



서울대학교
SEOUL NATIONAL UNIVERSITY

Spring 2019

**SNU Admissions for International Student
Undergraduate Program**

**Reference Guide
for New International Students**

**Seoul National University
Office of Admissions**

Table of Contents

Congratulations once again on your admission to Seoul National University via International Student Admissions. Contents of this reference guide include the required processes to be completed each month starting from after the result announcement (September 2018) through the start of Spring semester (March 2019). Please review the information contained in the following pages for a start of a great first semester with us here at SNU.

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[New International Student Reference Guide for Graduate]

- If false information or unfair practice for admission was exercised at any point in the process, the admission once granted will be rescinded. This applies even after a student is enrolled at Seoul National University.
- International Admissions II applicants are subject to the number of applications to be made per same academic year. This is in accordance with the regulation which limits the number of to six times of applications in all 수시모집 admissions including Seoul National University. If an applicant and admitted student do not comply with this regulation, the admissions will be rescinded.
- Admitted students to SNU are not allowed to register in any other universities in Korea which are scheduled to be held during the same academic year for admission as that of SNU. If an admitted student does not comply with this regulation, the admission will be rescinded.
- Starting from 2019, Spring semester admitted students of International Admissions II are not allowed to apply for the following Fall semester admissions at other universities in Korea as well as at SNU.
- We may request to submit an additional document(Visa or Alien card) to confirm foreign nationality.

1. Student ID

A. Period for checking Student ID: After 2018. 12. 3.(Mon.)

B. How to check: Input application number and date of birth on the website for checking admission result.

2. Printing Period for Certificate of Acceptance

- Period: Date of announcement of result ~ 2019. 2. 11.(Mon.)

* After this period, printing certificate of acceptance will not be available. Please print it out during the designated period.

* After this period, any requests for printing certificate of acceptance will not be accepted.

3. New Student Registration

A. Application Submission for Enrollment and Tuition Fee Payment Dates

1) Application Submission for Enrollment: 2018. 10. 10.(Wed) ~ 2018. 10. 16.(Tue)

- The format is downloadable at the result notice page.

- Please send the application to the e-mail address or fax number below.

* e-mail: hsong12@snu.ac.kr

- If you are sending by e-mail, please see [Receipt Notification] in the sent mail box. If the mail is identified, you do not need to ask the delivery status by phone call.

* fax: +82-2-873-5021

* contact: +82-2-880-6971 (Please mention that you are an admitted student for Spring 2019)

2) Tuition Fee Payment Dates: **2019. 2. 7. (Thu.) ~ 2019. 2. 11. (Mon.) 09:00~16:00**
(Week days, KST, GMT +9)

* Failure to pay his/her tuition fee during the designated payment period may invalidate any admission offers.

B. Printing Tuition fee invoice

- <http://en.snu.ac.kr> → Admissions → Announcements

C. Payment Submission Method

- At any branch of Nonghyup Bank, Shinhan Bank, and Woori Bank nationwide. 9:00~16:00
(Week days, KST, GMT +9)

(If you pay your tuition fee outside Korea, please consider that Shinhan Bank and Woori Bank are not available.)

- Payment must be made in the exact Won amount as indicated in the tuition invoice to the given virtual account number provided for a proper Identification of the applicable student.

D. Additional Information

- **Tuition payment invoice can be printed after 2019. 1. 31.(Thu.)**

- Payment via international transfer

: If you pay your tuition fee outside Korea, please consider that extra fee will be taken for the remittance charge or a commission. Please remember that your enrollment can be cancelled if your tuition is not paid in full. Also, if you pay more than the total amount of your tuition, the extra amount will be refunded after the semester begins.

* Bank Swift code of Bank (Only in case paying outside Korea)

- Nonghyup Bank: NACFKRSEXXX

- You may confirm the completion of your payment, immediately after making the tuition payment.

: After making a payment, reprint your invoice and then check the payment status has been changed as 'registration' or check registration status on the website of Admission's result.

- However, You can print out tuition fee payment confirmation certificate from 2019. 3. 4.(Mon).

