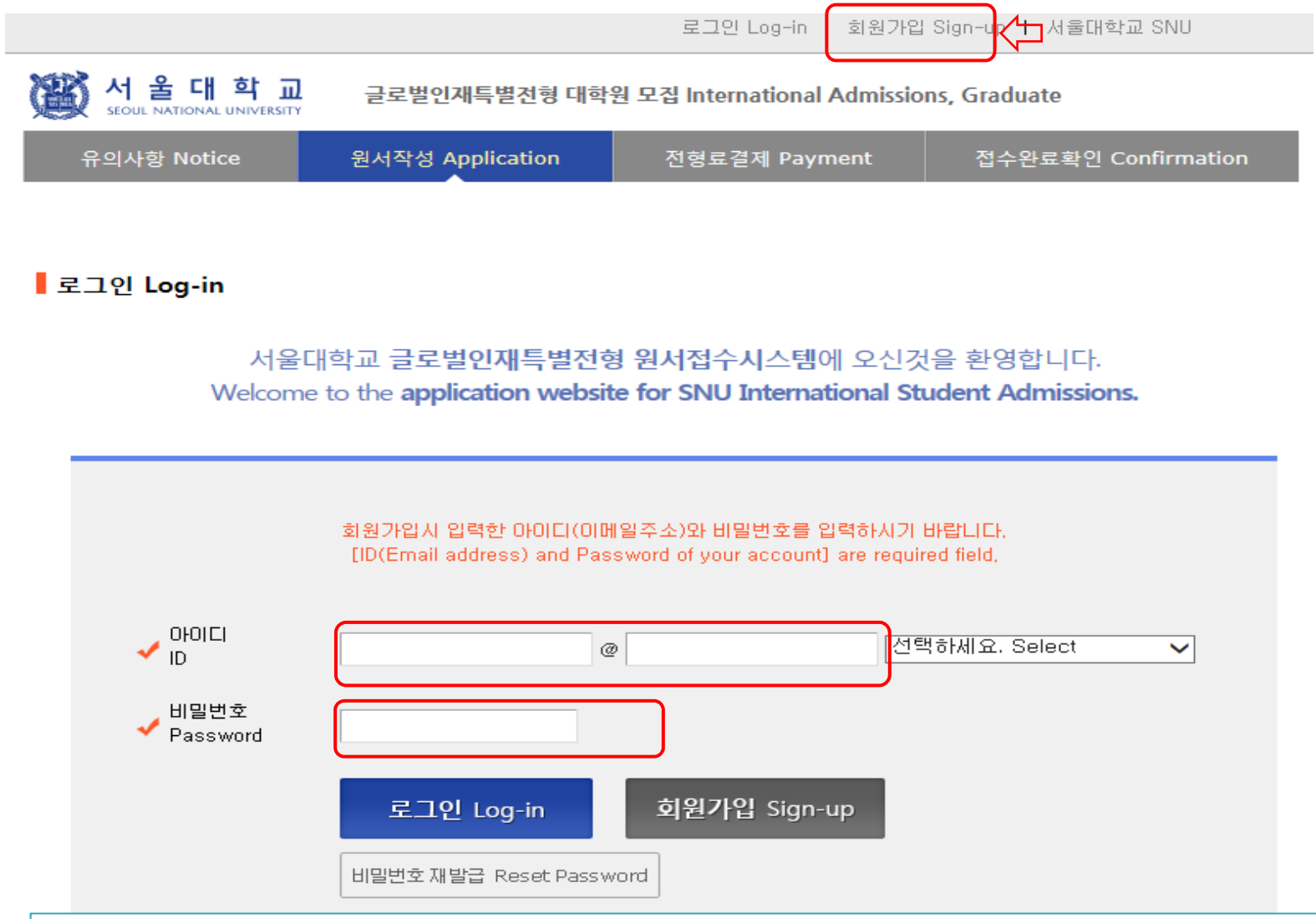
International Student Admissions for Graduate Program

Online Application Procedure Guide

July 2018

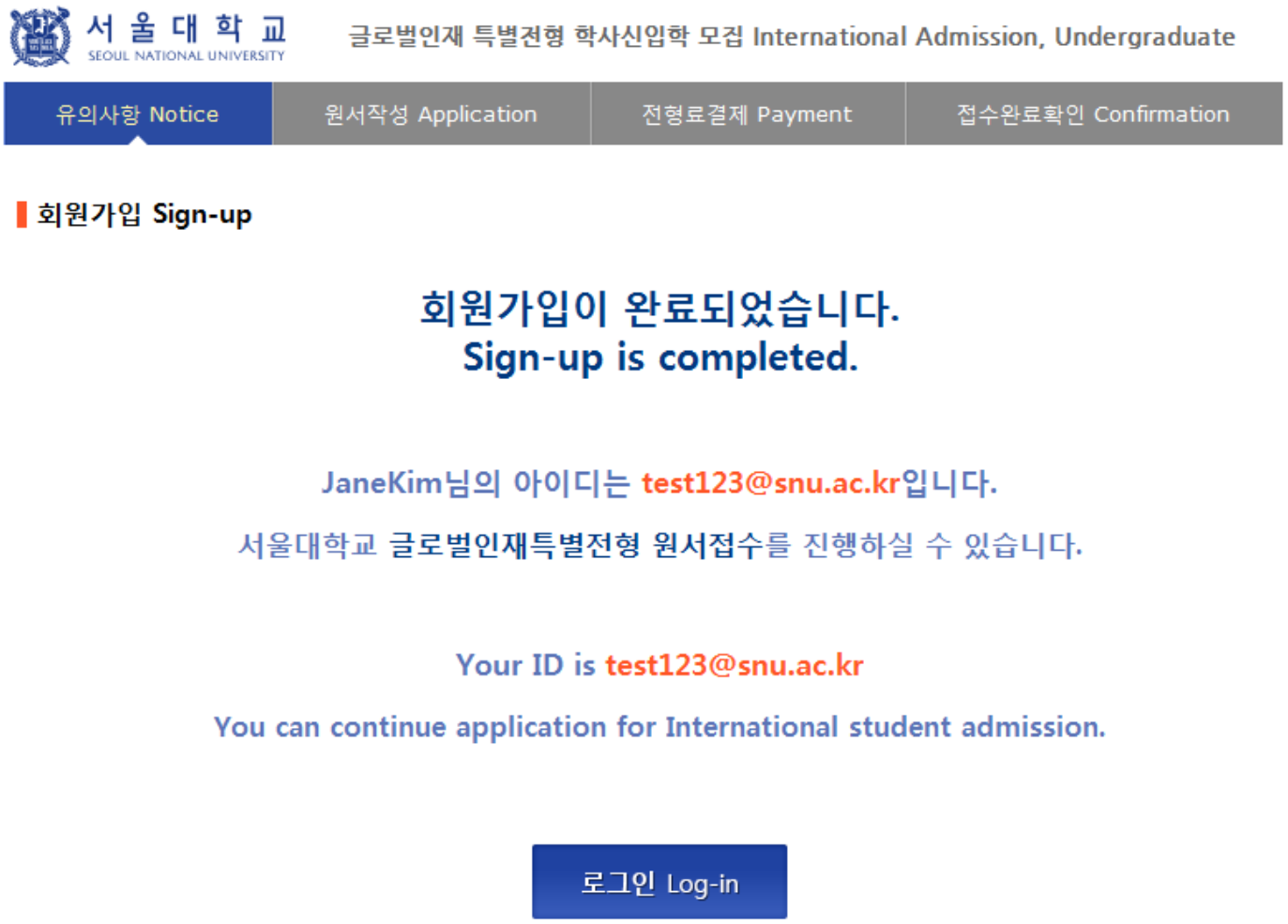
Sign-up(Create a New Account) and Log-in at Application Page



* 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)

How to Sign-up(Create A New Account)



Application for Admissions

2019학년도 전기 Spring, 2019

아래 버튼을 누르면 자세한 전형일정을 보실 수 있습니다.
Select a language to see the admissions timetable in detail.

