Fall 2020
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 (July 2020) through the start of Fall semester (September 2020). Please review the information contained in the following pages for a start of a great first semester with us here at SNU.

1. Graduation Certificate/transcript Submission ................................................................. 1
2. Printing Period for Certificate of Acceptance ................................................................. 1
3. Student ID ....................................................................................................................... 1
4. New Student Registration ............................................................................................. 1
5. Visa & Certificate of Admissions .................................................................................... 2
6. Housing (Gwanak Residence Hall) ................................................................................. 4
7. Korean Proficiency Test ................................................................................................. 7
8. Course Registration ....................................................................................................... 8
9. Pre-enrollment Program ............................................................................................... 9
10. Sojourn for International Student ............................................................................... 9
11. Student ID Card (S-CARD) .......................................................................................... 10
12. Environment and Safety Education ............................................................................. 11

♦ Other Helpful References ............................................................................................. 12
♦ International Student Services (Contact Information) ..................................................... 15
♦ Seoul National University Campus Map ....................................................................... 16
【New International Student Reference Guide for Graduate】

- If false information or unfair practice for admission was exercised at any point in the process, the granted admission 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. Graduation Certificate/transcript Submission
(for applicants who had submitted Expected Graduation Certificate)

Preliminary Admitted Applicants who had submitted Expected Graduation Certificate of bachelor’s degree(master’s degree for PHD applicants) must submit the original version of Graduation Certificate to SNU Admission Office until Sep 18th (Fri.), 2020. This does not apply to applicants who have already submitted their graduation certificate

- Address: Seoul National University, Office of Admissions Bldg. 150, Room 401
  1 Gwanak-ro, Gwanak-gu, Seoul 08826, Korea
- Tel. +82-2-880-6971
- E-mail: snuadmit2@snu.ac.kr

2. Printing Period for Certificate of Acceptance

- Period: From the announcement of admissions decision ~ August 7th (Fri), 2020
  * 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. If needed, please receive Certificate of Admission from Office of International Affairs.

3. Student ID

A. Period for checking Student ID: After July 17th (Fri), 2020 18:00 (Korean Standard Time)

B. How to check: Input application number and date of birth on the admission result website.

4. New Student Registration

A. Application Submission for Enrollment and Tuition Fee Payment Dates
  1) Tuition Fee Payment Dates: August 3rd (Mon), 2020 10:00 ~ August 7th (Fri), 2020 16:00
     (Korean Standard Time)
- 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 → Admissions → Announcements

C. Payment Submission Method
- At any branch of Nonghyup Bank, Shinhan Bank, and Woori Bank nationwide.
  (If you pay for your tuition from outside of Korea, please consider that Shinhan Bank and Woori Bank are not available.)
- For a proper identification of the applicable student, payment to the given virtual account number provided must be made in the exact amount as indicated in the tuition invoice.

D. Additional Information
- Tuition payment invoice can be printed after July 27th (Mon), 2020
- Payment via international transfer
  : If you pay your tuition from outside of 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 amount. Also, if you pay more than the total amount of your tuition, the extra amount will be refunded after the semester begins.

* Swift code (Only in case paying from outside of 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 that the payment status has been changed to ‘registration’ or check registration status on the website of Admission’s result.
- The document of payment confirmation can be printed at:
  : Visit the following website http://my.snu.ac.kr -> Login -> 「Information Systems of SNU」 -> 「Registration」 -> 「Information Systems of SNU」 -> 「Registration」

E. Contact
- Office of Financial Affairs: +82-2-880-5107

5. Visa & Certificate of Admissions

5-1. Visa Issuance (except Students with Korean nationality)
- 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)

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 visit Immigration Office to update your status before the start of the semester. Updates are: changing enrolled university, address modification, and sojourn extension request. 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 (for 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 and 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.