: Visit the following website <http://my.snu.ac.kr> -> Login -> Get certificates)

E. Contact for Tuition Fee Payment: Office of Financial Affairs

- Tel: +82-2-880-5107

4. Visa & Certificate of Admissions

4-1. Visa Issuance (except Korean students)

- Students residing outside of Korea: You must apply in person at a Korean Embassy/Consulate in your country.
- Students currently residing in Korea: You must visit the Immigration Office to update your visa status which will allow you to study at an academic institution in Korea.
- * Inquiries
 - Residing abroad: Korean Embassy/Consulate in your country
 - Residing in Korea: Korean Immigration Center (Tel. 1345, <http://www.hikorea.go.kr>)

A. Student Visa (D-2)

- Prior to enrollment, you MUST hold a Student Visa (D-2)
- If you possess any other type of visa, you are required to visit the Immigration Office and update your current visa status for educational purpose. (Other types of visa compatible with education-purpose: F-2, F-4, F-5, etc.)
- If your visa does not allow you to study in Korea, you must obtain an appropriate visa or an approval with your current visa to study in Korea. Even if you have already possessed a valid visa to study in Korea, you MUST update your status before the start of the semester. This update is to indicate the information regarding your academic institution and residence.
- * If a student fails to obtain approval to study in Korea with his/her visa but continues to pursue his/her study as an international student in universities in Korea, he/she will be imposed a fine, and the **admission offer may be rescinded.**

B. Student Visa (D-2) Application for those who are residing in Korea

- Required Documents: Passport, Application form, ID photo, Business Registration Certificate of University (The International Office; I-Office in SNU will provide you one when they send your Certificate of Admission.), Certificate of Admission, Proof document of final level of education(diploma or degree), Proof document of financial ability (amount of money equivalent to the tuition fee and living expenses for a year = USD 20,000), Receipt of tuition payment, Confirmation document of your residence
- Additional Documents (applicable to those who are from the designated 21 countries): The Proof Document of final level of education (diploma or degree) with confirmation by your country's consul stationed in Korea OR certified in accordance with the Apostille convention, documented proof of family relationship etc.
- * Please note that all documents should be translated into Korean or English and get notarized, if the documents are written in any other languages.

C. Change in Visa Type (Korean Language course (D-4) → Degree course (D-2))

- Those who have already been staying in Korea with a purpose of undertaking Korean language

courses with D-4 visa must change their visa type to D-2 visa at the Korean Immigration Office before the start of the semester.

- Required Documents: Passport, Application form, ID Photo, Business Registration Certificate of University (The International Office; I-Office can provide it.), Certificate of Admission, Receipt of tuition payment, Proof document of final level of education (diploma or degree), Proof document of financial ability (amount of money equivalent to the tuition fee and living expenses for a year = USD 20,000), Confirmation document of your residence, Alien Registration Card
 - Additional documents (applicable to those who are from designated 21 countries): Proof document of final level of education (diploma or degree) with confirmation by your country's consul stationed in Korea OR certified in accordance with the Apostille convention, Proof Document of family relationship etc.
- * Please note that all documents should be translated into Korean or English and get notarized, if the documents are written in any other languages.

4-2. Certificate of Admission

A. What is the Certificate of Admission?

- The Certificate of Admission is an official document which is approved by the Ministry of Justice in Korea and issued by Seoul National University. This document confirms admission of regular degree course of an individual foreign student at SNU.
 - The document is required for international students to apply for a visa.
- * Certificate of Admission will be sent to newly admitted students during November ~ December 2018.
(Please note that Korean nationals will not receive the Certificate of Admission.)
- * If any personal information (including the mailing address) requires modification, you must contact the International Office in the Office of International Affairs by sending modification requests.
- * Certificate of Admission cannot be sent if your application for admission does not indicate the correct postal address including zip-code and contact information.
- * If you do not receive your Certificate of Admission by late December 2018, you must contact the International Office to request for reissuance of the certificate.
- * If you wish to receive the certificate in person, please advise the International Office so that the certificate is not posted by mail to you. (If you are picking up the document in person, please bring your ID. If you are sending a third party to pick up the document for you, the third party must bring a proof document indicating your request upon him/her.).

B. Inquiries

- * For inquiries related to the request for modification of personal information and/or any matters regarding the issuance of the certificate, please contact the staff at the International Office; I-Office as below.
- Name: Ms. Hyoryun Song (Staff in charge of the certificate)

- Contact: i-office@snu.ac.kr, +82-2-880-4447
- * For other questions related to admissions and the Certificate of Acceptance, please contact the Office of Admissions.
- Contact: snuadmit@snu.ac.kr, +82-2-880-6971

5. Housing (Gwanak Residence Halls for Students)

- Students who wish to apply for SNU dormitory must complete the following steps during the designated period: ① **Application** → ② **Check the acceptance result/waiting list number** → ③ **Registration(Documents submission & Payment)**
- * **Please visit the Gwanak Residence Halls homepage for confirmation of schedule and detailed procedural instructions, as the information below (including the schedule) are subject to possible modification.**