○ Korean ◉ English

Choose the desired language to read the guidelines.

Admissions Timeline

	Step	Deadline	
1	**Online Application**	**July 16 (Mon), 2018 ~ August 9 (Thu), 2018 (by 17:00, Korean standard time)**	
		· 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. ※ SNU Admissions 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.	
2	**Submission of Documents**	Submission of the application materials (except Recommendation Letters)	**July 16 (Mon), 2018 ~ August 10 (Fri), 2018 (by 18:00, Korean standard time)**
		· Only applicable to documents that must be submitted by post or by visit in person. Please refer to pages 5-8 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. ※ 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.	
		Online submission of Recommendation Letters	**July 16 (Mon), 2018 ~ August 9 (Thu), 2018 (by 17:00, Korean standard time)**
		· Accessible via application website after completing online application procedures (Check page 10 for information regarding document submission)	
3	**Announcement of Admissions Decision**	**November 23 (Fri), 2018**	
		· Results will be posted on the SNU website. · Korean http://admission.snu.ac.kr · English http://en.snu.ac.kr/apply/info · Application number and date of birth will be required for verification.	

Application for Admissions

- 결제를 하지 않아 원서접수가 되지 않았을 경우
  Your application is not complete due to your failure to pay the application fee;
- 결제가 되더라도 접수번호를 확인하지 않아 원서접수가 되지 않았을 경우
  Your application is not complete due to your failure to note down your registration number after paying the fee;
- 원서작성 시 입력내용이 사실과 다를 경우
  There is any fact or statement in the application which is mispresented, false and /or incorrect.
- 동 전형에서 중복 지원(2개 이상의 접수번호 부여)할 경우 결격으로 처리됩니다.
  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.
- 입학본부에서 발송한 이메일을 체크하지 않는 경우 이에 대한 불이익이 발생할 수 있으며, 이는 지원자 본인의 책임입니다.
  Please note that the Office of Admissions will not be responsible for an applicant who fails to check his or her e-mail in a timely manner.
- 입학본부는 전체서류 미제출 시 개별적인 별도 연락을 취하지 않습니다. 서류도착확인 온라인서비스를 통해 본인의 제출서류 도착 여부를 반드시 확인하시기 바랍니다.
  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 obligated to contact applicants who fail to make any document submission.

인터넷 원서접수 시 문의사항 Contact number for enquiries regarding online application procedure and technical errors	(주)유웨이어플라이 (UWAY APPLY Co,. Ltd.)	1588-8988
글로벌인재특별전형 관련사항 Contact number for admissions enquiries	서울대학교 입학본부 Seoul National University Office of Admissions	+82-2-880-6971

원서작성하기 Proceed to the next page

Click this button to proceed to application.

Application for Admissions

Click [Agree]

Click [Agree]

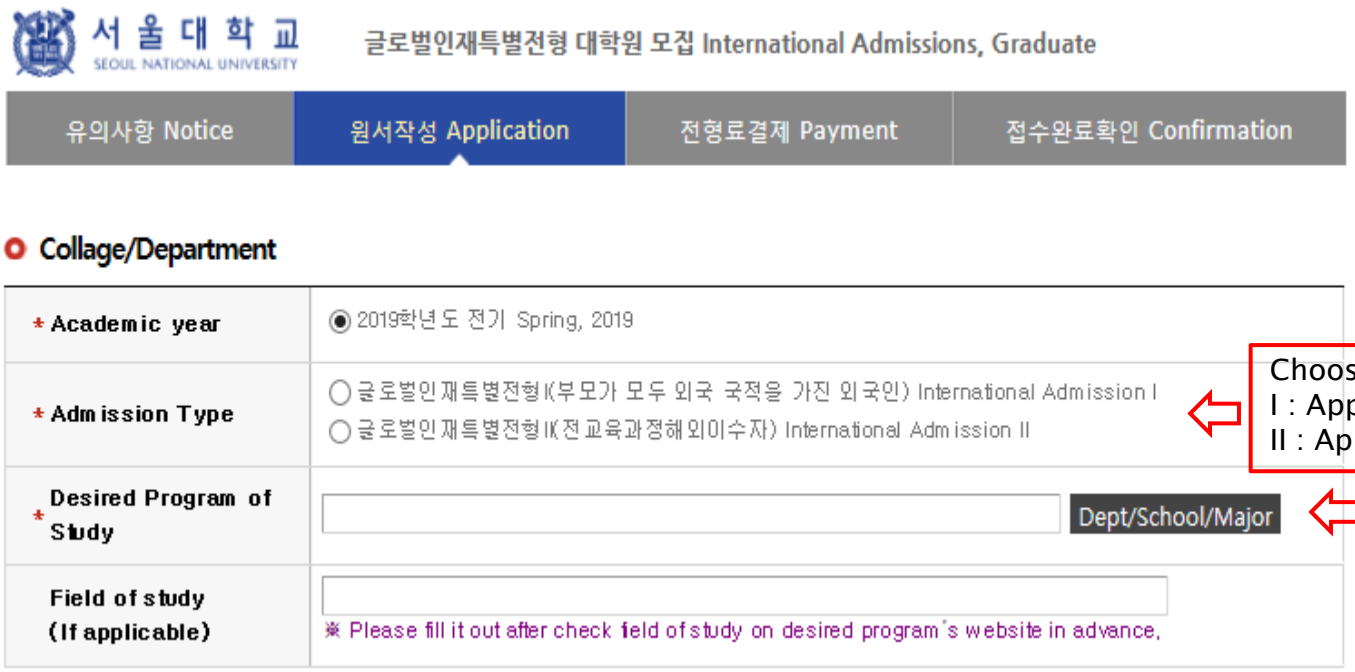
Click [Agree]

접수완료(결제완료) 후에는 접수 취소, 결제 취소, 결제금액 환불, 전형유형 및 지원과정/모집단위(학과/전공) 변경 불가.
단, 접수완료 후에도 개인 인적 정보 및 학력 사항은 인터넷 접수 기간 중에 수정 가능.
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.

원서작성하기 Proceed to the next page

Click this button to proceed to application.

Application(Personal Information)



Choose the admission type
I : Application by Nationality
II : Application by Education Background

Click your desired program.

Application(Personal Information)

Language Proficiency

※ 한국어와 영어에 관한 언어능력증빙서류만 업로드 해주시고, 업로드 하신 서류는 원본 제출 또는 Score reporting 하여 주십시오.
한국어와 영어 이외의 언어능력증빙서류는 기타 전형 참고자료 부분에 업로드 해주시고 원본은 별도로 제출하실 필요 없습니다.
Please upload only proof of language proficiency for Korean and English; then, send a paper transcript or request the corresponding educational organization (e.g., ETS, College Board, IBO, etc.) an online score report to SNU.

Please upload proof of language proficiency in other languages to "Supplementary Materials" section. Submission of the original version is not required.

