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| EMB000015203392 | **Recommendation Letter** |  |
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| Applicant’s Information | |
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| Applicant’s Name |  |
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| Date of Birth(DD/MM/YY) |  |
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| Currently Attending/Previously Attended School  (If he/she has received Korean GED, please indicate the year/month and city of where it was obtained.) |  |
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| Desired College/Major at SNU |  |

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| Recommender’s Information | |
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| Recommender’s Name |  |
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| Phone number/E-mail |  |
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| Title, Position and Institution  (If the recommender is a teacher, please specify the subjects one teaches ex. Math, Art, English) |  |
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| How long have you known this applicant? |  |
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| In what capacity have you known this applicant? |  |

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| 1. | I certify that the information provided on this form is true, complete and accurate. | | □ Agree |
| 2. | I confirm that I am not a member of SNU Faculty, the applicant him/herself, the applicant’s family member or relatives, a staff of a private institute and/or a private tutor. | | □ Agree |
| 3. | I confirm that I will not disclose any information included in this reference form to anyone else including the applicant. | | □ Agree |
| 4. | I will cooperate with SNU if asked for verification of any of the information provided in this reference form. | | □ Agree |
| 5. | I understand that if it is discovered that I had intentionally provided false information or had someone else write the letter, I will be disqualified from writing a recommendation letter to SNU in the future. | | □ Agree |
| —————————  Signature | | —————————  Date(MM/DD/YY) | |

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| Note for Recommender |

1. The recommendation letter must be written by the recommender himself/herself and provide an accurate description of the applicant’s abilities, characteristics, and experiences based on facts.

2. The recommender and the applicant are required to fully cooperate with the admissions committee if requested to verify any information given in the recommendation letter.

3. Plagiarism detection software will be used to expose any form of unfair practice including but not limited to plagiarism. Discovery of unfair means can result in refusal of admissions or revocation of the admissions offer.

4. Please understand that applicants will be scored ‘zero’ (or disqualified) if any mention of the following are found in the recommendation letter due to the regulations of the Korean Ministry of Education:

1) Standardized language proficiency test scores

English (TOEIC, TOEFL, TEPS), Chinese (HSK), Japanese (JPT, JLPT), French (DELF, DALF), German (ZD, TESTDAF, DSH, DSD), Russian (TORFL), Spanish (DELE), Chinese Character (KCCI, YBM, etc.)

2) Out-of-school awards or achievement records in the following fields:

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| --- | --- |
| Math | Korea Mathematical Olympiad (KMO), Korean Mathematics Competition (KMC), KMCE, The International Mathematics Tournaments of the Towns, International Mathematical Olympiad |
| Science | Korea Physics Olympiad (KPhO), Korean Chemistry Olympiad (KChO), Korea Biology Olympiad (KBO), Korea Astronomy Olympiad (KAO), Korea Earth Science Olympiad (KESO), Korean Brain Bee Challenge, Korea Olympiad in Informatics, International Physics Olympiad, International Earth Science Olympiad, International Biology Olympiad, International Astronomy Olympiad, Korea Junior Science Olympiad |
| Foreign Language | National Foreign Language Competition (English, Chinese, Japanese, French, German, Russian, Spanish), IET, IEWC, Global Leadership English Competition, SIFEC, IEEC |

\* If any other records of out-of-school competitions (Olympiads, etc.) containing the following as titles: math, science (Physics, Chemistry, Biology, Earth Science, Astronomy) and Foreign Language (English, etc.) are found, the applicant will be scored ‘zero’ (or disqualified).

\*\* “Out-of-school awards and achievement records” refers to records involving organizations other than the applicant’s school. Even if there is a principal’s approval in participation, it does not exempt applications from compliance to the regulation. If such information is found, the applicant will be scored ‘zero’ (or disqualified).

5. The object of the recommendation letter is to include activities that have occurred within public education. Therefore, we forbid any reference to activities involved with private organizations that may hinder us from taking a holistic approach when evaluating the applicants. Thus, the Admissions Committee will disregard any comments on activities that might promote private out-of-school tutoring. Mentioning of standardized language proficiency test scores, records of math/science Olympiads, publications on academic journals and books or of any other competitions hosted by outside-of-school organizations is prohibited. If such information is found in the recommendation letters, the applicant will be penalized in the scoring process.