A. Applying for Housing

1) Application Period: 2019. 2. 11.(Mon) 10:00 ~ 2019. 2. 14.(Thur) 18:00

(Available 24 hours during the designated application period)

2) Application Instructions

① Enter the Gwanak Residence Halls home page

- a) Korean: <http://dorm.snu.ac.kr>
- b) English: <http://dorm.snu.ac.kr/eng>

* Log-in using the following information

- Examinee(Student ID) ID Number, Name, date of birth

e.g.) For an applicant whose date of birth is December 1st 1980; 801201(YYMMDD)

② Access to mySNU portal website

-The students who receive their student ID numbers can join the My SNU portal. (You can find your student ID number in the Admission form, or you can ask your student ID number to your department office)

-<http://my.snu.ac.kr> → Click New User → Agree all terms of use and policy → Fill out all required information for joining. (For the Resident registration number field, please fill out your date of birth and 1000000 (male) or 20000000 (female);

- e.g. 1) Male= 901212-1000000 2) Female=901212-2000000) → Get authentication by E-mail → Log in → Dormitory → Application

► You can check your acceptance result/waiting list number only through mySNU portal, so you should complete the above Join procedure.

③ Complete the application form

④ Click the 'application' button

⑤ Log out

• New Undergraduate Freshmen:

- Those who apply for Old Buildings will randomly be assigned to a double room located in one of the following buildings: # 919A~D, 921~926
- Those who apply for New Building will be assigned to a double room of bldg., 906.
- If you are assigned to bldg. 906, you will not be allowed to live in the dorm during the vacation period. (summer and winter)
- No option of roommate selection

3) Announcement of room assignment and waiting list numbers

① Announcement of room assignment

-New Undergraduate freshman/transfer students: 2019. 2. 18.(Mon) 11:00

-Soon after announcement of room assignment, students must complete documents submission and payment. Please prepare required documents in advance.

② Waiting list number lookup instructions:

- <http://my.snu.ac.kr> → Log in → Academic Affairs → Dormitory → Application Stat → Search the Selection Status

③ Announcement of additional residents

-New Undergraduate freshman: 2019. 2. 25(Mon) 11:00

※ Additional residents are announced on every Monday at 11:00 on Gwanak Residence Halls homepage. (<http://dorm.snu.ac.kr>)

B. Registration Instructions

For proper completion of the registration process, you must submit both the required documents and the housing payment during the designated period. Failing to submit both of the requirements within the specified time period will be considered as a renunciation of given housing assignment and therefore the assignment will transfer to a next student on the waiting list.

1) Documentation submissions

① Documentation submission period

-New Undergraduate freshman: 2019. 2. 18(Mon) ~ 2019. 2. 22(Fri) 10:00 ~ 17:00

② Required documents: A copy of your passport & an original certificate of health examination

③ Documentation submission instructions

· Personal drop-off: Gwanaksa Residence Hall for Students Administration Office, Bldg. 900 1st Floor

· Registered Mail: Accepted residents must send the document via DHL, FEDEX, UPS, EMS or by International Registered Mail to the following address:(Only Registered mail is accepted)

※ ADDRESS

- Bldg #900, Gwanaksa Residence Hall for Students Administrative Office, Seoul National Univ., 1 Gwanak-ro,

Gwanak-gu, Seoul, Republic of Korea(08826)

※ Documentation submission period(via registered mail only) arrived by 2019. 2. 21(Thur) is only available. If it arrives after the deadline, it will be returned.

- For undergraduate students: Post mail arrived by 2019. 2. 21.(Thur) 17:00 is valid.

2) Submitting Housing Payment (Fictitious account payment)

① Payment Due Dates

-New Undergraduate freshman: 2019. 2. 18(Mon) ~ 2019. 2. 22(Fri) 10:00~17:00

※ Payment must be made in the exact amount during the designated payment period.

※ Payments cannot be made from abroad.

- The virtual bank account is used only for domestic financial community, not overseas.

- Due to the changing exchange rate, you cannot deposit exact amount. (All deposits must be made in the exact, correct amount.)

- In case of overseas remittance, the completion of payment takes 2~3days so it is not possible to make the deposit by the exact closing time due to the time difference of each country.