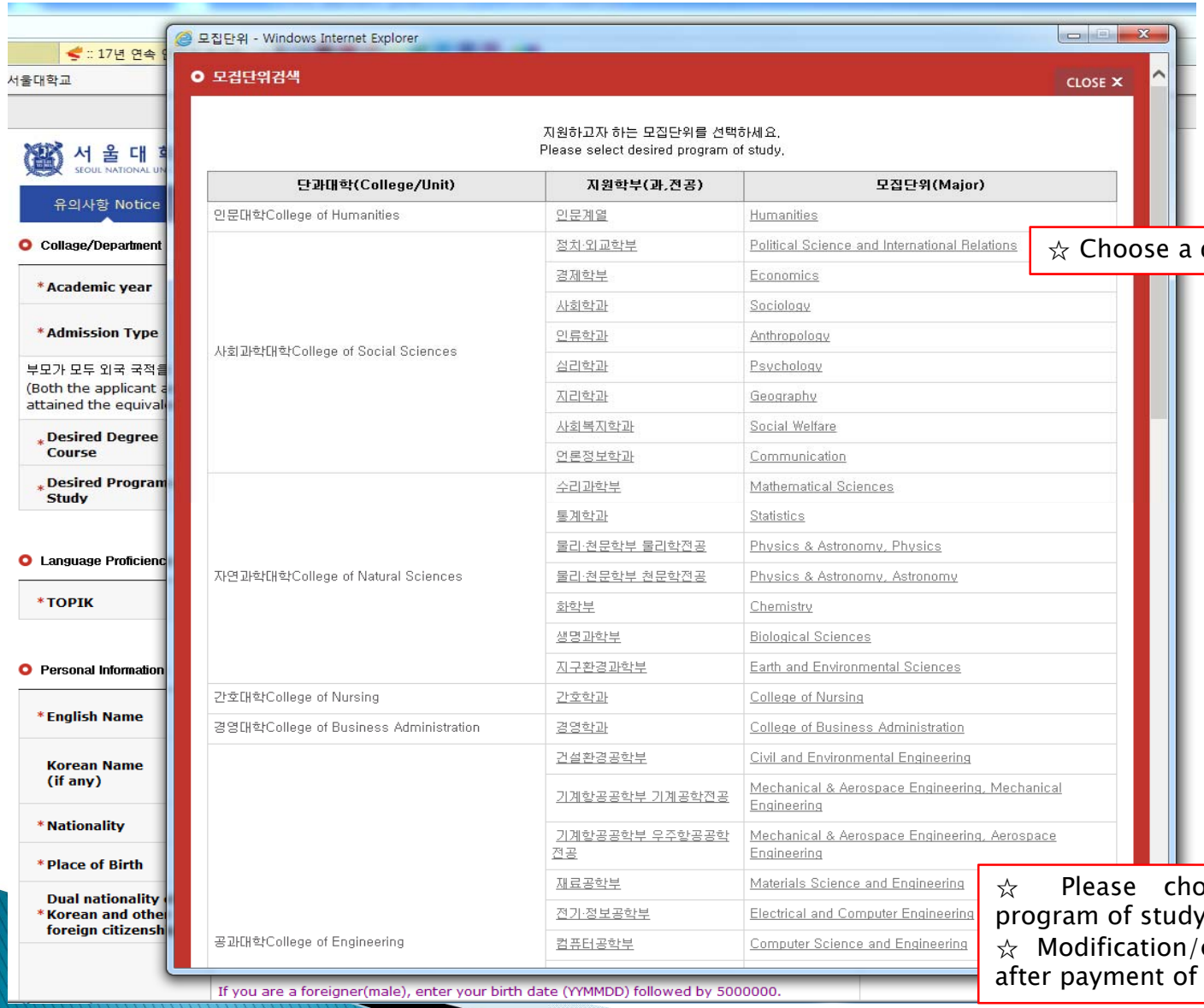
* Type of Exam	☑ TOPIK ☑ TOEFL ☑ TEPS ☑ IELTS ☑ Others(GRE, Etc.)

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.].

Name	Registration No.	Test Date (DD/MM/YYYY)	Final Score or Level
TOPIK	(Registration No.: 12 Digits)	/ /	select
TOEFL	(Registraion No.: 16 Digits)	/ /	
TEPS	(REGISTRATION NO.: 7 Digits)	/ /	
IELTS	(Test Report Form No. : above 13 Digits)	/ /	.
Others (GRE, 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.

Application(Personal Information)



☆ Choose a desired program of study.

☆ Please choose the correct desired program of study.
☆ Modification/cancelation is not possible after payment of the application fee.

Application(Personal Information)

Personal Information

* English Name	Family/Last : First : Middle(if any) : ※ The name must match exactly as it appears on your passport or other forms of ID.
Korean Name (if any)	※ 서울대학교출신인 경우 현재(또는 지난) 학적에 사용되는 한글명을 입력하여 주십시오. If you are (were) a student of Seoul National University, please state your official Korean name used during your studies at SNU. ※ Please enter your Korean name (up to 15 words). If you don't have one, you may leave it blank.
* Nationality	Search
* Place of Birth	Search Use My Nationality
Passport Number	※ Please check " None " if you don't have a passport. (None ☐)
Dual nationality of * Korean and other foreign citizenship	○YES ○NO
* Resident Registration Number	※ 한국 국적자는 정확한 주민등록번호를 입력하시기 바랍니다. ※ Koreans should enter correct resident registration number. ※ Foreigners born after 1900 If you are a foreigner(male), enter your birth date (YYMMDD) followed by 5000000. For example, - If your birth date is 5/16/1997, enter 970516-5000000. If you are a foreigner(female), enter your birth date (YYMMDD) followed by 6000000. For example, - If your birth date is 12/25/1996, enter 961225-6000000. ※ Foreigners born after 2000 If you are a foreigner(male), enter your birth date (YYMMDD) followed by 7000000. For example, - If your birth date is 5/16/2000, enter 000516-7000000. If you are a foreigner(female), enter your birth date (YYMMDD) followed by 8000000. For example, - If your birth date is 12/25/2000, enter 001225-8000000 -
* Gender	○Male ○Female
Alien Registration ○ Number	※ Please skip if you don't have a Certificate of Alien Registration. ※ If applicable, Please input correct alien registration number on your alien card. -
* Date of Birth	DAY MONTH YEAR
* Date of Nationality Acquired	DAY MONTH YEAR Use My Date of Birth ※ If there has been no change in your nationality/citizenship status, the acquired date of nationality should be same as your date of birth.

☆ Input all correct personal information
Fields with (*) are mandatory.

☆ If you have a Korean name, input it.
Otherwise, leave it blank.

☆ Input your nationality and place of birth
(Please choose the correct nationality, If it is not on the list, please type it in by clicking [etc].)

☆ 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 I

☆ If you hold a resident registration number, input the correct information. Otherwise, please follow the guide.

☆ Choose gender.

☆ Input passport number.
If you don't have one, click [None].

☆ If you hold an alien registration number, input correct information.
If you don't, leave it blank.

☆ Input date of birth and date of nationality acquisition.

Application(Personal Information)

* Mailing Address	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : Address :
* Telephone	※ Please include the Country and City Codes. ex) 82-2-123-4567
* Cell Phone	※ Please include the Country and City Codes. ex) 82-10-123-4567
* E-mail	leesso@snu.ac.kr ※ qq.com 메일 계정은 사용 불가합니다. [qq.com] mail account isn't available. Please use another mail account.

☆ 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.

Family Information (※ Information requested regarding applicant eligibility.)

* Father	◯ Father ◯ Father deceased
* Mother	◯ Mother ◯ Mother deceased
Check if applicable	☐ Parents divorced
* Financial Resources	You and/or your sponsor are responsible for all educational and livin of your study at SNU: ◯ Agree ◯ Disagree

☆ 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

Name	Family/Last : First : Middle(if any) :
E-mail	※ 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 메일 계정은 사용 불가합니다. [qq.com] mail account isn't available. Please use another mail account.
Applicant PIN	- 영어 또는 숫자 8~10자리를 입력하시거나 영어와 숫자를 혼합하여 8~10자리를 입력해주세요. Please make your own PIN number using 8~10 alphabetical and numerical characters. - Applicant PIN 은 추천인이 추천서 작성 시 지원자 정보를 찾기 위한 필수정보입니다. The applicant PIN is used by a recommender to search for a certain applicant

RecommenderII

Name	Family/Last : First : Middle(if any) :
E-mail	※ 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 메일 계정은 사용 불가합니다. [qq.com] mail account isn't available. Please use another mail account.
Applicant PIN	- 영어 또는 숫자 8~10자리를 입력하시거나 영어와 숫자를 혼합하여 8~10자리를 입력해주세요. Please make your own PIN number using 8~10 alphabetical and numerical characters. - Applicant PIN 은 추천인이 추천서 작성 시 지원자 정보를 찾기 위한 필수정보입니다. The applicant PIN is used by a recommender to search for a certain applicant

☆ 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.