6. The purpose of the recommendation letter is to highlight the applicant’s own strengths. Therefore, any personal information such the applicant's name, the high school the applicant is enrolled in or has graduated from, the name of any family member (including relatives) and implications of their socio-economic status (ex. profession, company name, position, etc.) are prohibited. If such information is found in the recommendation letter, the applicant will be penalized in the scoring process.

7. Expected high school graduates are advised to submit recommendation letters written by their high school teachers.

8. Seoul National University's staff, directors of out-of-school tutoring institutes, private tutors, family members, relatives, friends, or the applicant himself/herself cannot write the recommendation letters, and if discovered, the applicant will be disqualified.

9. If you are submitting the recommendation letter electronically, please note that the online submissions system supports English Alphabets, Numbers and Korean Characters only. Only the following special characters are recognized in the system:

※ Supported letters and symbols: ~ ! @ # ^ ( ) - \_ + / { } [ ] : “ ‘ , . ?

10. The recommendation letter can be electronically composed up until the deadline for document submission. However, in inevitable situations in which the applicant can not utilize accredited bank certificates, mobile phone verification, or i-PIN verification, (ex. Foreigners living abroad), please download the recommendation letter and submit it via post. The letter must be sealed in a signed envelope by the recommender.

* If the letter is saved multiple times on the SNU admissions online site, the final saved version is acknowledged as the recommendation letter.
* Deadline for recommendation letter submission: 2020. 9. 26 (Sat) 18:00 KST.
* Entering the online recommendation letter is available after 2020. 9. 23 (Wed) 10:00 KST, once the applicant has completed application and payment.
* However, the recommendation letter for successful first round candidates of College of Fine Arts: Oriental Painting, Painting, Sculpture; College of Music: Vocal Music, Composition major, Instrumental Music must be completed(or arrived) by between 2020. 10. 27 (Tue) 10:00 KST and 10. 28 (Wed) 18:00 KST.
* Note to those who are unable to enter the recommendation letter on the recommendation website:
* Fill out the ‘Applicant’s Information’ and ‘Recommender’s Information’, and personally sign the ‘Recommender Pledge of Confirmation’ by hand.
* Once the applicant has completed the online registration, please submit the recommendation letter that is sealed in a signed envelope via visit, post, or registered mail. This should be completed by the document submission deadline.
* Please write through computer or one’s own handwriting, and if handwritten, please use a black or blue pen (with the exception of pencils).
* Once the recommendation letter is completed, please check for any missing information or pages, then bind the upper left side to prevent separation of the cover and content.

Office of Admissions

Seoul National University

1 Gwanak-ro, Gwanak-gu

Seoul 08826, KOREA

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| I acknowledge I have read and understood the contents of this form and I waive my rights to object to any measures taken by the university due to my failure to comply with the guidelines.  □ Agree |

**1. Please assess the applicant in the following areas by checking the appropriate box.**

(If you cannot evaluate, please check “unable to evaluate.”)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Compared with** | | **Applicant** | | | | |
| **Other graduating students** | **Students**  **in your class** | **Excellent** | **Good** | **Average** | **Below Average** | **Unable to Evaluate** |
| **1) The sense of goal and effort toward learning** |  |  |  |  |  |  |  |
| **2) Self-directed learning** |  |  |  |  |  |  |  |
| **3) Class participation** |  |  |  |  |  |  |  |

**If there are any additional aspects of the applicant’s academic ability that SNU should consider, please explain below.**

**2. Please assess the applicant in the following areas by checking the appropriate box.**

(If you cannot evaluate, please check “unable to evaluate.”)

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| **Evaluation Criteria** | **Excellent** | **Good** | **Average** | **Below Average** | **Unable to Evaluate** |
| **1) Sense of Responsibility** |  |  |  |  |  |
| **2) Diligence** |  |  |  |  |  |
| **3) Leadership** |  |  |  |  |  |
| **4) Teamwork** |  |  |  |  |  |
| **5) Consideration for**  **Others** |  |  |  |  |  |

**If there are any additional aspects of applicant’s personality and interpersonal relationships that SNU should consider, please explain with specific examples.**

**3. If there is anything else you want us to know about the applicant, please provide information below.**