International Student Admissions for Graduate Program

Online Application Procedure Guide
July 2018
Sign-up (Create a New Account) and Log-in at Application Page

* If you have an ID/PW, input the correct information and click [로그인 Log-in].
* If you don’t have an account, click [회원가입 Sign-up] to create a new account.
* If you have forgotten the password, click [Reset Password].
* Even if you hold an account for previous admissions, you must create a new account for 2019 Spring admissions.
* E-mail address for [qq.com] cannot be registered.
How to Sign-up (Create A New Account)

- Click to agree on the terms & conditions

- Input applicant’s full name.
- ID = Email address
- Click [중복확인(check ID)].
- If the ID is available, input the desired password & confirm it.
- Click [확인(Continue)].

- After inputting all the fields, click [Create account].
How to Sign-up (Create A New Account)

회원가입이 완료되었습니다.
Sign-up is completed.

JaneKim님의 아이디는 test123@snu.ac.kr입니다.
서울대학교 글로벌인재특별전형 원서접수를 진행하실 수 있습니다.

Your ID is test123@snu.ac.kr
You can continue application for International student admission.

로그인 Log-in
# Application for Admissions

## 2019학년도 전기 | Spring, 2019

Select a language to see the admissions timetable in detail.

- [ ] Korean
- [ ] English

Choose the desired language to read the guidelines.

## Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Online Application</strong></td>
<td>July 16 (Mon), 2018 ~ August 9 (Thu), 2018 (by 17:00, Korean standard time)</td>
</tr>
</tbody>
</table>
| | - Entrance to the program starts in March 2019  
- Click ‘Online Application for Graduates’ and create an account at the online application website during the specified period. X SNU Admissions [http://en.snu.ac.kr/apply/info](http://en.snu.ac.kr/apply/info)  
- Online application can be time-consuming. We strongly suggest applicants to complete the online application at least a week before the online application deadline. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 Submission of Documents</strong></td>
<td>July 16 (Mon), 2018 ~ August 10 (Fri), 2018 (by 18:00, Korean standard time)</td>
</tr>
</tbody>
</table>
| | - Only applicable to documents that must be submitted by post or by visit in person. Please refer to pages 5-6 for the list of required documents to be submitted.  
- After completing the online application, the required documents should be arrived at the SNU Office of Admissions by the designated deadline. X The venue for document submission is expected to be very crowded, as the deadline for submission approaches. You are advised to submit your documents at your earliest convenience. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3 Announcement of Admissions Decision</strong></td>
<td>November 23 (Fri), 2018</td>
</tr>
</tbody>
</table>
| | - Results will be posted on the SNU website.  
Korean [http://admission.snu.ac.kr](http://admission.snu.ac.kr)  
- Application number and date of birth will be required for verification. |
Application for Admissions

- Your application is not complete due to your failure to pay the application fee.
- Your application is not complete due to your failure to note down your registration number after paying the fee.
- There is any fact or statement in the application which is misrepresented, false and/or incorrect.
- Applicants are not allowed to utilize a cross application approach which can lead to disqualification. Cross-application is defined as when an applicant is given more than one registration number after submitting multiple applications. Submission of multiple applications means either applying to more than one undergraduate course, or applying both undergraduate and graduate courses at the same time.
- Please note that the Office of Admissions will not be responsible for an applicant who fails to check his/her e-mail in a timely manner.
- The Office of Admissions is not responsible for any problems caused by failure of the applicant to confirm the arrival of documents through the online service, and is not obliged to contact applicants who fail to make any document submission.
Application for Admissions

II. 모집안내 등의 예부 Consent to Admissions Guide

[한국어 버전]

[영어 버전]

III. 제3자 전산정보 제공 등의 예부(추천인)

Consent to Release of Personal Information to 3rd party (For Recommender)

[한국어 버전]

[영어 버전]

Click [Agree]

Click this button to proceed to application.
Application (Personal Information)

### College/Department

<table>
<thead>
<tr>
<th>Academic year</th>
<th>2019학년도 전기 Spring, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Type</td>
<td>⊙ 글로벌인재특별전형 (부모가 모두 외국 국적을 가진 외국인) International Admission I</td>
</tr>
<tr>
<td></td>
<td>⊙ 글로벌인재특별전형 II (전 교육과정에 대응) International Admission II</td>
</tr>
<tr>
<td>Desired Program of Study</td>
<td>Dept/School/Major</td>
</tr>
<tr>
<td>Field of Study (If applicable)</td>
<td>Please fill it out after check field of study on desired program's website in advance.</td>
</tr>
</tbody>
</table>
If you hold a valid test score, select the test name. If you have SAT or AP language test result or any other official test score select [Etc.].