Application(Document Scan Upload)

submissions must be identical.

9) 한국어와 영어에 관한 언어능력증빙서류만 업로드 해주시고, 업로드 하신 서류는 원본 제출 또는 Score reporting 하여 주십시오.
Please upload only proof of language proficiency for Korean and English; then, send a paper transcript or request the corresponding educational organization (e.g., ETS, College Board, IBO, etc.) an online score report to SNU.

10) 사유서를 제출하실 경우 서울대학교 양식을 다운받아 작성하여 주십시오. 작성된 사유서는 스캔하여 관련된 항목에 업로드하신 후, 우편(또는 방문) 제출하여 주십시오.
To fill in the "Explanatory Statement," please download the designated form from the SNU website or the online application website. Please post the original document after uploading the scanned file on the section requiring explanation on the online application system.

(사유서 EXPLANATORY STATEMENT (Download))

Upload Documents

Official Bachelor's Degree or Graduation Certificate*	파일없음
Official Master's Degree or Graduation Certificate*	파일없음
Official Bachelor's Transcript*	파일없음
Official Master's Transcript*	파일없음
A Copy of the Applicant's Passport**	파일없음
Other official documents indicating the applicant's nationality	파일없음
Copies of Both Parents' Passport**	파일없음
Other official document indicating both parents' nationality	파일없음
Other official document indicating parent-child relationship between the applicant and his/her parents*	파일없음
Proof of Language Proficiency*	파일없음
Supplementary Materials(Awards, Scholarships, Proof of language proficiency except Korean and English, etc.)***	파일없음
Supplementary Materials(Thesis)***	파일없음

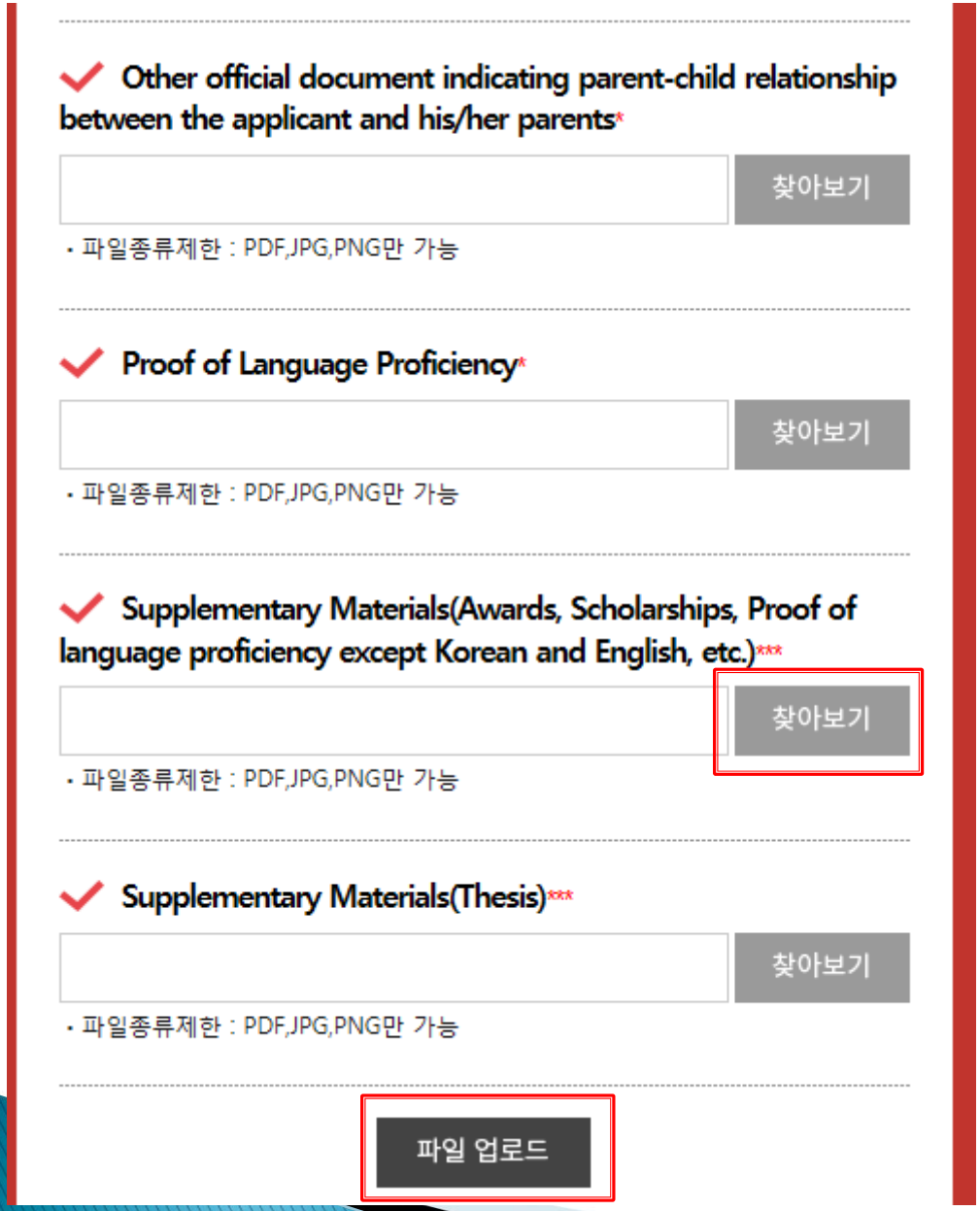
파일 업로드(FILE UPLOAD)

☆ 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.

우편(또는 방문)으로 제출하신 서류는 반환되지 않습니다. 이 사항을 확인하셨습니까?
All documents submitted by post (or in person) cannot be returned. Click "확인(Confirm)" before proceeding.

☐ 확인(Confirm)

Application(Document Scan Upload)



☆ Click [찾아보기(Search)] to search for a file.

