Spring 2019

SNU Admissions for International Student Graduate Program

Reference Guide for New International Students

Seoul National University
Office of Admissions
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 (November 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or unfair practice for admission was exercised at any point in the process, the admission once granted will be rescinded.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.

- 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 If an admitted student does not comply with this regulation, the admission will be rescinded.

- 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. 11. 30.(Fri.)
   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. 13.(Wed.)
     * 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
      - Tuition Fee Payment Dates: 2019. 2. 7. (Thu.) ~ 2019. 2. 13. (Thur.) 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](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](http://my.snu.ac.kr) -> Login -> Get certificates

**E. Contact for Tuition Fee Payment**
- Office of Financial Affairs: +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](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 by January 2019. (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 Hall 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: 2018. 12. 3.(Mon.) 10:00 ~ 2018. 12. 7.(Fri.) 18:00

(Available 24 hours during the designated application period)
2) Application Instructions

① Enter the Gwanak Residence Hall 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 (http://my.snu.ac.kr)

- 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)
  - mySNU portal 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

- Graduate Freshmen:
  - Due to shortage of single rooms, if you apply for only a single room the possibility of selection will be lower. If you are not selected you will be in the waiting list.
  - All selected applicants will be randomly assigned to Building 900~905 and 918, according to application type.

3) Announcement of room assignment and waiting list numbers

① Announcement of room assignment : 2018. 12. 17.(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:
  - mySNU portal http://my.snu.ac.kr → Log in → Academic Affairs → Dormitory → Application Stat → Search the Selection Status

③ Announcement of additional residents
  - 1st Round: 2019. 1. 11.(Fri) 11:00
  - 2nd Round: 2019. 1. 21.(Mon) 11:00
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: 2019. 1. 2.(Wed.) ~ 2019. 1. 10.(Thur.) 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: Gwanak Residence Hall 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, Gwanak Residence Hall Students Administrative Office, Seoul National Univ., 1 Gwanak-ro, Gwanak-gu, Seoul, Republic of Korea(08826)

※ Document submission(via registered mail only) arrived by 2019. 2. 21.(Thur.) is available. If it arrives after the deadline, it will be returned.
- Post mail arrived by 2019. 1. 7.(Mon.) 17:00 is valid.

2) Submitting Housing Payment (Virtual account payment)
   ① Payment Due Dates: 2019. 1. 2.(Tue.) ~ 2019. 1. 10.(Thur.) 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 2~3 days 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 http://my.snu.ac.kr → 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 Hall 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 Administrative Office
   - Phone: +82-2-881-5401
   - E-mail: hyorori@snu.ac.kr

6. 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.(Thur.) 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.(Thur.) 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
- Language Education Institute: +82-2-880-8570, +82-2-871-6808(FAX)

7. 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: +82-2-880-5042

8. Pre-enrollment Program

A. Target: All newly admitted freshmen (except unregistered student)

B. Contact
- Detailed information will be offered by individual e-mail.
9. Sojourn for International Student

- Contact: 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.
10. Student Identification Card (S-CARD)

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>Application Procedure</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID S-CARD</td>
<td>ID: Allows you to access the library and any</td>
<td>Visit the Student Support Center(2nd floor in Building #67)</td>
<td>Bring your color ID photo (3*4 cm size, JPEG) or send it to the</td>
</tr>
<tr>
<td></td>
<td>other buildings and get a discount on/off</td>
<td>Pick up the S-CARD with your official ID</td>
<td>Student Support Center by an e-mail (<a href="mailto:student@snu.ac.kr">student@snu.ac.kr</a>)</td>
</tr>
<tr>
<td></td>
<td>campus member stores</td>
<td></td>
<td>- If it takes longer than a day, you will be notified by e-mail or text message that your card is ready</td>
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<tr>
<td></td>
<td>SNU money: Cyber money only available on</td>
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<td></td>
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<tr>
<td></td>
<td>campus</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Debit card function at Woori bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-CARD (ID+Debit Card)</td>
<td>ID: Allows you to access the library and any</td>
<td>Woori bank on campus with your Alien Registration Card</td>
<td></td>
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<tr>
<td></td>
<td>other buildings and get a discount on/off</td>
<td>Visit the Student Support Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>campus member stores</td>
<td>Pick up the S-CARD with your official ID</td>
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<td></td>
<td>SNU money: Cyber money only available on</td>
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<td></td>
<td>campus</td>
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<td></td>
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<td></td>
<td>Debit card function at Woori bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile S-CARD</td>
<td>ID: Allows you to access the library and any</td>
<td>Get a card-type S-CARD</td>
<td>SNU portal ID is required</td>
</tr>
<tr>
<td></td>
<td>other buildings and get a discount on/off</td>
<td>Download &amp; install S-CARD Application (Google Market or App-Store)</td>
<td>- Use NFC/OR bar code on Smartphone</td>
</tr>
<tr>
<td></td>
<td>campus member stores</td>
<td>Running the App. and log-in</td>
<td></td>
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<tr>
<td></td>
<td>S-CARD service: Mobile student ID card, share</td>
<td>Click S-CARD</td>
<td></td>
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<tr>
<td></td>
<td>the calendar with other SNU students</td>
<td>- Click ⊕</td>
<td></td>
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<td></td>
<td>SNU money: Cyber money only available on</td>
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<td></td>
<td>campus</td>
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</table>

* 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
11. 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 or 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](http://www.hcch.net)
  * 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
  - Contact: +82-2-880-6971, snuadmit@snu.ac.kr
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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Duration</th>
<th>Application Deadline</th>
<th>Notification of acceptance(e-mail)</th>
<th>Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Spring</td>
<td>3. 4. ~ 5. 10.</td>
<td>12. 24.(Mon.)</td>
<td>1. 7.(Mon.)</td>
<td>2. 27.(Wed.)</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>6. 3. ~ 8. 9.</td>
<td>3. 25.(Mon.)</td>
<td>4. 8.(Mon.)</td>
<td>5. 29.(Wed.)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Duration</th>
<th>Application Deadline</th>
<th>Notification of acceptance(email)</th>
<th>Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Spring</td>
<td>3. 4. ~ 5. 9.</td>
<td>2. 1.(Fri.)</td>
<td>2. 8.(Fri.)</td>
<td>2. 27.(Wed.)</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>6. 3. ~ 8. 8.</td>
<td>5. 3.(Fri.)</td>
<td>5. 10.(Fri.)</td>
<td>5. 29.(Wed.)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Course Duration</th>
<th>Application Deadline</th>
<th>Notification of acceptance(email)</th>
<th>Placement Test</th>
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</thead>
</table>

- 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Course Duration</th>
<th>Application Deadline</th>
<th>Notification of acceptance(email)</th>
<th>Placement Test</th>
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<tr>
<td>2019</td>
<td>Spring</td>
<td>2.7. ~ 2.27.</td>
<td>1.7.(Mon.)</td>
<td>1.11.(Fri.)</td>
<td>2.7.(Thur.)</td>
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<td></td>
<td>Summer</td>
<td>7.29. ~ 8.16.</td>
<td>6.28.(Fri.)</td>
<td>7.2.(Tues.)</td>
<td>7.29.(Mon.)</td>
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* As course duration may change, please check our website [http://lei.snu.ac.kr](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](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](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
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)

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