For TOPIK/IELTS/TOEFL/TEPS/AP/SAT, please write the information of the test. For other official test scores, please give details about the test and your score.

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>TOPIK</th>
<th>TOEFL</th>
<th>TEPS</th>
<th>IELTS</th>
<th>Others (GRE, Etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Date (DD/MM/YYYY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Score or Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For TOPIK/IELTS/TOEFL/TEPS/AP/SAT, please write the information of the test. For other official test scores, please give details about the test and your score.
Choose a desired program of study.

Please choose the correct desired program of study. Modification/cancellation is not possible after payment of the application fee.
Application (Personal Information)

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family/Last</strong></td>
</tr>
<tr>
<td>☺ The name must match exactly as it appears on your passport or other forms of ID.</td>
</tr>
<tr>
<td>☺ If you are a student of Seoul National University, please state your Korean name used during your studies at SNU.</td>
</tr>
<tr>
<td>☺ Please enter your Korean name (up to 15 words). If you don't have one, you may leave it blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Korean Name (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ Enter your Korean name used during your studies at SNU.</td>
</tr>
<tr>
<td>☺ If you don't have a Korean name, leave it blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>☺ Please enter your nationality if it is not on the list, please type it in by clicking [etc.].</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>Use My Nationality</td>
</tr>
<tr>
<td>☺ If you hold dual nationality which includes a Korean passport, choose [Yes] and input correct information. In this case, the applicant must submit required documents for both nationalities. If you hold dual nationality including that of Korea, you are not eligible to apply for Admissions Type 1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ If you don't have a passport, click [None].</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual nationality of Korean and other foreign citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
<tr>
<td>☺ If you hold dual nationality, choose [Yes] and input correct information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resident Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ If you have a resident registration number, input the correct information. Otherwise, please follow the guide.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ Choose gender.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alien Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ If you don't have a Certificate of Alien Registration, click [None].</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ If you don't have one, click [None].</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Nationality Acquired</th>
</tr>
</thead>
<tbody>
<tr>
<td>☺ If you don't have one, click [None].</td>
</tr>
</tbody>
</table>
Application (Personal Information)

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>※ Please type in the Mailing Address at which we can reach you after the admission decision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

| Telephone       | ※ Please include the Country and City Codes. ex) 02-2-123-4567                                |

| Cell Phone      | ※ Please include the Country and City Codes. ex) 02-10-123-4567                               |

| E-mail          | leesso@snu.ac.kr                                                                                 |
|                 | ※ qq.com 메일 계정은 사용 불가합니다. [qq.com] mail account is unavailable, please use another mail account. |

Family Information (※ Information requested regarding applicant eligibility.)

<table>
<thead>
<tr>
<th>Father</th>
<th>○ Father ○ Father deceased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>○ Mother ○ Mother deceased</td>
</tr>
<tr>
<td>Check if applicable</td>
<td>□ Parents divorced</td>
</tr>
<tr>
<td>Financial Resources</td>
<td>You and/or your sponsor are responsible for all educational and living costs of your study at SNU: ○ Agree ○ Disagree</td>
</tr>
</tbody>
</table>

☆ Input all the correct personal information Fields with (*) are required.
☆ Input mailing address.
☆ Input the correct contact number.
☆ This field will be automatically completed with the information from the account creation page.
☆ Input correct parental information.
☆ Choose the correct category and fill out all the blanks carefully, checking the instructions provided below.
☆ Please choose the correct nationality, Please choose the correct nationality, If it is not on the list, please type it in by clicking [etc].
☆ Agree for financial resources.
## Application (Personal Information)

### Recommender I

<table>
<thead>
<tr>
<th>Name</th>
<th>Family/Last</th>
<th>First</th>
<th>Middle (if any)</th>
</tr>
</thead>
</table>

**Email**

Please make sure you type your recommender's e-mail address correctly. An automated invitation email including your information will be sent to your recommender's e-mail address. *(qq.com) mail account isn't available. Please use another mail account.*

**Applicant PIN**

- Please make your own PIN number using 8–10 alphabetical and numerical characters.
- Applicant PIN must be different from your PIN.