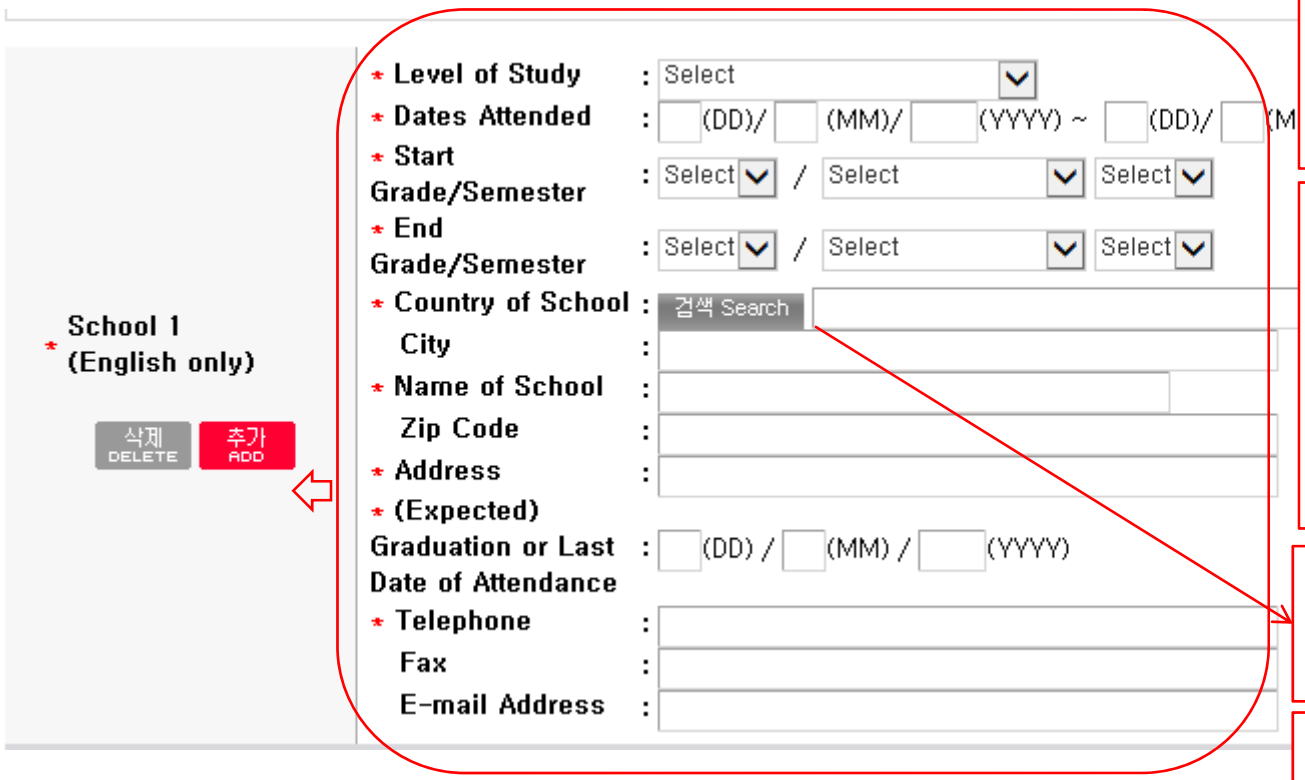
☆ Click [파일등록하기(Submit)] to save the file in the internet system server.

Application(Document Scan Upload)

접수완료(결제완료) 후에는 접수 취소, 결제 취소, 결제금액 환불, 전형유형 및 지원과정/모집단위(학과/전공) 변경 불가.
단, 접수완료 후에도 개인 인적 정보 및 학력 사항은 인터넷 접수 기간 중에 수정 가능.
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.

Application (Personal Statement & Study Plan)

Personal Statement

※ Please type and print in English or Korean on the online application.
(One English character=1byte, One Korean chracter=2bytes, Enter/Space key=1byte)

• 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.

입력Byte수 : 0 / 총바이트, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0/ 4000Byte limit including Enter & Space

• 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 experiences in the space below.

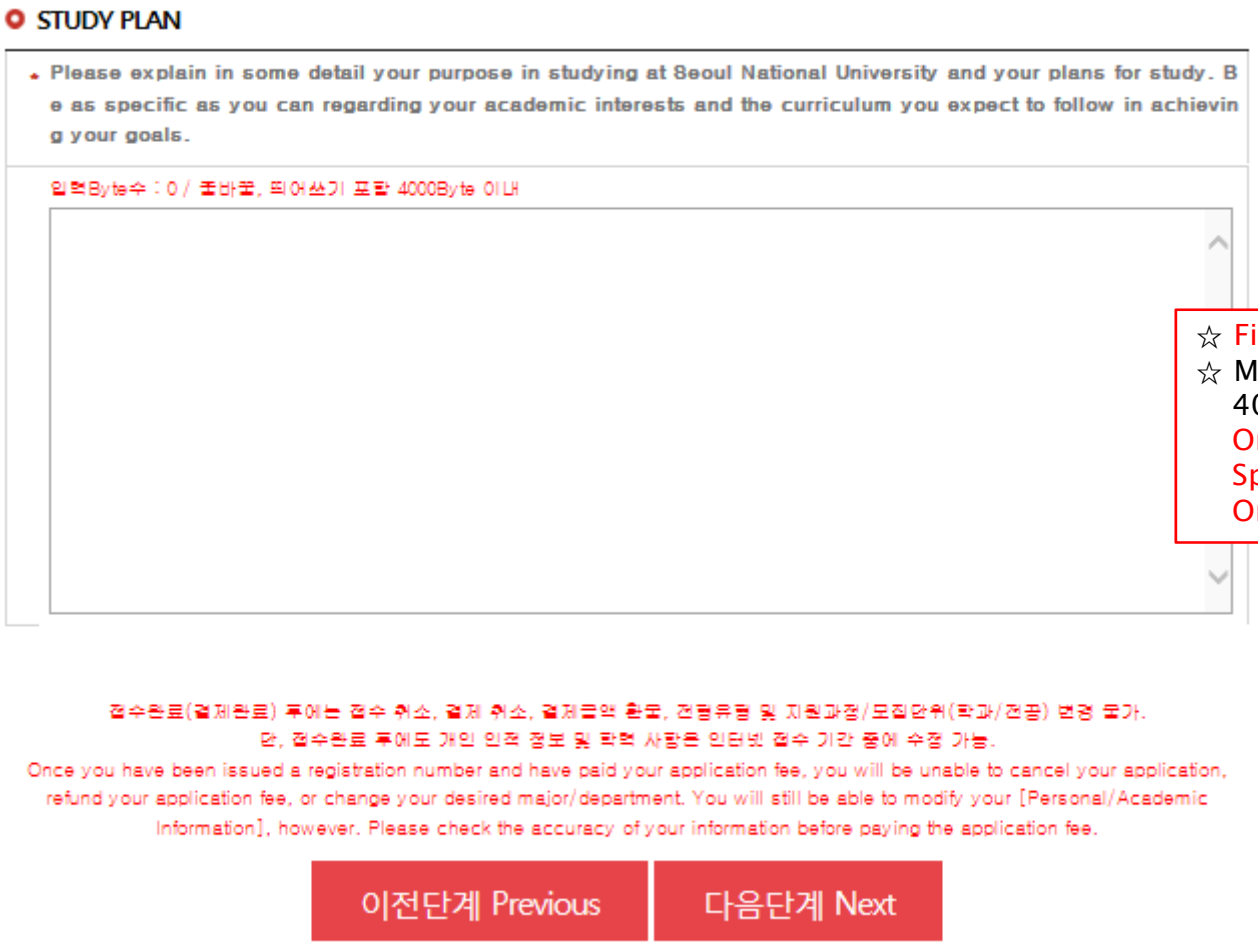
입력Byte수 : 0 / 총바이트, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0/ 4000Byte limit including Enter & Space

• 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 importance to 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.

입력Byte수 : 0 / 총바이트, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0/ 4000Byte limit including Enter & Space

