GRADUATE ADMISSIONS FOR INTERNATIONAL STUDENTS

SNU RECOMMENDATION SUBMISSION GUIDE
Recommendation Submission Procedures

1. Check your email for the automatic invitation from SNU.
2. Take note of the Application number and Applicant PIN.
3. Click the link provided to access the recommendation submission website.
4. Enter the Application number and Applicant PIN.
5. Register your password.
6. Enter your personal information and your recommendation letter.
7. Review and submit your recommendation letter.
Recommendation Submission Notice

1. Recommendation letters can only be submitted through the online recommendation system.

2. The submission status of recommendation letters cannot be checked via phone or email.
   ※ Applicants can check the submission status directly online on our application website.

3. Once the recommender has saved or submitted the recommendation letter, the applicant cannot change the recommender or the recommender's information.
Check your email for the automatic invitation from SNU and take note of the Application number and Applicant PIN.

**Email subject:** [Seoul National University] Recommendation letter for **Applicant Name** (Recommender I or II)

**From:** SNU Admissions

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### Applicant's Information

<table>
<thead>
<tr>
<th>Applicant's name</th>
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### Application number

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### Applicant PIN

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Dear [Applicant Name],

Warm greetings from Seoul National University. I have applied for International Admissions at Seoul National University. As part of the application process, we require a recommendation letter, and I have kindly asked for your assistance in providing this. To help with the recommendation submission, please visit our recommendation website. You'll find clear instructions on how to write and submit the letter. Please ensure that the recommendation letter is submitted by Friday, March 8, 2024, at 5:00 PM (KST). Your support in this matter is greatly appreciated.

[Website Address]
Click the link provided to access the recommendation submission website.

**Email subject:** [Seoul National University] Recommendation letter for Applicant Name (Recommender 1 or II)

**From:** SNU Admissions snuadmit@seoul.ac.kr, DR. WHIT: uwayapply.com

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Click the red button or the link to write a recommendation letter.

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**STEP 3**
Enter the Application number and Applicant PIN.

**STEP 4**

**Invitation email from SNU**

<table>
<thead>
<tr>
<th><strong>Applicant’s information</strong></th>
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<tr>
<td>Applicant’s name</td>
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<tr>
<td>Application number</td>
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<td>Applicant PIN</td>
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**Application Details**

<table>
<thead>
<tr>
<th><strong>University</strong></th>
<th>Seoul National University</th>
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<tbody>
<tr>
<td><strong>Academic Year</strong></td>
<td>학년도 기</td>
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<tr>
<td><strong>Admission Type</strong></td>
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<tr>
<td><strong>Desired Degree Course</strong></td>
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<td><strong>Desired Program of Study</strong></td>
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<td><strong>Desired Major (Detailed)</strong></td>
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</tbody>
</table>
Register your password.

STEP 5

You can change your password by clicking the ‘Change Password’ button after you have registered.

Password Registration

Welcome to the online recommendation system of Seoul National University.

Password

- Please enter an email address to receive a password reset email in case you forget your password.

Change Password

- Password must be 16 characters long and include alphabets, numbers, and special characters.
- Only English and alphanumeric characters are allowed.
- Alphabets are case-sensitive, and special characters are limited to “!@#$%^&*()_+-={};:|,./<>?`~`
- The use of 4 or more consecutive or repeated letters or numbers is prohibited.
- Spaces are not permitted.
- At least six of the above requirements must be met.

Confirm Password

- Password must be the same as the new password.

Continue

Cancel
Register your password.

STEP 5

You need to enter your set password again after logging out to continue writing the recommendation letter. Please remember your password.
Enter your personal information and your recommendation letter.

Click the red button to write your recommendation letter.
Enter your personal information and your recommendation letter.

The following items will be automatically filled in.

The following items must be completed by the recommender.

- Once you have saved your input, you can review it.
- After reviewing, click the 'Save & Next' button to proceed to the recommendation letter page.
Enter your personal information and your recommendation letter.

**Fields with (red *) are required.**

- Once you have saved your input, you can review it.
- After reviewing, click the 'Save & Next' button to proceed to the submission page.
Review and submit your recommendation letter.

Click after completing the recommendation.

If you see this page, your recommendation has been submitted successfully.

Recommendations may be modified during the submission period even after submission.