Procedure for online application

1. Visit SNU website
2. Log-in OR Create new account(Sign-up)
3. Create new account
4. Application (input personal information)
5. Application (input academic information)
6. Application (input personal statement and study plan)
7. Payment of application fee
8. Completion of online application
9. Print out required forms
10. Submit all required documents via post or visit in person
   (It should be submitted at SNU Office of admissions in due date)

※ Please refer to admissions guide for Undergraduate.
1. Click the icon marked below on SNU website. (Korean or English)

국문홈페이지 http://admission.snu.ac.kr

Website http://en.snu.ac.kr/apply/info
2. Log-in with ID/PW OR Create a New account

- If you have ID/PW, input correct information and click button on '로그인 Log-in'.
- If you don't have account, click button on 'Sign-up' for create a new account.
- If you forget password, click 'Reset Password'.

*Though you hold an account for previous semester's admissions, you should create new account for 2018 Fall
*Email address of [qq.com] is not available.
3–1. How to create new account (Sign-up)

- Click for agreement on the terms & conditions

- Input applicant’s full name
- Input ID = Email address
- Click button '중복확인(check ID)'
- If it’s available ID, input Password & Confirm Password.
- Click button '확인(Continue)'

- Input applicant’s full name
- Input ID = Email address
- Click button '중복확인(check ID)'
- If it’s available ID, input Password & Confirm Password.
- Click button '확인(Continue)'

- Input applicant’s full name
- Input ID = Email address
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- If it’s available ID, input Password & Confirm Password.
- Click button '확인(Continue)'

- Input applicant’s full name
- Input ID = Email address
- Click button '중복확인(check ID)'
- If it’s available ID, input Password & Confirm Password.
- Click button '확인(Continue)’
3-2. How to create new account (Sign-up)

**Agreement for Service User**

1. Accept
   - Please read all the information and only continue if you agree.

**Agreement for Collection of Personal Information**

- Please read all the information and only continue if you agree.

---

- After input all information then click **Continue**.
3–3. How to create new account (Sign–up)

회원가입 Sign-up

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
4-1. Application for admissions

세 울 대 학 교
글로벌인재특성전형 학생입학 모집 International Admissions, Undergraduate

유의사항 Notice  공시작성 Application  전용문서결제 Payment  접수완료확인 Confirmation

- 2018학년도 후기 Fall, 2018

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

- Korean
- English

Select a language to see direction in Korean or English.

Admissions Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-line Application</td>
<td>Jan 3 (Wed), 2018 – Feb 8 (Thu), 2018 (by 18:00, local time in Korea)</td>
</tr>
<tr>
<td>Submission of Documents</td>
<td>Jan 3 (Wed), 2018 – Feb 9 (Fri), 2018 (by 18:00, local time in Korea)</td>
</tr>
</tbody>
</table>

- Click ‘Online Application for Undergraduates’ and create an account at the online application website during the specified period; SNU Admissions: [http://en.snu.ac.kr/apply/info](http://en.snu.ac.kr/apply/info)
- Entrance to the program starts in September 2018
- Sent by post or visit in person
- After completing the online application, the required documents should be arrived at the SNU Office of Admissions by the designated deadline.
- Please refer to pages 7-10 for the list of required documents to be submitted.
- The venue for document submission is expected to be very crowded, as the deadline for submission is approaching. You are advised to submit your documents at your earliest convenience.

Online submission of Recommendation Letters | Jan 3 (Wed), 2018 – Feb 14 (Wed), 2018 (by 18:00, local time in Korea)

- Accessible via application website after completing online application procedures (Check page 12 for information regarding document submission)
4–2. Application for admissions

You will be responsible if:

- 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 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 more than one undergraduate course, or applying both undergraduate and graduate course at once.
- Please note that the Office of Admissions do not hold any responsibility for an applicant who failed to check his or her e-mails in a timely manner.

인터넷 원서접수 시 문의사항
Contact number for enquires regarding online application procedure and technical errors
(주)유웨이에플리케이션
(UWAY APPLY Co., Ltd.)
1588-8988

글로벌인재특별전형 관련사항
Contact number for admissions enquires
서울대학교 입학공모
Seoul National University
Office of Admissions
+82-2-880-6971

Click this button to proceed to application
4-3. Application for admissions

<table>
<thead>
<tr>
<th>Notice</th>
<th>Application</th>
<th>Payment</th>
<th>Confirmation</th>
</tr>
</thead>
</table>

- address, telephone number, mobile phone number, email address, etc.
- Parents’ information, School information, etc.