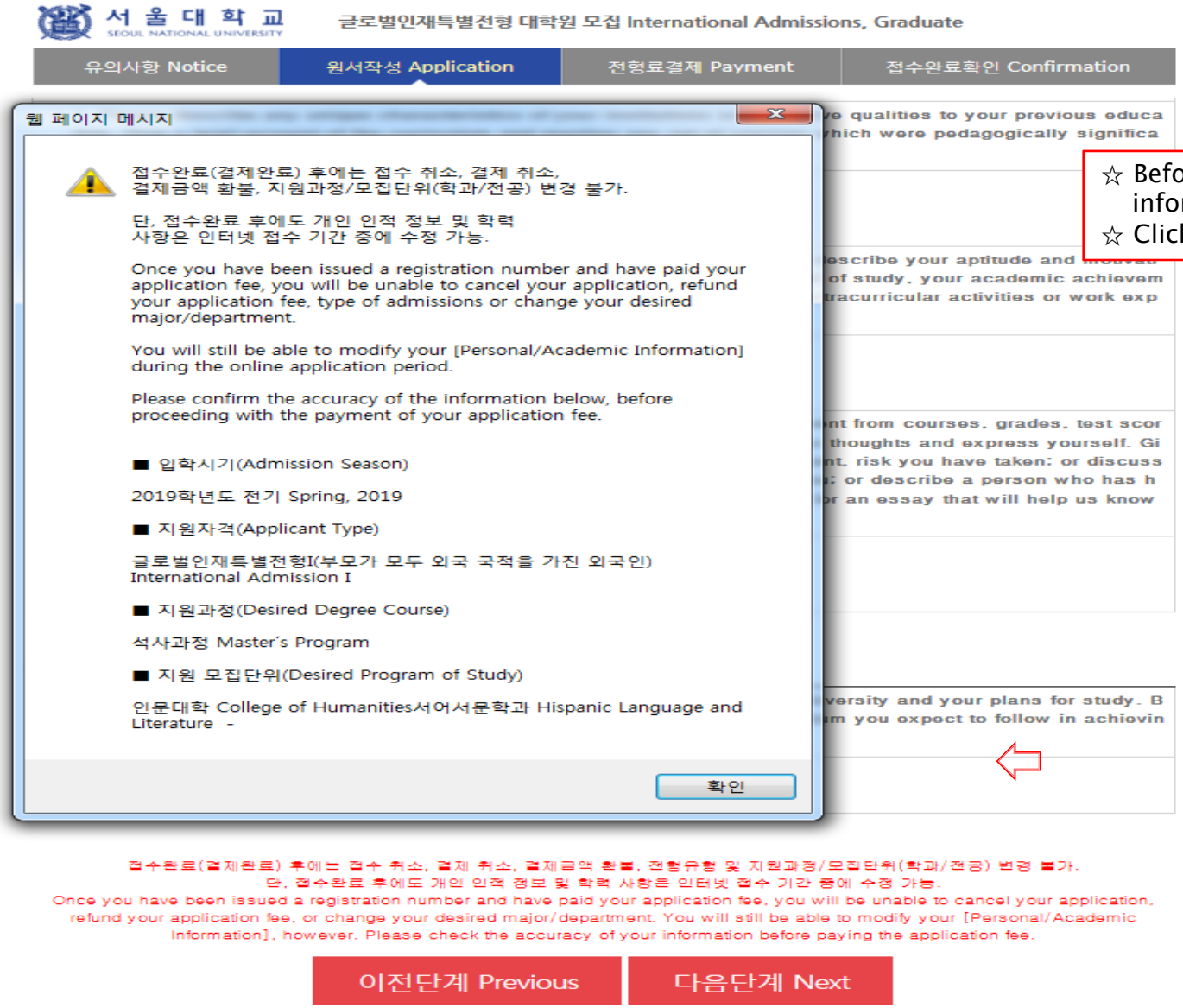
☆ Fields with (*) are mandatory.
☆ Max length of each category is 4000 bytes.
One English letter =1byte
Space & Enter key = 1byte
One Korean letter = 2bytes

Application (Personal Statement & Study Plan)



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

Application(Check Final Inputted Information)

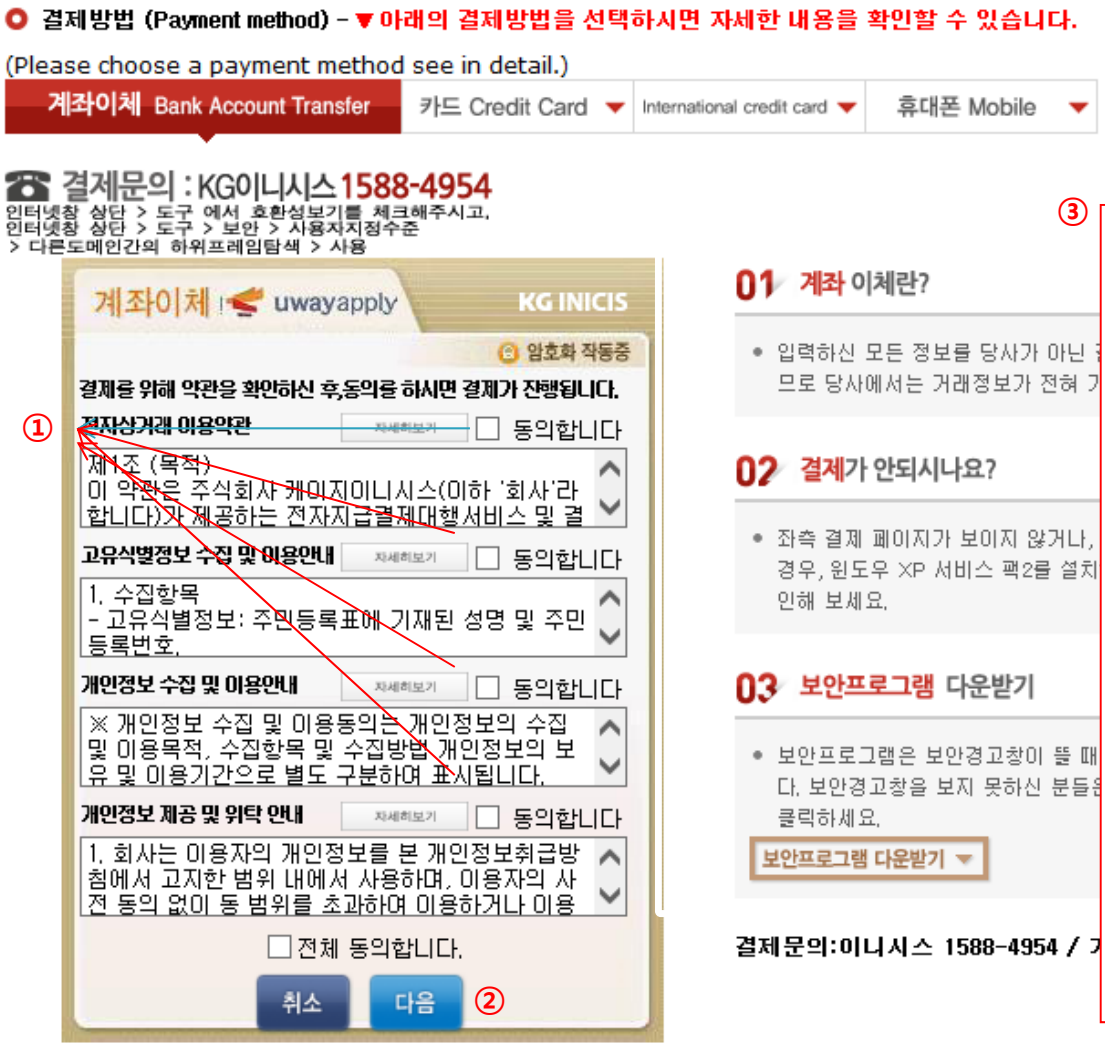


☆ Before payment please check all information.
☆ Click [다음단계(Next)].

