

International Admissions for Graduate Program

Online Recommendation Procedure Guide



- ▶ 1. Letters of recommendation are possible only by online recommendation systems.
- ▶ 2. Recommendation letter submission result cannot be checked via call/e-mail.

추천서를 작성해주세요

Request for Letter of Recommendation.

추천서 작성 바로가기
(Move to Recommendation Website)

Check the automatic invitation email from Seoul National University.

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

This is the link to the online recommendation page.

☑ 지원사항

지원자 성명 Applicant name

지원자 조회코드 Applicant PIN

지원자 수험번호 Application number

Please check the Application Number and Applicant PIN.

Your e-mail

UWAY APPLY

추천서를 작성해주세요. Request for Letter of Recommendation.

님, 안녕하세요.
님이 서울대학교 글로벌인재특별전형에 지원하였습니다.
해당 전형에는 추천서를 반드시 제출하여야 하며, 님이 | 님께 추천서 작성 및 제출을 요청 하였습니다.
서울대학교 추천서작성시스템에(아래 URL) 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 17:00 (KST)

- URL |

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

SNU Recommendation Submission System

로그인 Log-in

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

이메일로 안내 받으신 지원자의 수험번호와 조회코드를 입력해 주시기 바랍니다.
Please enter the application number and PIN provided in the email you received.

✓ 지원자 수험번호
Application Number

✓ 지원자 조회코드
Applicant PIN

확인 Confirm

취소 Cancel

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

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.**

이메일
E-mail

 @

- 초기 설정한 비밀번호를 분실하였을 경우, 비밀번호를 재발급 받기 위한 이메일 주소를 기재하여 주시기 바랍니다.
Please enter an email address to receive a password reset email if you lose or forget your password.

비밀번호
Password

- 영문+숫자+특수문자 조합하여 8~12자로 입력하여 주십시오.
(영문은 대, 소문자가 구별됩니다.)
Password must be a combination of 8-12 characters, numbers and special characters.
(Passwords are case-sensitive)

비밀번호 확인
Confirm
Password

확인 Confirm

취소 Cancel

추천서 작성 Creating a recommendation letter

추천인 개인정보 제공 동의 여부 Recommender Privacy and Information Policy

[한국어 안내]

<개인정보 수집 및 이용에 대한 동의>

수집된 개인정보는 입학 전형 이외의 다른 목적으로는 절대 사용되지 않습니다. (단, 합격 시 학사행정정보로 활용)

1. 수집하는 개인정보
 - 추천인 정보(이름, 이메일, 직위, 주소, 연락처, 지원자와의 관계 등)
2. 개인정보의 수집·이용 목적: 입학전형(단, 합격 시 학사행정정보로 활용)
3. 개인정보의 보유 및 이용기간: 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다. (단, 합격 시 학사행정정보로 활용)

[English Version]

<Agreement for Collection and Utilization of Personal Information>

Information collected by Seoul National University will only be stored and used for the admissions process. If the applicant is admitted, however, the information may be additionally used for administrative purposes.

1. Requested Personal Information
 - Recommender information: Full Name, E-mail address, Title, Address, Telephone number, relationship to applicant etc.
2. Purpose of collection: admissions process only (If the applicant is admitted, collected information may also be used for administrative purposes.)
3. Terms of retention of collected personal information: the collected personal information is to be discarded if one of the following conditions are met: the expiry date for data retention has passed; the data has finished serving its full purpose; the data becomes obsolete, etc. (It will however be recorded and used administrative purposes, if admitted)

개인정보의 수집 및 이용에 동의하십니까?

Do you agree with the terms and conditions for collection and utilization of personal information?

동의함 Agree 동의하지 않음 Disagree

1. 본 추천서는 서울대학교 교직원 이외에는 열람할 수 없습니다.
This recommendation will be treated confidentially by the officers and faculty members. Agree
2. 추천서 제출 기간 이후의 추천서에 대한 권한은 서울대학교에 있습니다.
After the submission period, any right to this recommendation belongs to SNU. Agree
3. 추천인은 추천서에 사실만을 기재했으며, 허위 사실 발견 시 이에 대한 전적인 책임은 추천인에게 있습니다.
The recommender only contained true information, and take full responsibility for any falsity in the submitted materials. Agree

추천서 작성 Fill recommendation letter

Click 'Agree'

Click 'Agree'

Click red button to start to fill in the recommendation letter

추천서 작성 Creating a recommendation letter

○ 추천 학생 선택 Select student to recommend

지원자 수료 번호 Application Number	<input type="text"/>
지원자 조퇴 코드 Applicant PIN	<input type="text"/>

○ 지원자정보 Applicant's Information

Desired Degree Course	<input type="text"/>
Desired Program of Study	<input type="text"/>
English Name	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
Date of Birth	<input type="text"/> DAY <input type="text"/> MONTH <input type="text"/> YEAR
E-mail	<input type="text"/>

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

○ 추천인 정보 Recommender Information

Name	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
Title, Position and Institution	<input type="text"/>
E-mail	<input type="text"/>
Recommender Address	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : <input type="text"/> Address : <input type="text"/>
Telephone	<input type="text"/> ※ Please include the Country and City Codes. ex) 82-2-1234-5678
How long have you known the applicant and in what context?	<input type="text"/>

저장하기 Save' 버튼을 누르시면 작성한 정보가 저장됩니다.
Press '저장하기 Save' to save the prepared information.

저장하기 Save

추천서 작성 Creating a recommendation letter

* Please rate the applicant by checking the appropriate box.

Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for judgment
Academic achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Academic motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Future academic potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Leadership / Influence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Concern for others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Emotional maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Written expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Oral expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Creativity/Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Respect for differences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

* 1. Academic / intellectual evaluation: Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

입력Byte수 : 0 / 풀바꿈, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0 / 4000Byte limit including Enter & Space

* 2. Personal / interpersonal evaluation: What are your impressions of the applicant as a person? How is he or she viewed by professors (teachers)? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

입력Byte수 : 1 / 풀바꿈, 띄어쓰기 포함 4000Byte 이내 (공백포함 한글 2,000자, 영문 4,000자)
Current Byte : 1 / 4000Byte limit including Enter & Space

3. Additional comments: Is there anything else we should know about this applicant? Please feel free to attach additional sheets if necessary.

입력Byte수 : 1 / 풀바꿈, 띄어쓰기 포함 4000Byte 이내 (공백포함 한글 2,000자, 영문 4,000자)
Current Byte : 1 / 4000Byte limit including Enter & Space

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

*'저장하기 Save' 버튼을 누르시면 작성한 추천서가 저장됩니다.
Press the '저장하기 Save' button to save the prepared recommendation letters.

이전단계 Prev

저장하기 Save

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 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.

유의사항Attention





추천서 작성Recommendation

추천서 제출Online submission

접수완료확인Confirmation

추천서 확인 및 출력 Identify and print recommendation

○ 최종제출 완료된 추천서 Submission of recommendation letters has been completed.

지원자 정보 Applicant Information	접수사항 Admission type, Program, Major	제출일시 Date of Submission	출력물 Printable and Modifyable Documentation
	글로벌인재 특별전형II(전교육과정해외미수자) International Admission II 석사·박사통합과정 Combined Master's/Doctoral Program		<ul style="list-style-type: none">  INFORMATION CHECK  RECOMMENDATION CHECK  [Edit] PERSONAL INFORMATION  [Edit] RECOMMENDATION

You can edit the personal information or your recommendation letter