International Admissions for Undergraduate Program

Online Recommendation Procedure Guide



- ▶ 1. The deadline for the online submission of recommendation letters is July 31th, 2020, 17:00 Korean standard time.
- ▶ 2. Letters of recommendation are possible **only by online** recommendation systems.
- ▶ 3. Recommendation letter submission result cannot be checked via call/e-mail.



추천서를 작성해주세요

Request for Lettter of Recommendation.

추천서 작성 바로가기 (Move to Recommendation Website)

님, 안녕하십니까.

님이 서울대학교 글로벌인재특별전형에 지원하였습니다.

해당 전형에는 추천서를 반드시 제출하여야 하며,

님이

님께 추천서 작성 및 제출을 요청 하였습니다.

서울대학교 추천서작성시스템에 접속하시어

까지(한국시간 기준) 추천서 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

Website Address

🕝 지원사항

지원자 성명 Applicant name

지원자 조회코드 Applicant PIN

지원자 수험번호 Application number

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.

로그인 Log-in

서울대학교 SNU



추천서 접수 시스템 Recommendation Submission System

유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission

접수완료확인Confirmation

Click [로그인 Log-in]

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

Korean

English

Admissions Timeline

Step	Schedule (All schedules are based on Korean Standard Time)		
Online submission of Recommendation Letters	 An e-mail request for the Recommendation Letter will be sent to the recommenders after the payment of the application fee, ONLY Recommendation Letters submitted through online Recommendation Letter writing system will be considered valid, (Submission through email or post are invalid) 		



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



글로벌인재특별전형 학사신입학 모집 International Admissions, Undergraduate

유의사항 Notice

전형료결제 Payment

접수완료확인 Confirmation

Select a language to see the admissions timetable in detail. ○ Korean English

Admissions Timeline

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	 ONLY Recommendation Letters submitted through online Recommendation Letter writing system will be considered valid. (<u>Submission through email or post are invalid</u>)

Document Submission

Document	Notice
Letter of Recommendation (1 copy)	+4000-Byte limit including spaces and line breaks. +if there is no counselor, 2 recommendation letters from 2 general teachers including principal and vice principal are acceptable. +When the applicants pay the application fee and finish the application procedure, E-mail guidance of recommendation letter system will be sent to recommender automatically. +Bubmissions are possible only by online recommendation system. - Bubmissions by Post/Fax/Email are invalid.
Counselor Reference (1 copy)	+After submission, recommenders or E-mail addresses of recommenders cannot be modified. +Bubmission result can be checked on online application system. - Recommendation letter submission result cannot be checked via call/e-mail. +Do NOT include detailed personal information(Names, Occupations, etc.) regarding the applicant, applicant's perents and relatives. +Form of Recommendation Letter is at - BNU Admission homepage - [Admissions] - [Overview] - [Forms & Downloads]

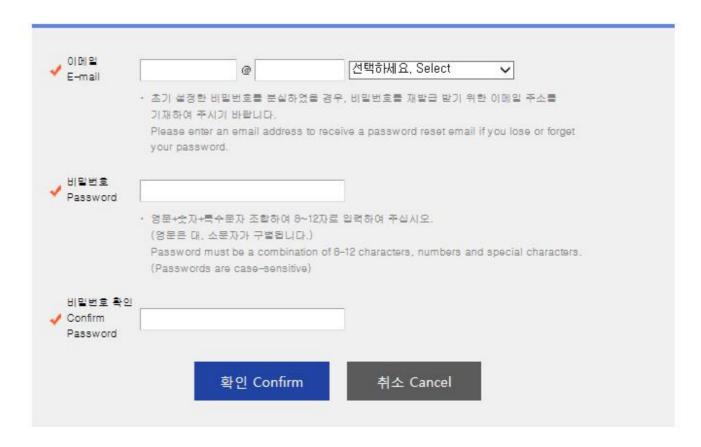
Select a language to read directions.

Click this button to proceed to the recommendation letter page.

비밀번호 등록 Password Registration

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

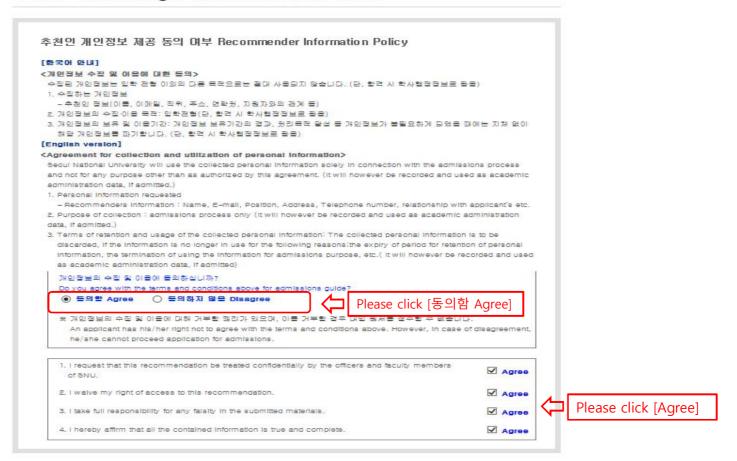
Please create a secure password. Do not share it with anyone.



유의사항Attention

추천서 작성Recommendation 추천서 제출Online submission 접수완료확인Confirmat

추천서 작성 Creating a recommendation letters





추천서 작성 Creating a recommendation letter

○ 추천 학생 선택 Select student to recommend

* Telephone

How long have you known the applicant and in what context?

지원자 수합 변호 Application Number	
지원자 조회 코드 Applicant PIN	
기원자정보 Applicant'	s Information
Desired Degree Course	
Desired Program of Study	
*English Name	설 Family/Last : 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다
* Date of Birth	DAY MONTH YEAR
• E-mail	
→ [↑] Name	ender Information ### Family/Lest
Title, Position and Institution	
* E-mail	
Recommender Address	Please type in the Mailing Address at which we can reach you after the admission decision Zip Code

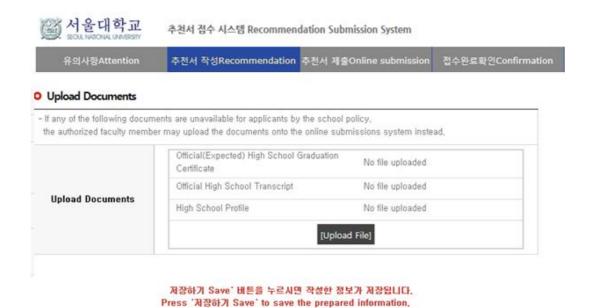
저장하기 Gave' 배른을 누르시면 작성한 정보가 저장됩니다. Press '저장하기 Gave' to save the prepared information.

Please include the Country and City Codes.

ex) 82-2-1234-5578

저장하기 Save

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



- If the applicant is not able to upload the (expected) graduation certificate, transcript and school profile, the recommender can upload the file instead.

저장하기 Save

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	Selow everage	Average	Good	Excellent	Hohly Distinct	N/A
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ademic moduation	0	0	0	0	0	0
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coeradveness	0	0	0	0	0	0
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'개석하기 Geve' 배크를 누르시면 선생한 후리시가 개석되니다. Press '경우하기 Geve' to serve the prepared recommendation leaves 이전단계 Prev 저장하기 Save - Please draft your recommendation letter and then click [저장하기 Save] once it is 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	접수사함 Admission type, Program, Major	제출마감일시 Deadline for submission	수정 Modification	제출 Submission
			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.