2. Purpose of collection: admissions process only (It will however be recorded and used as academic administration data, if admitted.)

3. Terms of retention and usage of the collected personal information: The collected personal information is to be discarded, if the information is no longer in use for the following reasons: the expiry of period for retention of personal information, the termination of using the information for admissions purpose, etc. (It will however be recorded and used as academic administration data, if admitted.)

Do you agree with the terms and conditions above for admissions guide?
- 동의함 Agree
- 동의하지 않음 Disagree

Click agreement

II. 모집안내 동의 여부 Consent to Admissions Guide

[한국어 안내]
본인은 서울대학교 글로벌인재 특별전형 모집안내에 제시된 내용에 동의하며, 동 모집안내를 수치하지 않아 발생하는 문제는 본인의 책임임을 확인합니다.

[English version]
I agree to abide by the rules and regulations in the Admission Guide for International Students and will take full responsibility for any problems arising from failing to adhere to the same.

Do you agree with the terms and conditions above for admissions guide?
- 동의함 Agree
- 동의하지 않음 Disagree

Click agreement

※ 위 내용에 동의하지 않을 경우 원서를 접수할 수 없습니다.
If an applicant does not agree with the terms and conditions above, he/she will not be permitted to apply as the admissions process cannot proceed in a secure and efficient manner.
4–3. Application for admissions

III. 제3 자 개인정보 제공 동의 여부 (수선란)
Consent to release of personal information to 3rd party (Recommender)

[한국어 버전]
<개인정보 제공 동의 여부 추가>
추천인 II에게 제공자의 개인정보 제공에 대한 동의
1. 제공하는 개인정보
   - 전화, 모바일전화, 업무이름, 생년월일, 이메일
2. 개인정보의 제공 목적: 입학검정 (수선란)

[English version]
<Addition to agreement to release information to 3rd party>
Consent to release of information on applicant to recommenders I and II
1. Information being released:
   - Application track, Applying major, English name, Birth date, E-mail
2. Purpose of providing information: Admission assessment (recommendation)

Do you agree with the terms and conditions above for admissions guide?

- 동의한 Agree
- 동의하지 않은 Disagree

※ 개인정보의 수집 및 이용에 대한 여러분의 권리가 있으며, 이를 기부할 경우 대단 원칙을 존중할 수 없습니다.

An applicant has his/her right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

 접수완료(결제완료) 후에는 접수 취소, 결제 취소, 결제불액 환불, 지원자비/모집단위(학과/전공) 변경 불가.
단 접수완료 후에도 개인 인적 정보 및 학력사항, 자기소개서 및 수학계획서는 온라인 접수 기간 중에 수정 가능.
Once you have paid the application fee and been issued your registration number, you will NOT be able to cancel your application as well as your payment, get a refund of your fee and change degree course/program(department/major) which you choose.
[Personal/Academic Information] and [Personal Statement and Study Plan] can be modified after payment during the online application period.
4-4. Application (Personal Information)

- Collage/Department
  - Academic year: 2018학년도 후기, Fall, 2018
  - Admission Type: 
    - ① 글로벌인재특별선전형 (본인 및 부모 모두 외국인) International Admission I
    - ② 글로벌인재특별선전형 (전교육과정예외일수자) International Admission II
    - Click the correct admission type

- Desired Program of Study
  - Click your desired program

- Language Proficiency
  - TOPIK: Level 6
    - If you hold TOPIK score, select level OR not, choose no test results.
  - Test date of TOPIK
    - ※ Please enter the test date of TOPIK.
    - If you hold TOPIK score, please enter the test date.
4–5. Application(Personal Information)

☆ Choose a desired program of study.

☆ Please choose correct desired program of study.

☆ It may not be modified OR canceled in any reason after complete application.
4-6. Application (Personal Information)

☆ Input all correct personal information Fields(*) are require fields.

☆ If you have Korean Name, input it OR not leave in blank.

☆ Input your nationality and place of birth (Please choose correct nationality, If it’s not on the list, please type directly after click ‘etc’.)

☆ If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information.

☆ Input correct resident registration number.