- 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

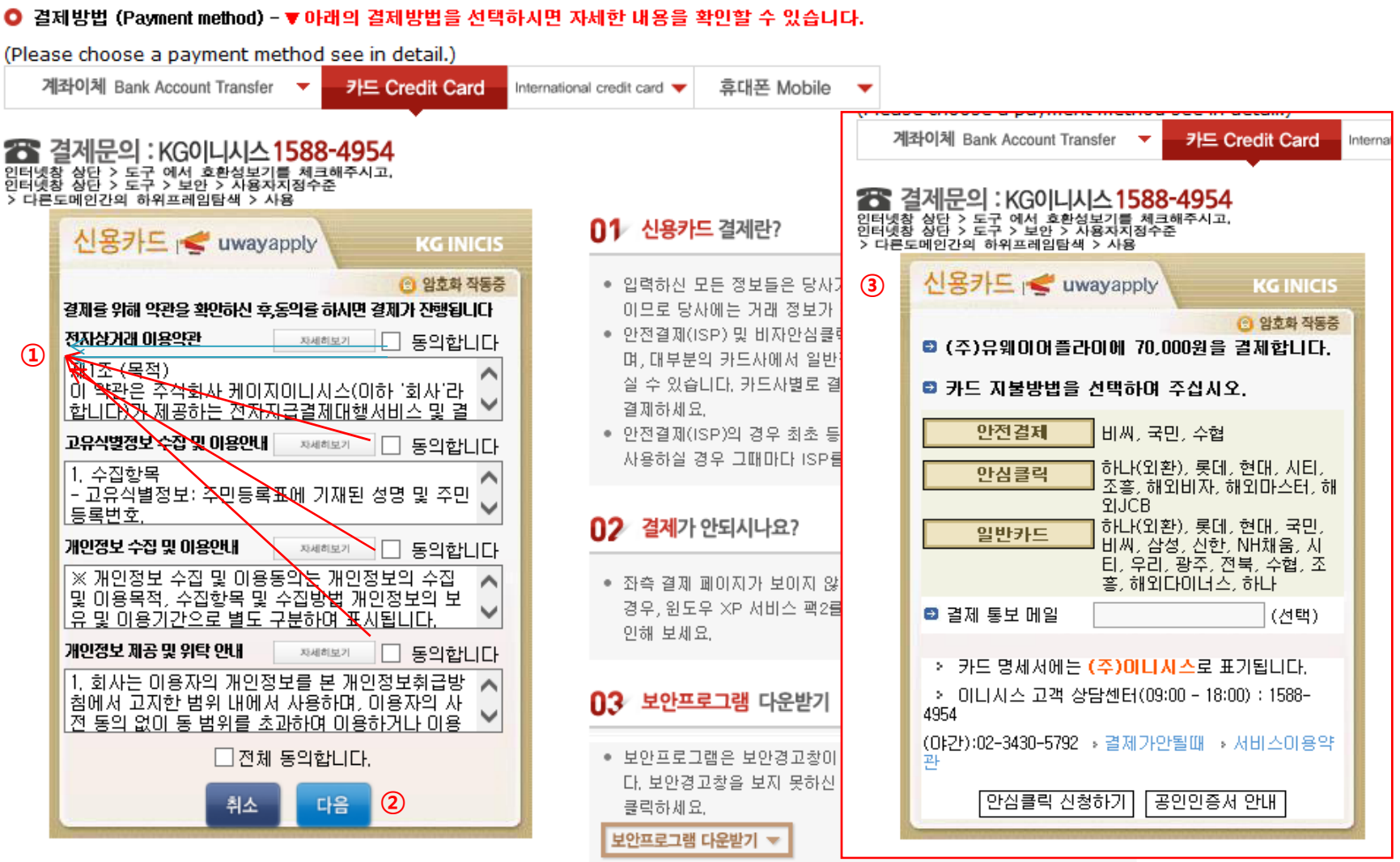
Payment of Application Fee (1) 계좌이체 Bank Account Transfer



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.

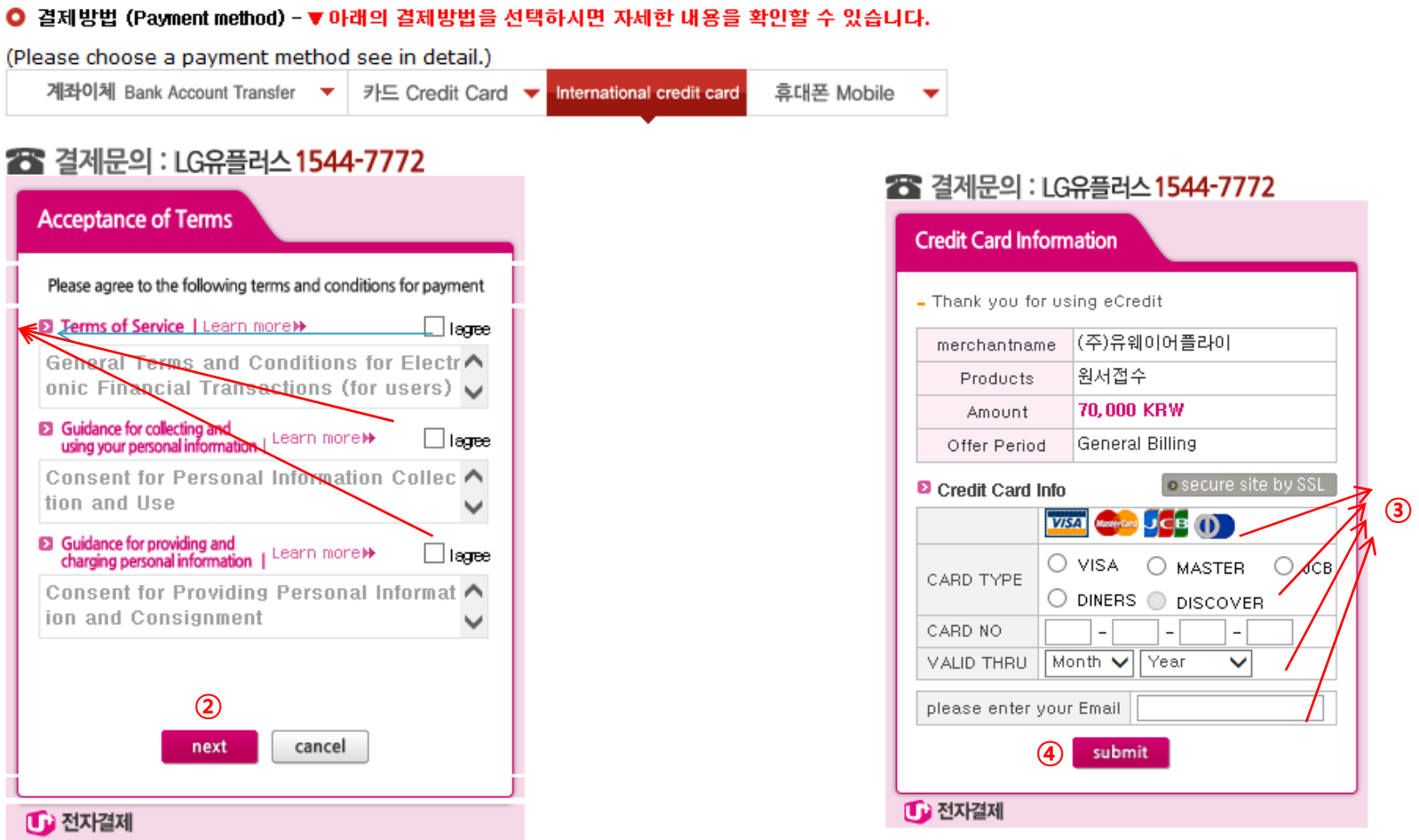
Payment of Application Fee (2) 국내 신용카드 Credit Card of Korea



① Check the conditions for use of your personal information for transfer.
② Click [다음(Next)].
③ 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.