② Payment Notice Printing Instructions

- mySNU portal → Log in → Academic Affairs → Dormitory → Print bill → Choose a bank from the two options provided (Nonghyup / Shinhan) and deposit the payment in its exact value to the fictitious account number given

C. Moving in

1) Official move-in date

- Will be posted on the Gwanak Residence Halls for Students home page.
(<http://dorm.snu.ac.kr>)

2) Move-in Procedure

Visit the Office of the RA(Residence Assistant) located on the first floor of the assigned building.

→ Verification of Identity → Receive a cardkey or a password → Item inspection → Completion of move-in process

3) Attend Gwanak Residence Halls Orientation

* You can check the 'Regulation Defining Resident Reward and Disciplinary Action' on the Gwanak Residence Halls home page. (<http://dorm.snu.ac.kr>)

D. Contact

- Gwanak Residence Hall for Students Administrative Office

- Phone: +82-2-881-5401

- E-mail: hyorori@snu.ac.kr

6. Special Test for Newly Admitted Students

- For the detailed schedule, students are advised to note the reference guide after the announcement of the admissions decision in December.
- - Contact: Faculty of Liberal Education
- - Tel. +82-2-880-5690

7. Korean Proficiency Test (Only for students requested to take the test)

A. Target Candidates

: Those with a note indicating [Target candidate for Korean proficiency test] on the admission result screen.

B. Testing Time and Location: 2019. 2. 14.(Thurs.) 14:00, Language Education Institute Main Building #137, Room 309 (Entry is prohibited once testing begins.)

C. Examination Fee: ₩15,000

D. Examination Fee Payment Method: Please choose one of the following methods.

1) Wire transfer: Domestic remittance (international remittance not allowed) by 2019. 2. 13.(Wed). Payment must be made under candidate's name. Bank account information: National Agricultural Cooperative Federation (NACF) Bank 079-17-056742 (Account holder: Language Education Institute, SNU)

2) On-site payment: Payment in cash on 2019. 2. 14.(Thurs.) 9:00~13:30 [12:00-13:00 lunch time] at Language Education Institute. Main Building. #137, Room 101

* Only students requested to take the test need to pay the examination fee.

E. Identification Requirement: Please bring a form of ID (passport, etc.)

F. Announcement of Results: The specific college of your admission will be notified of your test result in early March 2019. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

G. Contact

- For questions regarding the test, please contact: Language Education Institute.
- Tel: +82-2-880-8570
- FAX: +82-2-871-6808

8. Course Registration

A. Pre-Registration Period: 2019. 2. 21.(Thu.) ~ 2. 22.(Fri), 9:00 ~ 18:00

B. Registration Period: 2019. 2. 26.(Tue.) ~ 2. 28.(Thu.), 9:00 ~ 16:00

C. Registration Method: Online registration (<http://sugang.snu.ac.kr>)

- 1) Please sign in with your student ID number and password. If you do not have the information, please ask the department office. You can use the [ID search/Password Modification] function in the website as well.
- 2) [Course Search]: You can search for courses based on various options. If you click the course name, you can see the syllabus for the chosen course.
- 3) [Classes of Interest]: List of courses saved in order to be used as a shortcut for registration.
- 4) You can practice the process of registration during the pre-registration period.

You need to select a subject and click the 'pre-registration' button below the subject list.

* You must enter a two-digit security number/word to process course reservation/enrollment.

* You can check your Student ID number on the enrollment homepage with your date of birth and name.

* **Course Pre-Registration** is NOT an actual registration. It only saves the courses that a student has selected during the preliminary session. Therefore students must complete the actual course registration by the given deadline.

- 5) You can register the courses during the registration period. You need to select one subject at [**Course Search > Course Registration**] or [**Course Search > Classes of Interest**] and click the 'registration' button below the subject list.

D. Contact

- Office of Academic Affairs
- Tel. +82-2-880-5042

9. Pre-enrollment Program

A. For all newly admitted undergraduate freshmen (except unregistered student)

B. Schedule: To be held in February, 2019 (TBA)

* Details will be sent to applicable students via separate email after registration period.