☆ Choose gender.

☆ Input passport number. If you don’t have it, click NONE.

☆ If you hold alien registration number, input correct information. Or not leave in blank.

☆ Input date of birth & date of nationality acquired.
4–7. Application (Personal Information)

Admission type II: In case of dual nationality of Korean and other citizenship

☆ If you hold dual nationality of Korean and other foreign citizenship, choose yes & input correct information about both nationalities.

☆ In this case, applicant should submit required documents for both nationalities.

☆ Admission type I: If you hold dual nationality of Korean and other citizenship, you are not eligible to apply for admissions type I.
4–8. 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) 82-2-1234-5678

**Cell Phone**
- Please include the Country and City Codes, ex) 82-10-1234-4567

**E-mail**

---

**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 living expenses for the entire duration of your study at SNU.
  - ☐ Agree
  - ☐ Disagree
4-8. Application (Personal Information)

- **Applicant PIN**
  - Make your own pin number and input it.

- **Notes**
  - Input your recommender’s accurate information.
  - Check whether your recommender receive the e-mail from SNU or not after the payment of application fee.
4–8. Application (Personal Information)

- **Scholarship**
  - I want to apply for a scholarship
    - [ ] YES
    - [ ] NO
    - Applying for a scholarship will not affect admission decision.
    - Applying for a scholarship does not ensure receipt of an award.

- **Select a language in which you prefer to read the application checklist**
  - Language
    - [ ] Korean (한국어)
    - [ ] English (영문판)

☆ If you want to apply for scholarship, click ‘yes’.
☆ Select language of application checklist.
☆ After check personal information correctly, Click “Next”.
5. Application (Academic information)

☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below. Field(*) is require field.

☆ Application type I: From High school information is required to input.
☆ Application type II: From elementary school, each Elementary, Middle, High school information are required to input.
6–1. Application (Personal statement & Study plan)

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

1. In relation to your academic interest and personal experiences, please describe your motivation for your desired course. You may include information related to your preparation for the course and related academic achievements. Please state your goals while studying at Seoul National University as well as your study plan (4000 bytes limit).

   Current Byte: 0/4000 Byte limit including Enter & Space

2. Please briefly state your academic and extracurricular activities (4000 bytes limit).

   Current Byte: 0/4000 Byte limit including Enter & Space

3. Please write about yourself with regard to your characteristics other than your record of academic achievement. This section is provided to illustrate the personal aspects of each applicant. The following contents may be included in this section, though this section is not limited to these experiences which have been influential in your life, individual perspectives on current issues, or role models or figures you respect (4000 bytes limit).

   Current Byte: 0/4000 Byte limit including Enter & Space

☆ Field(*) is require field.
☆ Max length of each category is 4000 bytes.
One English character = 1 byte
Space & Enter key = 1 byte
One Korean character = 2 bytes
6–2. Application (Personal statement & Study plan)

<table>
<thead>
<tr>
<th>Disciplinary History</th>
</tr>
</thead>
</table>
| **1)** Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 10th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.
| Yes | No |
| **2)** Have you ever been adjudicated as guilty or convicted of a misdemeanor, felony, or other crime?
[Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
| Yes | No |

☆ Field(*) is require field.
☆ After choose Disciplinary history, go to next step.
   If you are in case 1) or/and 2), please describe about it in a text box.
   If not, please go to next step.

☆ Application can be modified before payment.
   After payment you may not cancel and modify admission type & desired program.

But you may modify personal information and academic information before submission of documents.

Please check information correctly.
6-3. Application (Personal statement & Study plan)

Before payment please check all information.
Then go to next step
< 결제하기 Payment of application fee >

If any correction/modification are necessary, click ‘modify’.
Modification of admission type & desired program/Cancellation are NOT allowed after complete payment of application fee
6-4. Application (Check final inputted information)

☆ Before payment please check all information.
☆ Then go to next step <다음단계>.

• If any correction/modification are necessary, click ‘modify’.
• Modification of desired program/Cancellation are NOT allowed after complete payment of application fee.
7-1. Payment of application fee

- If you have bank account number in Korea, you can transfer application fee.
- If you have credit card/check card in Korea, you can pay with those card.
- If you have Mobile in Korea, you can pay with it.
- If you have an PayPal account, you can pay with it.
- ★ If you hold credit card for international, you can pay with credit card.

 diversos métodos de pago.

