UNDERGRADUATE ADMISSIONS FOR INTERNATIONAL STUDENTS

RECOMMENDATION SUBMISSION GUIDE
Recommendation Submission Procedures

1. Make sure you have received an email request for a recommendation letter.
2. Visit the recommendation submission website and create an account.
3. Enter all the personal(recommender’s) information.
4. [OPTIONAL] Scan and upload the enrollment certificate, official high school (expected) graduation certificate, and transcript.
6. Enter the recommendation letter.
7. Complete your recommendation.
Check the email request for a recommendation letter.

This guide email will be automatically sent to a recommender once the applicant pays the application fee.
If the recommender hasn’t received the email, the applicant may resend it.
Visit the recommendation submission website and create an account.

The application number and applicant PIN are provided in the guide email.
Set your password.
Agree to the terms and conditions.
Agree to the terms and conditions.

1. The recommendation letter will only be accessible to Seoul National University faculty and staff.
2. Seoul National University retains the right to access this recommendation letter after the submission period.
3. I hereby affirm that only factual information has been included in the recommendation letter and acknowledge full responsibility for any discovered falsehoods in the submitted materials.

Write a recommendation letter

Scroll all the way down and click the red button to start your recommendation.
Enter your information.

### Recommender’s Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<td>* First Name</td>
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<tr>
<td>* Middle Name</td>
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<td>* Last Name</td>
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<tr>
<td><strong>Title, Position and Institution</strong></td>
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<tr>
<td><strong>School</strong></td>
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<tr>
<td><strong>Telephone</strong></td>
<td>Please include the Country and City Codes, ex) 82-2-1234-5678</td>
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<tr>
<td><strong>E-mail</strong></td>
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<tr>
<td><strong>How long have you known the applicant?</strong></td>
<td>year(s) month(s)</td>
</tr>
</tbody>
</table>
A recommender may upload the above documents if the school policy does not allow students to directly submit them.
Enter a recommendation letter.

Fields marked with a red asterisk (*) are mandatory.

<table>
<thead>
<tr>
<th>Academic achievement</th>
<th>Below average</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Highly Distinct</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Academic motivation</td>
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<td>Leadership</td>
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<td>Cooperativeness</td>
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<td>Creativity/Originality</td>
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</table>

Background Information: If a certain section is not applicable to your school, you may leave it blank.

- Class Rank: [ ] Class Size: [ ]
- Covering a period from [ ] to [ ] (mm/yyyy)
- The rank is [ ] weighted [ ] unweighted
- How many courses does your school offer? AP [ ] IB [ ] Honors [ ]
- If the school policy limits the number of units a student may take in a given year, please specify the maximum allowed: AP [ ] IB [ ] Honors [ ]
- Is the applicant an IB Diploma candidate? [ ] Yes [ ] No
- In comparison with other college preparatory students at your school, the applicant's course selection is: [ ] most demanding [ ] very demanding [ ] demanding [ ] average [ ] below average
Enter a recommendation letter.

Fields marked with a red asterisk (*) are mandatory.

* Please write a recommendation letter in Korean or English.

**Evaluation & Comments** Please comment on the applicant, including a description of his/her academic capabilities and personal characteristics. We appreciate information which illustrates the applicant's particularities. Please be mindful not to include specific personal information about the applicant, such as his/her name.

Input Byte limit: 3000 (about 1500 Korean characters, 500 English words)
If the applicant has any disciplinary history, select “yes” and enter an explanation.

- If you answered “yes,” please enter an explanation in this entry.

Fields marked with a red asterisk (*) are mandatory.
Complete and submit your recommendation.

- The submission must be completed before the deadline.

Click <Submit> to complete your recommendation.
Complete your recommendation.

If you are viewing this page, your recommendation has been successfully submitted.
Recommendations can be modified during the submission period, even after submission.

Please verify if the applicant’s information is correct.

Click the [Modify] button if you want to modify your information or recommendation. You may edit them before the deadline.