C. Contact

- Office of Admissions
- Tel: +82-2-880-6977

10. Sojourn for International Student

- Inquiries: Korean Immigration Center (<http://www.hikorea.go.kr> / Tel. 1345)

A. Alien Registration Card

- For those who are going to stay in Korea over the next 90 days
- How to register: Within 90 days from the date of arrival at the immigration office under jurisdictions with the list of documents (Visiting day and time must be reserved in advance through www.hikorea.go.kr)
- Required Documents: Application Form, Passport, a Photo (3.5x4.5cm), Fee (30,000KRW), Certificate of Enrollment (It can be printed out from mySNU portal after 2019. 3. 4.(Mon)), Certificate of Health (only applicable to the students from the high risk countries with tuberculosis (TB)*) (Certificate of Health can be issued from local health center**)
- * The list of the high-risk countries with tuberculosis (TB)
: Cambodia, Myanmar, the Philippines, Pakistan, Bangladesh, Mongolia, Indonesia, India, Nepal, Vietnam, Thailand, the Russian Federation, Malaysia, Uzbekistan, China, Sri Lanka
- ** Gwanack Health Center : 145 Gwanack-ro, Gwanack-gu, Seoul (next to the Gwanackgu Office, Gate no. 3 of Seoul National University Station)

B. Reporting Change/Modification of Personal Information

- For those who need any change or modification of personal information (passport number, residence, school, etc.), the change or modification must be reported to the immigration office under jurisdictions within 14 days from its occurrence.
- How to report: through e-application at www.hikorea.go.kr or visiting immigration office (Visiting day and time must be reserved in advance through www.hikorea.go.kr).

■ In case of change in residence

Required documents: Application, Passport, ID Photo (3x4cm), Official Document such as lease contract proving your new residence

■ In case of change in Academic Institution

Required documents: Application, Passport, ID Photo (3x4cm), Certificate of Enrollment from the previous school, Certificate of Enrollment from the new school, Receipt of Tuition Fee payment

■ Other personal information changes (name, nationality, passport number/date of issuance/expiration date etc.) should be reported as well.

11. Student Identification Card (S-CARD)

A. Applicable from 2019. 3. 4.(Mon)

B. Student Identification Card(S-CARD) Types:

Type	Function	Application Procedure	Note
ID S-CARD	<ul style="list-style-type: none"> - ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores - SNU money: Cyber money only available on campus 	<ul style="list-style-type: none"> - Visit the Student Support Center(2nd floor in Building #67) - Pick up the S-CARD with your official ID 	<ul style="list-style-type: none"> - Bring your color ID photo (3*4 cm size, JPEG) or send it to the Student Support Center by an e-mail (student@snu.ac.kr)
S-CARD (ID+Debit Card)	<ul style="list-style-type: none"> - ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores - SNU money: Cyber money only available on campus - Debit card function at Woori bank 	<ul style="list-style-type: none"> - Woori bank on campus with your Alien Registration Card - Visit the Student Support Center - Pick up the S-CARD with your official ID 	<ul style="list-style-type: none"> - with your Name/ Dept./ Student Number / Contact Number - If it takes longer than a day, you will be notified by e-mail or text message that your card is ready
Mobile S-CARD	<ul style="list-style-type: none"> - ID: Allows you to access the library and any other buildings and get a discount on/off campus member stores - S-CARD service: Mobile student ID card, share the calendar with other SNU students - SNU money: Cyber money only available on campus 	<ul style="list-style-type: none"> - Get a card-type S-CARD - Download & install S-CARD Application (Google Market or App Store) - Running the App. and log-in - Click S-CARD - Click ⊕ 	<ul style="list-style-type: none"> - SNU portal ID is required - Use NFC/QR bar code on Smartphone

* **Mobile S-CARD:** After getting S-CARD, download & install Mobile S-CARD application on Smartphone.

C. Applying for Student Identification Card (S-CARD: ID+Check Card)

* Preparation

- Obtain an Alien Registration Card at the Korea Immigration Service
- Apply for S-CARD with the Alien Registration Card at Woori bank branch on campus
- Visit the Student Support center at Doore Culture Center (2nd floor in Building #67)
- Receive the **S-CARD** (bringing your official ID)

D. Contact

- Office of Student Affairs, Student Support Center (Doore Cultural Building, Bldg. 67, 2nd floor)
- Tel: +82-2-880-5248
- Contact: <http://scard.snu.ac.kr>, student@snu.ac.kr

12. Apostille/Embassy Certification requirement for All Newly Admitted Students

The Apostille and or Embassy certification of the student's graduation/degree certificate along with the final transcript is **required from all admitted students via International Student Admissions from schools in the foreign countries** except who already submitted the document with valid Apostille or Embassy certification. The submission is required within 15 days of enrollment (start of the semester). Please note that Apostille or Embassy certifications are the only types accepted.

Since July 14th, 2007, Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. The **Apostille** ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

A. Newly admitted students from countries which are signatories to the convention

- Must obtain an Apostille certification of your graduation/degree certificate, transcript from the organization appointed for such purpose in your country and submit the same within 15 days of enrollment (start of the semester).
- For additional information regarding organization appointed for Apostille certification in your country, please refer to www.hcch.net – Members & Parties – HCCH Members
- * Apostille Certificate can be replaced by a certificate from the Embassy.