### Recommender II

<table>
<thead>
<tr>
<th>Name</th>
<th>Family/Last</th>
<th>First</th>
<th>Middle (if any)</th>
</tr>
</thead>
</table>

**Email**

Please make sure you type your recommender's e-mail address correctly. An automated invitation email including your information will be sent to your recommender's e-mail address. *(qq.com) mail account isn't available. Please use another mail account.*

**Applicant PIN**

- Please make your own PIN number using 8–10 alphabetical and numerical characters.

☆ Input two (2) recommenders' information.

Applicant PIN (Personal Identification Number) can be created freely according to the guide below, but the two (2) recommenders must have different PINs.

☆ Check if your recommenders receive the automatic guide e–mail from SNU after payment of the application fee.
Click [Upload File] to submit the scanned files of the required documents.

Documents submitted online and by post/visit must be identical.

Documents other than the ones uploaded will not be evaluated. No additional submission will be accepted after the application deadline.

If you are uploading more than one file, please merge the documents into one PDF before uploading.
Application (Document Scan Upload)

- **Other official document indicating parent-child relationship between the applicant and his/her parents**
  - Click [ 찾아보기 (Search)] to search for a file.
  - 파일종류제한 : PDF,JPG,PNG만 가능

- **Proof of Language Proficiency**
  - Click [ 찾아보기 (Search)] to search for a file.
  - 파일종류제한 : PDF,JPG,PNG만 가능

- **Supplementary Materials (Awards, Scholarships, Proof of language proficiency except Korean and English, etc.)***
  - Click [ 찾아보기 (Search)] to search for a file.
  - 파일종류제한 : PDF,JPG,PNG만 가능

- **Supplementary Materials (Thesis)***
  - Click [ 찾아보기 (Search)] to search for a file.
  - 파일종류제한 : PDF,JPG,PNG만 가능

☆ Click [ 찾아보기 (Search)] to search for a file.
☆ Click [ 파일등록하기 (Submit)] to save the file in the internet system server.
Application (Document Scan Upload)

- **Check File** to see or download the file.
- **Delete** to delete the file.
- **Upload File** to change or add a file.

Wyoming University, Department of Engineering

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All documents submitted by post (or in person) cannot be returned. Click “확인 (Confirm)” before proceeding.

If you have already submitted documents by post (or in person) and need to make changes, you must submit the same documents again.

Once you have been issued a registration number and have paid your application fee, you will be unable to cancel your application, refund your application fee, or change your desired major/department. You will still be able to modify your [Personal/Academic Information], however, please check the accuracy of your information before paying the application fee.

다음단계 Next
Application (Academic information)

Choose the correct category and fill out all the blanks while carefully checking the instructions provided below.
Fields with (*) are mandatory.

Grade/Semester

ie. If you studied from 1st semester of 1st grade to 2nd semester of 3rd grade, select as below:
- Level of Study: High School
- Start Grade/Semester: 1st Grade, Semester System, 1st Semester
- End Grade/Semester: 3rd Grade, Semester System, 2nd Semester

Please choose correct Country/Name of School. If it's not on the list, please type directly after clicking [etc].

Click [Add] to obtain additional fields for school information.

Application type I: Input records of High school and afterwards.
Application type II: Input all of the following information: Elementary, Middle, High school.
### Personal Statement

1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.

2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experience in the space below.

3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken, or discuss an issue of personal, local or international concern and its impact on you, or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

☆ Fields with (*) are mandatory.
☆ Max length of each category is 4000 bytes.
One English letter = 1 byte
Space & Enter key = 1 byte
One Korean letter = 2 bytes
Application (Personal Statement & Study Plan)

- Please explain in some detail your purpose in studying at Seoul National University and your plans for study. Be as specific as you can regarding your academic interests and the curriculum you expect to follow in achieving your goals.

