
Recommender Address	X 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) 82-2-1234-5678
How long have you known the applicant and in what context?	

저장하기 Gave' 배른들 누르시면 작설한 절보가 저장됩니다. Press '저장하기 Gave' to save the prepared information.

저장하기 Save

- Fill in the blanks and then click [저장하기 Save] to continue.

추천서작성Creating a recommendation letter

- Please ram the scoll	cent by check	no the sporce	oriem bax. Rel	edve to other	students you l	have known, h	taw do
you rate this spolice	nt in sems of						

	Delow everage	Average	Good	Excellent	Highly Distinct	N/A
Academic achievement	0	0	0	0	0	0
Academic motivation	0	0	0	0	0	0
Leadership	0	0	0	0	0	0
Cooperativeness	0	0	0	0	0	0
Creativity/Originality	0	0	0	0	0	0

 추정서는 기본전으로 항공이 모는 것이로 만합이 가는합니다. 취단 점이 되의 다른 점이로 추정서를 검색하시는 별무 없었. 곤손 	를 받은 쉬
우랜드로 스부팅 주십시도. The letter of recommendation and counselor reference can be written online in either English or Korean. If written in any oth	
e, these forms must be renaissed by a certifed public notary and then submitted by cost.	
(Address: Office of Admissions, Geoul Nedonal University 1 Givensk-ro, Givensk-ou, Geoul, Korea 08026)	+
- 1. Academic / Institucial evaluation: Please comment on the applicant's academic performance and	
We appreciate your evaluation of the academic achievement, motivation, originally and intellectual on	ORDOCIN O
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- Z. Personal / Immoersonal evaluation: From the personality of a macher/professor, please comment	
record aspects of the apolicant other than his/her academic capabilities. This section may include chics such as the apolicant's weaknesses/strengths and interpersonal skills.	mmcmdar.
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'개념하기 Gave' 배문을 누르시면 선생한 우리시가 개념됩니다.

이전단계 Prev

저장하기 Save

- Please draft your recommendation letter and then click [저장하기 Save] once you are done.



유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission

접수완료확인Confirmation

추천서 제출 Submission of recommendation letters

작성한 추천서는 '제출하기 Submit'를 완료하셔야 제출이 완료됩니다. You must click 'Submit' to complete the submission.

지원자 정보 Applicant's Information	접수사항 Admission type, Program, Major	제출마감일시 Deadline for submission	수정 Modification	제출 Submission
			수정하기	제출하기
			수정하기 Modify	제출하기 Submit

- Please [제출하기 Submit] after completing the recommendation.
- Please note that no modifications can be made once a recommendation letter has been submitted.