B. Newly admitted students from countries which are NOT signatories to the convention

- Must obtain a certification of your graduation/degree certificate, transcript from the Korean Embassy or consular office in your country and submit the same within 15 days of enrollment (start of the semester).

* Submit the document to **Office of Admissions, Seoul National University**

- Method of submission: Personal drop-off or Registered Mail
- Address: Seoul National University, Office of Admissions
Bldg. 150, Room 401
1 Gwanak-ro, Gwanak-gu, Seoul 08826, Korea
- Tel. +82-2-880-6971
- E-mail: snuadmit@snu.ac.kr

Additional Important Materials

1. Integrated Administrative Service

A. Newly admitted students with general administrative inquiries, please contact:

- Office of Admissions:

Tel: +82-2-880-6971, Email: snuadmit@snu.ac.kr

- International Office in the Office of International Affairs:

Tel: +82-2-880-4447, E-mail: i-office@snu.ac.kr

B. For further details, please contact the relevant administrative office or college/department's office.

2. Language Education Institute

A. Program Introduction:

- Korean language education center offers regular and special programs.

1) Regular Program: This is a year-round program which consists of 4 sessions each year (Spring, Summer, Fall, Winter). Classes are held for 4 hours each day, 5 days a week, both in the morning and in the afternoon. Levels offered range from level 1 ~ level 6.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(e-mail)	Placement Test
2019	Spring	3.4. ~ 5.10.	12.24.(Mon.)	1.7.(Mon.)	2.27.(Wed.)
	Summer	6.3. ~ 8.9.	3.25.(Mon.)	4.8.(Mon.)	5.29.(Wed.)

2) Special Program:

- Evening Class: Classes are 3 hours each held 2 days a week.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2019	Spring	3.4. ~ 5.9.	2.1.(Fri.)	2.8.(Fri.)	2.27.(Wed.)
	Summer	6.3. ~ 8.8.	5.3.(Fri.)	5.10.(Fri.)	5.29.(Wed.)

- 15-Week Korean Language Program: Newly established in 2015, it is a program tailored to the demands and characteristics of general learners with visas.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2019	Spring	3.6. ~ 6.17.	2.8.(Fri.)	2.15.(Fri.)	2.27.(Wed.)

- 5-Week Summer Korean Language Program: Designed for students from countries using English as their national language and wishes to learn the Korean language and culture for 5 weeks.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2019	Summer	6.24. ~ 7.26.	5.24.(Fri.)	5.29.(Wed.)	6.24.(Mon.)

- 3-Week Intensive Korean Language Program: Course: Designed for adult students who wish to study Korean language at an intense level for a short period of time.

Year	Session	Course Duration	Application Deadline	Notification of acceptance(email)	Placement Test
2019	Spring	2.7. ~ 2.27.	1.7.(Mon.)	1.11.(Fri.)	2.7.(Thurs.)
	Summer	7.29. ~ 8.16.	6.28.(Fri.)	7.2.(Tues.)	7.29.(Mon.)

* As course duration may change, please check our website <http://lei.snu.ac.kr>

B. Additional Reference

- For additional information regarding offered programs at Seoul National University Language Education Institute, please visit: <http://lei.snu.ac.kr>
- Please utilize the Q&A Board on LEI homepage for questions.

3. SISA (SNU International Students Association)

- Homepage: <http://sisa.snu.ac.kr>
- Address: Doore Cultural Building, Bldg.67, 2nd floor (International Student Lounge)
- Tel: +82-2-880-9164
- E-mail: info@sisa.snu.ac.kr

Other Helpful References

1. Bank (Opening a bank account)

Step 1. Necessary materials: Alien Registration Card

Step 2. Complete the application form and apply for any other optional services (ex. Internet banking, phone banking)

Step 3. Receive your new ATM Card and Bankbook

* Shinhan Bank (International customer call center): 1577-8380

* Nonghyup Bank (International customer call center): 1588-2100

2. Health Care (National Health Insurance)

SNU requires all international students to have a health insurance plan. You MUST join one of the following three options: Study-abroad Insurance in your country, National Health Insurance, or Private Insurance in Korea.

