International Admissions for Undergraduate Program

Online Recommendation Procedure Guide

서울대학교
SEOUL NATIONAL UNIVERSITY

추천서 접수 시스템 SNU online recommendation system

- 1. The deadline for the **online submission of recommendation letters is March 12th, 2021, 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.

Uway Apply

추천서를 작성해주세요
Request for Lettter 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.

서울대학교
SEOUL NATIONAL UNIVERSITY

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 timetable 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.(<u>Submission through email or post are invalid</u>)

Your e-mail	SNU Recommendation Submission System

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

유의사항 Notice	원서작성 Application	전형료결제 Payment	접수완료확인 Confirmation

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

○ Korean   ◉ English

Select a language to read directions.

● 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**)

● 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. +Submissions are possible only by online recommendation system. – Submissions by Post/Fax/Email are invalid. +After submission, recommenders 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/e-mail.**
Counselor Reference (1 copy)	+Do NOT include detailed personal information(Names, Occupations, etc.) regarding the applicant, applicant's parents and relatives. +Form of Recommendation Letter is at – SNU Admission homepage – [Admissions] – [Overview] – [Forms & Downloads]

원서작성하기 Proceed to the next page

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.

이메일
E-mail

[　　　　] @ [　　　　] [선택하세요, Select ▼]

· 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

유의사항Attention	추천서 작성Recommendation	추천서 제출Online submission	접수완료확인Confirmation

추천서 작성 Creating a recommendation letters

추천인 개인정보 제공 동의 여부 Recommender 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 보류 및 이용기간: 개인정보 보류기간의 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>

Seoul National University will use the collected personal information solely in connection with the admissions process and not for any purpose other than as authorized by this agreement. (It will however be recorded and used as academic administration data, if admitted.)

1. Personal information requested
   – Recommenders Information : Name, E-mail, Position, Address, Telephone number, relationship with applicant's etc.
2. Purpose of collection : admissions process only (It will however be recorded and used as academic administration data, if admitted.)
3. Terms of retention and usage of the collected personal information: The collected personal information is to be discarded, if the information is no longer in use for the following reasons:the expiry of period for retention of personal information, the termination of using the information for admissions purpose, etc.(It will however be recorded and used as academic administration data, if admitted)

개인정보의 수집 및 이용에 동의하십니까?
Do you agree with the terms and conditions above for admissions guide?

(●) 동의함 Agree   (○) 동의하지 않음 Disagree   ⇦ Please click [동의함 Agree]

※ 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 대입 원서를 접수할 수 없습니다.
An applicant has his/her right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU. ☑ Agree

2. I waive my right of access to this recommendation. ☑ Agree   ⇦ Please click [Agree]

3. I take full responsibility for any falsity in the submitted materials. ☑ Agree

4. I hereby affirm that all the contained information is true and complete. ☑ Agree

추천서 작성 To fill in a recommendation letters   ⇦ Please click [추천서 작성 To fill in a recommendation letters]

추천서 작성 Creating a recommendation letter

⭕ **추천 학생 선택 Select student to recommend**

지원자 수험 번호 Application Number	
지원자 조회 코드 Applicant PIN	

⭕ **지원자정보 Applicant's Information**

Desired Degree Course	
Desired Program of Study	
* English Name	성 Family/Last : 이름 First : 중간이름 Middle(if any) :
* Date of Birth	DAY MONTH YEAR
* E-mail	

⭕ **추천인 정보 Recommender Information**

* Name	성 Family/Last : 이름 First : 중간이름 Middle(if any) :
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 : 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 Save' 버튼을 누르시면 작성한 정보가 저장됩니다.
Press '저장하기 Save' to save the prepared information.

저장하기 Save

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

유의사항Attention	추천서 작성Recommendation	추천서 제출Online submission	접수완료확인Confirmation

○ Upload Documents

- If any of the following documents are unavailable for applicants by the school policy,
  the authorized faculty member may upload the documents onto the online submissions system instead.

Upload Documents	Official(Expected) High School Graduation Certificate	No file uploaded
	Official High School Transcript	No file uploaded
	High School Profile	No file uploaded
	[Upload File]	

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

저장하기 Save

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

추천서작성 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	Highly Distinct	N/A
Academic achievement	○	○	○	○	○	○
Academic motivation	○	○	○	○	○	○
Leadership	○	○	○	○	○	○
Cooperativeness	○	○	○	○	○	○
Creativity/Originality	○	○	○	○	○	○

The letter of recommendation and counselor reference can be written online in either English or Korean. If written in any other language, these forms must be translated by a certified public notary and then submitted by post.
(Address: Office of Admissions, Seoul National University 1 Gwanak-ro, Gwanak-gu, Seoul, Korea 08826)

1. Academic / Intellectual evaluation: Please comment on the applicant's academic performance and capacity. We appreciate your evaluation of the academic achievement, motivation, originality and intellectual prospects of the applicant.

Current Byte : 0 / 4000Byte limit including Enter & Space

2. Personal / Interpersonal evaluation: From the perspective of a teacher/professor, please comment on the personal aspects of the applicant other than his/her academic capabilities. This section may include characteristics such as the applicant's weaknesses/strengths and interpersonal skills.

Current Byte : 0 / 4000Byte limit including Enter & Space

3. Additional comment: Please provide us with additional comments which cannot be addressed in the sections above. You may attach additional sheets, if necessary.

Current Byte : 0 / 4000Byte limit including Enter & Space

Press '저장하기 Save' to save the prepared recommendation letters.

[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	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.