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.
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.
Please enter the given Application Number and Applicant PIN from your email.
Please create a secure password. Do not share it with anyone.
추천서 작성

추천서 작성 Creating a recommendation letter

[한국어 안내]  
<개인정보 수집 및 이용에 대한 동의>
수집된 개인정보는 입학, 교직원, 교직원의 다른 목적으로는 절대 사용되지 않습니다. (단, 학교 시 학사생활정보로 활용)  
1. 수집하는 개인정보   
   - 추천서 작성에 필요한 정보(이름, 성명, 연락처, 학과, 학년 등)  
2. 개인정보의 수집 이용 목적: 입학중점평가(단, 학교 시 학사생활정보로 활용)  
3. 개인정보의 보유 및 이용기간: 개인정보 보유기간은 잠재, 필요사항에 따라 동일한 것으로 해야함 (단, 학교 시 학사생활정보로 활용)  

[영문 버전]  
<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, Email 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 destroyed 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.)

개인정보 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. 추천서는 서류대리가 교직원이하였을 때, 서류대리가 교직원이하였을 때입니다.  
   - This recommendation will be treated confidentially by the officers and faculty members.  
2. 추천서 제출 시의 추천서에 대한 권한은 서류대리가교직원에게 있습니다.  
   - After the submission period, any right to this recommendation belongs to SNU.  
3. 추천서는 추천서에 사항만을 기재했으며, 해당 서류 제출 시 이에 대한 권한적 책임은 추천인에게 있습니다.  
   - The recommender only contained true information, and take full responsibility for any falsity in the submitted materials.

추천서 작성 Fill recommendation letter

Click ‘Agree’

Click ‘Agree’

Click red button to start to fill in the recommendation letter
Creating a recommendation letter

<table>
<thead>
<tr>
<th>Select student to recommend</th>
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</thead>
</table>

- Application Number
- Applicant PIN

<table>
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<tr>
<th>Applicant's Information</th>
</tr>
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</table>

- Desired Degree Course
- Desired Program of Study

- English Name
  - Family/Last
  - First
  - Middle (if any)

- Date of Birth
- E-mail

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<thead>
<tr>
<th>Recommender Information</th>
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</table>

- Name
  - Family/Last
  - First
  - Middle (if any)

- Title, Position, and Institution
- E-mail
- Recommender Address
  - Mailing Address
  - Zip Code:
  - Address:

- Telephone
  - Please include the Country and City Code. ex: 03-1234-5678
  - How long have you known the applicant and in what context?

- Fill in the blanks and then click [저장하기 Save] to continue.
- 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.
You can edit the personal information or your recommendation letter.