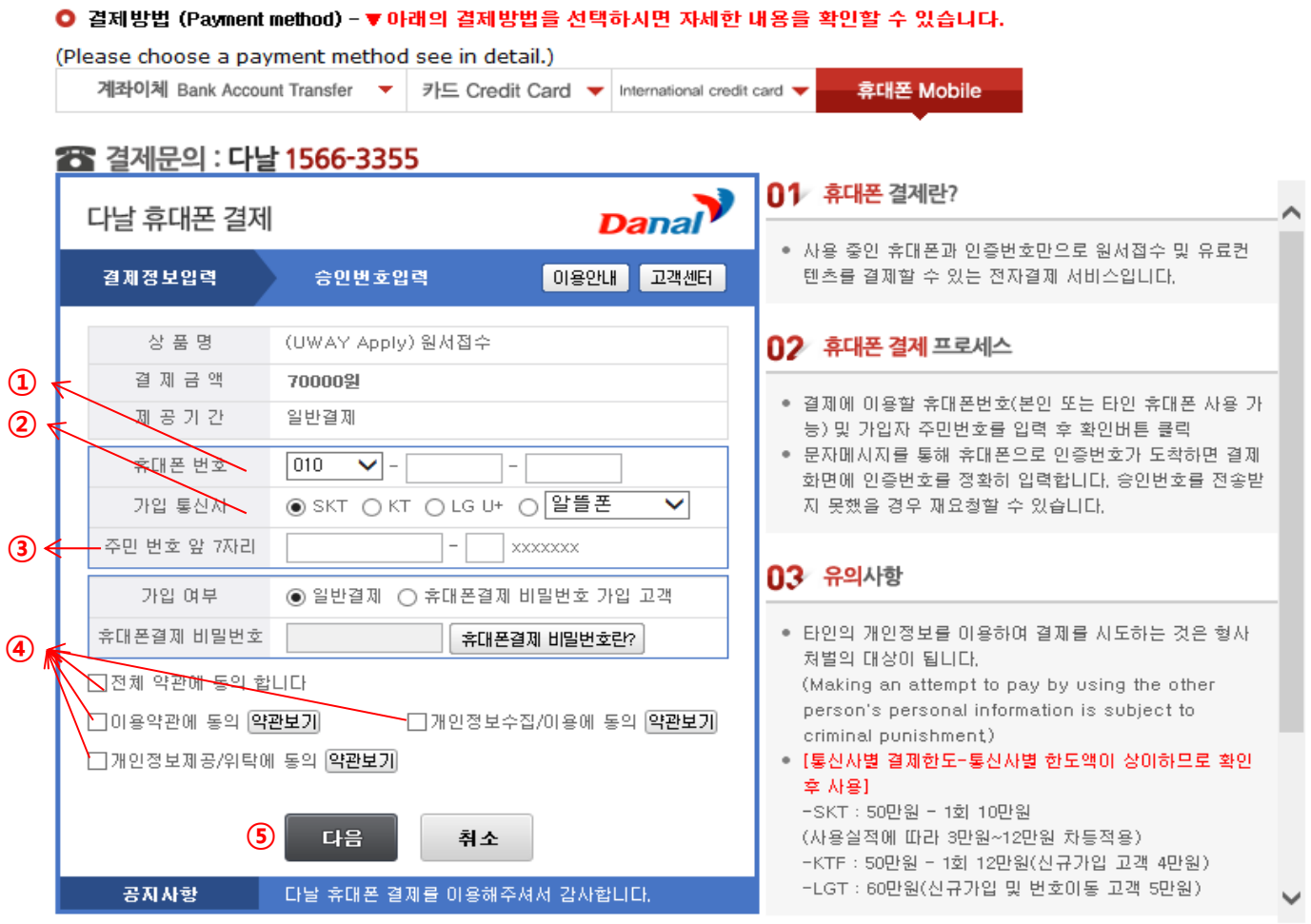
Payment of Application Fee (3) 해외 신용카드 International Credit Card



① ① 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.

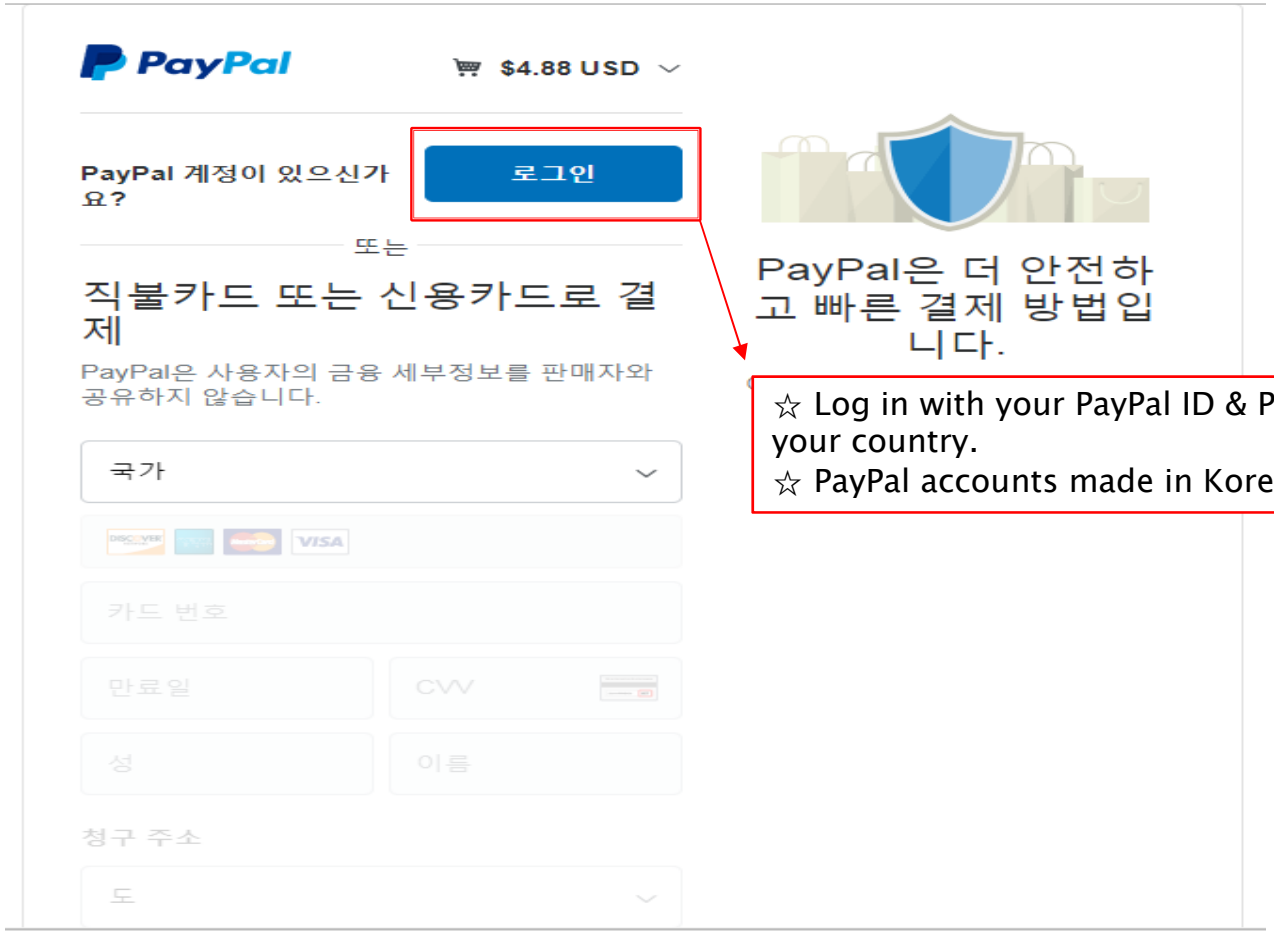
Payment of Application Fee (4) 휴대폰 결제 Mobile Phone Payment



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

접수완료 Your online application was successfully completed

접수일자 Date of your payment for application fee	접수명 Application information	접수번호 Registration Number	출력 및 수정 Print and/or Edit
			INFORMATION CHECK [Print] PERSONAL STATEMENT & STUDY PLAN [Print] APPLICATION CHECKLIST [Edit] PERSONAL INFORMATION [Edit] ACADEMIC INFORMATION / PERSONAL STATEMENT & STUDY PLAN SEND A GUIDE EMAIL FOR RECOMMENDATION LETTER TO RECOMMENDER I ARRIVAL STATUS OF RECOMMENDATION LETTERS

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.**

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)