- If you have bank account number in Korea, you can transfer application fee.
- If you have credit card/check card in Korea, you can pay with those card.
- If you have Mobile in Korea, you can pay with it.
- If you have an PayPal account, you can pay with it.
- ★ If you hold credit card for international, you can pay with credit card.

diferentes métodos de pago.

- Si tiene número de cuenta bancaria en Corea, puede transferir el cargo de inscripción.
- Si tiene tarjeta de crédito/cheque en Corea, puede pagar con ella.
- Si tiene móvil en Corea, puede pagar con él.
- Si tiene cuenta PayPal, puede pagar con ella.
- ★ Si tiene tarjeta de crédito internacional, puede pagar con ella.

various payment methods.

- If you have bank account number in Korea, you can transfer application fee.
- If you have credit card/check card in Korea, you can pay with those card.
- If you have Mobile in Korea, you can pay with it.
- If you have an PayPal account, you can pay with it.
- ★ If you hold credit card for international, you can pay with credit card.
7–2. Payment of application fee_ (1) 계좌이체 Bank account transfer

**Check the agreement for using personal information for transfer.**
**Click '다음 next'.**
**Choose applicable bank name, then transfer application fee**

*You may see the message to install some program by Inicis.*
7-3. Payment of application fee (2) Credit card of Korea

- Check the agreement for using personal information for transfer.
- Click ‘다음 next’.
- Choose applicable credit card Name, email address, then pay with credit card information following each card company’s directions.

* You may see the message to install some program by Inicis.
7–4. Payment of application fee_ (3) 해외 신용카드 International credit card

1. Check the agreement for using personal information for payment.
2. Click ‘next’.
3. Choose applicable credit card Name and input all information, 4. Click ‘submit’.

* You may see the message to install some program by Inics/LG Uplus.
* In some cases your card cannot be accepted, please try with other International credit card.
7-5. Payment of application fee (4) - 휴대폰 결제

① Input Mobile phone number (010, 011, 016...).
② Click Mobile phone 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 다날.
7–6. Payment of application fee
(5) PayPal payment

☆ Log in with your PayPal ID & Password made in your country.
☆ PayPal accounts made in Korea are not allowed.
8. Completion of online application

<table>
<thead>
<tr>
<th>접수상태</th>
<th>State of Application</th>
<th>접수일자</th>
<th>Date of Application</th>
<th>접수명</th>
<th>Name of Application</th>
<th>접수번호</th>
<th>Registration Number</th>
<th>출력 및 수정</th>
<th>Print out &amp; Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online application completed</td>
<td>2017.12.06 10:37:00</td>
<td>테스트결과 (테스트) 70,000원</td>
<td>글로벌인재육성전형 (본인 및 부모 모두 외국인) international Admission I 학사과정 신학기 Undergraduate Freshman 생활과학대학 소비자이용학부(아동가족학과) Consumer and Child Studies (Child Development &amp; Family Studies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INFORMATION CHECK</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SEND A GUIDE EMAIL FOR RECOMMENDATION LETTER TO RECOMMENDER</td>
<td>SEND A GUIDE EMAIL FOR RECOMMENDATION LETTER TO COUNSELOR REFERENCE</td>
<td>ARRIVAL STATUS OF RECOMMENDATION LETTERS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After online application, the required documents should arrive at the SNU Office of Admissions by due date by post or in person.

① Print application each page 1&2/ Personal statement & study plan (4 pages)/ Agreement for verification academic records/ Checklist.
② You may modify before submit application document to SNU except admission type & desired program.
③ As you have completed the payment of the application fee, a guide email for recommendation letter will automatically be sent to recommender I and II. However, if recommender does not receive this email, you must click ‘Send a guide email for recommendation I (or II)’. Additionally, if you modify the information of recommender, you should click ‘Send a guide email for recommendation I (or II)’ to send a guide email to the appropriate person.

- After complete online application, all required documents must be submitted to SNU by post or visit in person by due date.
- Modification of admission type & desired program / Cancellation are NOT allowed after complete payment of application fee.
Thank you for your application!

If you have any questions, Please contact Office of admissions.

e-mail: snuadmit@snu.ac.kr

Tel: +82-2-880-6971 (On-line application, Document submission)

+82-2-880-6977 (Document review)