International Admissions for Undergraduate Program

Online Recommendation Procedure Guide
1. The deadline for the *online submission of recommendation letters* is July 31\textsuperscript{th}, 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.
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.
Click [로그인 Log-in]

Admissions Timeline

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<th>Step</th>
<th>Schedule (All schedules are based on Korean Standard Time)</th>
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| 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.
Select a language to read directions.

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**Document Submission**

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| Letter of Recommendation (1 copy) | • 4000-S bath including spaces and line breaks.  
• There is no counselor.  
• Recommendation letters from 2 general teachers including principal and vice principal are acceptable.  
• When the applicant pays the application fee and finish the application procedure, E-mail guidance of recommendation letter system will be sent to recommender automatically.  
• Submissions by Post/Par/Email are invalid. |
| Counselor Reference (1 copy) | • After submission, recommender’s or E-mail addresses of recommenders cannot be modified.  
• Submission result can be checked on online application system.  
• Recommendation letter submission result cannot be checked via call/email.  
• Do not include personal information (names, occupations, etc.) regarding the applicant, applicant’s parents and relatives.  
• Form of Recommendation Letter is at  
Please create a secure password. Do not share it with anyone.
Fill in the blanks and then click [저장하기 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.
- Please draft your recommendation letter and then click [저장하기 Save] once it is done.
- Please [Submit] after completing the recommendation.
- Please note that no modifications can be made once a recommendation letter has been submitted.