Fields with (*) are mandatory.
Max length of each category is 4000 bytes.
One English letter = 1 byte
Space & Enter key = 1 byte
One Korean letter = 2 bytes
Before payment please check all information. Click [다음단계(Next)].

If any modification is needed, click [수정하기(Modification)].
Modification/Cancellation of Admission Type & Desired Program is NOT allowed after payment of application fee.
Payment of Application Fee

- **전행료 결제**
  - **입학처음 수수료**
    - Admission
  - **수수료 사항**
    - Type/Course/Major
  - **마감일시**
    - Deadline
  - **수정**
    - Edit
  - **결제 예정 금액**
    - Application fee
    - 40,000 KRW
    - $85 USD

- **결제방법** 아래의 결제방법을 선택하시면 자세한 방법을 확인하실 수 있습니다.
  - 계좌이체
    - Account Transfer
  - 카드
    - Credit Card
  - 휴대폰
    - Mobile
  - 해외결제
    - International credit card
  - PayPal
  - 알리페이
    - Alipay
  - 테스트결제

- If you hold a Korean bank account number, you can transfer the application fee.
- If you have a mobile phone in Korea, you can choose mobile payment.
- If you have a PayPal account, you can choose the above.
- If you have a credit card/check card in Korea, you can choose the above.
- ★ If you hold an international credit card, you can choose the above.
- If you have an Alipay account, you can choose the above.
Payment of Application Fee (1) 계좌이체 Bank Account Transfer

① Check the conditions for use of your personal information for transfer.
② Click [다음 (Next)].
③ Choose available bank name, then transfer the application fee.

* You may see a message to install necessary programs of INICIS company.
Check the conditions for use of your personal information for transfer.

(1) Click [다음](Next).

(2) Choose available credit card name, e-mail address, then pay with the credit card by following the directions given by each card company.

* You may see a message to install necessary programs of iNICIS company.
Check the conditions for use of your personal information for transfer. 
2. Click [Next].
3. Choose available credit card name and input all information, 4. Click ‘submit’.

* You may see a message to install necessary programs of INICIS/LG UPLUS company.
* In case your card is not accepted, please try with another International credit card.
Payment of Application Fee (4) 휴대폰 결제 Mobile Phone Payment

1. Input mobile phone number (010, 011, 016...)
2. Click mobile service company (SKT, KT, LG....)
3. Input registration number
4. Click agreement
5. Click [다음(Next)]

* You may see the message to install some program by DANAL company.
Payment of application fee (5) 페이팔 결제 PayPal Payment

☆ Log in with your PayPal ID & Password made in your country.
☆ PayPal accounts made in Korea are not allowed.
Completion of Online Application

① Print Application Checklist.
② You may modify the information except Admission Type & Desired Program during the application period.
③ Once you complete the application fee payment, a guide email for recommendation letters will automatically be sent to recommender I and II. However, if a recommender does not receive this e-mail, you must click [Send a guide email for recommendation]. Additionally, if you modify the information of a recommender, you should click [Send a guide e-mail for recommendation] to send a guide email to the appropriate person.

- After online application, all required documents must be submitted to SNU by post or visit in person by due date.
- Modification/Cancellation of Admission Type & Desired Program is NOT allowed after payment of application fee.

<p>| 접수일자 | 접수명 | 접수번호 | 출력 및 수정 |</p>
<table>
<thead>
<tr>
<th>Date of your payment for application fee</th>
<th>Application information</th>
<th>Registration Number</th>
<th>Print and/or Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Information Check]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Print] PERSONAL STATEMENT &amp; STUDY PLAN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Print] APPLICATION CHECKLIST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Edit] PERSONAL INFORMATION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Edit] ACADEMIC INFORMATION / PERSONAL STATEMENT &amp; STUDY PLAN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SEND A GUIDE EMAIL FOR RECOMMENDATION LETTER TO RECOMMENDER I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ARRIVAL STATUS OF RECOMMENDATION LETTERS</td>
</tr>
</tbody>
</table>
Thank you for your application!

If you have any questions, Please contact the Office of Admissions.

e-mail: snuadmit@snu.ac.kr
Tel: +82-2-880-6971 (Application Process, Document Submission)
+82-2-880-6977 (Document Review, Assessment)