A. National Health Insurance (NHIC)

- Foreign nationals can also apply to become a member.
- Required Documents: Passport, Alien Registration Card, Certificate of Enrollment (D-2 Visa holders)
- Submission in person is REQUIRED.
- * Contact: National Health Insurance Corporation
 - The nearest one from SNU is Gwanak Branch Office.(Sillim-dong 9F, 1485, Nambusunhwan-ro, Gwanak-gu, Seoul)
 - Home page: <http://www.nhic.or.kr>
 - Tel. 1577-1000 (Korean) / +82-1577-1000 (press "8") (English)
- * Billing is retroactive to the date you register your residence in Korea.

B. Private Insurance in Korea

- You can choose among the major private health insurance companies in Korea.
(However, there is neither interest nor concern shared between SNU and the private insurance companies at all.)
- Private Health Insurance Companies
 - 1) Samsung Fire & Marine Insurance
 - Tel. +82-1899-0010(Dial 1: English, Dial 2: Chinese, Dial 3: Japanese)
 - Home page: www.samsungfire.com
 - 2) KB Insurance
 - Tel. +82-2-3140-1717 (English, Chinese)
 - Home page: www.kbinsure.co.kr
 - 3) Meritz Fire Insurance

Tel. +82-1688-7711/+82-2-3786-2114

Home page: www.meritzfire.com

4) Dongbu Insurance

Tel. +82-1588-0100

Home page: www.idongbu.com

International Student Services (Contact Information)

Department	Functions	Contact information
Office of Admissions	Admission related matters	Seoul National University Bldg.150, 4 th floor Tel. : +82-2-880-6971 Homepage : http://admission.snu.ac.kr/ E-mail : snuadmit@snu.ac.kr
Office of International Affairs	International student scholarship, Certificate of Admission, international exchange student and other international matters	Seoul National University Bldg.152-1 #301 * International Student Support Center : Bldg. 152, 2 nd floor I-Office Tel. : +82-2-880-8633~8/2584/4447 Homepage : http://oia.snu.ac.kr/
Dormitory (Gwanak Residence Halls for Students)	Dormitory and housing related issues	Tel. : +82-2-881-9200 Homepage : http://dorm.snu.ac.kr/ E-mail : snuadorm@snu.ac.kr
Office of Academic Affairs	Records (grades), courses, graduation and degree conferment management, certificate issuance, leave of absence, return from leave of absence, etc.	Seoul National University Bldg. 60, 1 st floor Tel. : +82-2-880-5042(Course Registration) /5035(Registrar - Undergraduate) /5033(Registrar – Graduate), E-mail : haksagwa@snu.ac.kr
Office of Student Affairs	Student Identification Card (S-Card) issuance clubs/societies and other student related matters	* Student Support Center : Doore Cultural Building, 2nd floor Tel. : +82-2-880-5248 * Seoul National University, Administrative Office. Bldg. 60, 3rd floor Tel. : +82-2-880-5566 Homepage : http://student.snu.ac.kr E-mail: student@snu.ac.kr
Office of Student Welfare	Matters related to welfare	Seoul National University Bldg. 60, 2 nd floor Tel. : +82-2-880-5072 FAX : +82-2-888-9671
Language Education Institute	Courses in Korean Language and Korean Culture	Seoul National University Bldg. 137-1 Tel. : +82-2-880-5483~4 FAX : +82-2-871-6907 Homepage : http://lei.snu.ac.kr
Office of Financial Affairs	Registration/enrollment	Seoul National University Administrative Office Bldg. 60, 3 rd floor Tel. : +82-2-880-5107 E-mail : acc@snu.ac.kr



HOW TO USE

SNU Gwanak campus has more than 200 buildings, all of which have their own numbers.

The map is divided into 11 zones, using area codes A-J.

If you have a building number, find its area code under 'Buildings', and locate the place. If you only have a name of the place, find the number under 'Category'.

Note that some buildings are not shown on the map.

- Gate to parking area
- Bus stop
- Airport Limousine
- Roadway
- Health care
- Dining
- Cafés

BUILDINGS

H 1~3	College of Humanities
H 4	SHINYANG Hall II
H 5~7	College of Humanities
H 8	DOOSAN Humanities Hall
H 9~10	College of Education
H 10-1	Education Information Hall
H 11	College of Education
H 12	Teacher Training Enrichment Hall
H 13	College of Education
H 14	College of Humanities
B 15	College of Law
B 15-1	College of Law
B 16	College of Social Sciences

● Under construction

B 16-1	SHINYANG Hall III
B 17	College of Law
G 18~19	College of Natural Sciences
C 20~21	College of Pharmacy
C 22~28	College of Natural Sciences
G 29	College of Pharmacy
G 29-1	College of Pharmacy
E 30~32	College of Engineering
E 32-1	HAEDONG Student Center
E 33~37	College of Engineering
E 38	Global Education Center for Engineers
E 39	College of Engineering
E 43	College of Engineering
E 43-1	Multimedia Lecture Building I
G 44-1	SHINYANG Hall I
G 45~48-1	Observatories
I 49	Design Center & Concert Hall
I 50~52-2	College of Fine Arts
I 53~55	College of Music
C 56	College of Natural Sciences
I 57~57-1	Graduate School of Public Administration (GSPA)

I 58	College of Business Administration
I 59	Graduate School of Business
C 60	Administration Building
H 61	Center for Teaching and Learning & Faculty of Liberal Education
C 62	University Library
C 62-1	KWANJEONG Library
C 63	Student Center
B 64	IBK Communication Center
G 65	Faculty Club
B 67	Dure Cultural Center
G 69	Institute of Laboratory Animal Resources
I 70	University Museum
I 71, 71-1	Gymnasium
I 71-2	POSCO Sports Center
B 72	Law Library
B 73	University Cultural Center
I 74	Arts Research Center
D 75	University Newspaper
D 75-1	3rd Cafeteria
H 76	4th Cafeteria
A 80	SNU Veterinary Medical Teaching Hospital

A 80-1	Bioengineering Building
A 81	Biotechnology Center
I 82	Graduate School of Environmental Studies (GSES)
I 83	Multimedia Lecture Building II
B 84	Centennial Building, College of Law
A 85	College of Veterinary Medicine
A 86	Center for Dental Research and Clinic
A 97~98	Institute of Environmental Protection and Safety
B 101	Asia Center
C 102	Office of Information Systems and Technology
B 103	Kyungguk Archives
G 104	Inter-University Semiconductor Research Center
G 105	Institute for Molecular Biology & Design
H 109	Cafeteria Jahayon
H 111	Café PASCUCCI
I 113	Dongwon Dining Hall
K 121	Presidential Residence
K 122	Faculty Apartments
K 125~125-2	HOAM Faculty House
K 126~127	Guest House
C 129	Sangsan Mathematical Science Building
E 130	Electrical Engineering & Science Research Institute
F 131	Research Institute of Advanced Materials
F 132	Institute of New Media and Communications
F 133	Automation and Systems Research Institute
F 135	Research Institute of Energy and Resources

A 137~137-1	Language Education Institute
A 137-2	DAELIM International House
F 138	Institute of Computer Technology
O 139, 139-1	Inter-University Center for Natural Science Research
I 140~140-2	Graduate School of International Studies (GSIS)
I 141~142	College of Pharmacy
A 150	Office of Admissions
A 151	Museum of Art (MoA)
A 152	Office of International Affairs (GJ International Center)
A 152-1	LOTTE International Hall
A 153	WOOJEONGWON
D 200	College of Agriculture and Life Sciences
D 201	National Instrumentation Center for Environmental Management
D 203	SPC Research Building
I 220	College of Liberal Studies
I 221	Graduate School of Public Health (GSPH)
I 222	College of Human Ecology
F 301~302	College of Engineering
F 310	Engineer House
F 311	Institute of Chemical Processes
F 312~313	Institute of Advanced Machinery and Design
F 314	Advanced Automotive Research Center
F 316	Structure Experiment Building
D 500	College of Natural Sciences
J 900~906, 918	Gwanak-sa Graduate House
J 919	Gwanak-sa Undergraduate House
J 920	Gwanak-sa Student Center
J 921~926	Gwanak-sa Undergraduate House
J 931~935	Gwanak-sa Family House
J 936	Staff Apartments
K 940	Main Research Center
K 941~941-1	Child Educare Center
K 942~945	R&D Centers
K 946	BK International House
K 950	International Vaccine Institute

CATEGORY

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Electrical Engineering & Science Research Institute	130
Institute for Molecular Biology & Design	105
Institute of Advanced Machinery and Design	312~313
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Institute of Computer Technology	138
Institute of Laboratory Animal Resources	69
Institute of New Media and Communications	132
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Research Institute of Energy and Resources	135
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DURE Cultural Center	67
Engineer House	310
GAON Hall	900
HOAM Convention Center	125-1
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NH Bank	39, 58, 63, 109, 200
SHINHAN Bank	44-1, 63, 941
Woori Bank	4, 221, 500
Post Office	
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1 Gwanak-ro, Gwanak-gu, Seoul 151-742

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