5-2. 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 by e-mail during July ~ August 2020.
(Please note that Korean nationals will not receive the Certificate of Admission.)
※ If you do not pay the tuition fee by August 7(Fri), 2020, your certificate of admission
will automatically become invalid, and you will not be able to follow the visa
application procedures, according to the regulation by the immigration office.
* If any personal information on the certificate of admission requires modification, you must contact the
International Office in the Office of International Affairs by sending modification requests.
* If you do not receive your Certificate of Admission, 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 ready at office. (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 below.
- Name: Mr Hyeonseok Kim (Staff in charge of the certificate)
- Contact: mattkim628@snu.ac.kr, +82-2-880-4447

6. Housing (Gwanak Residence Halls for Students)

* The following information can be changed depending on the circumstances.
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 for confirmation of schedule and detailed procedural instructions, as the information below (including the schedule) is subject to possible modification.

A. Applying for Housing
1) Application Period
   
   July 18th(Sat), 2020 10:00 ~ July 22nd(Wed), 2020 18:00
   (Available 24 hours during the designated application period)

2) Application Instructions
   ① Access to mySNU portal website
      ※ The students who get their student ID number can join the mySNU portal.
      - http://my.snu.ac.kr → Click New User → Agree all terms of use and policy
      → Choose “STUDENT&ALUMNI”, Enter Name and Date of Birth → 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.
   ② Complete the application form
   ③ Click the ‘application’ / ‘신청’ button
   ④ Log out
   ▶ Gwanak Residence Halls: http://dorm.snu.ac.kr (Korean) http://dorm.snu.ac.kr/eng (English)
   All notices will be posted on Gwanak Residence Halls website, so please check the website.

   • Graduate Freshmen:
      - Insufficient single room may cause waiting number.
      - All applicants will be assigned randomly according to their application type.

3) Announcement of the accepted students and waiting list numbers
   ① Announcement date: July 24th(Mon), 2020 11:00
   ② Waiting list number lookup instructions:
      - http://my.snu.ac.kr → Log in → Student Residence Halls → Gwanak Residence Halls → Application Status → Check the result → Log out
   ③ Additional announcement of the accepted waiting list numbers
      - First round: July 28th(Tue), 2020 11:00
      - Second round: August 10th(Mon), 2020 11:00
      - Third round: August 17th (Mon), 2020 11:00
      ※ The schedule of the waiting list can be changed, so please check the Gwanak Residence Halls
website frequently.

※ Supplementary assignments will be announced every Monday at 11:00 on Gwanak Residence Halls homepage.

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.

※ The specific plan of the registration procedure will be noticed on the Gwanak Residence Halls website and it's only for the accepted candidates.(http://dorm.snu.ac.kr/eng)

· Registered Mail: You MUST send the document via DHL, FEDEX, UPS, EMS
· Submitting the required documents in person: You must submit by deadline.

※ 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.

C. Moving in

1) Official move-in date

- Will be posted on the Gwanak Residence Halls for Students homepage(http://dorm.snu.ac.kr)

2) Move-in Procedure

Visit the Office of the Resident Advisor located on the first floor of the assigned housing unit

→ Verification of Identity
→ Receive a cardkey or a password
→ Item inspection
→ Completion of move-in

※ Please note: Due to Covid-19, we are currently handling the move-in procedure at Bldg. 900 B2. We are receiving Immigration Certificates, checking the temperature, ect. but as there may be changes when students are moving in, you MUST check the Gwanak Residence Halls homepage for further instructions.

3) Operation Plans for Self-Isolation Facilities Due to Covid-19 (Specific Plans will be noticed on the Gwanak Residence Halls Homepage. Please check frequently for information)

- Applies to: 2020 fall semester Move-in Residents(International Students)
Current Facilities: Bldg. 906 230 rooms
- Operation Date: 2020.08.07.(Fri) ~ 2020.08.29.(Sat) Operating 24 hours everyday
- End of Move-in to Facilities: All students must move in until 2020.08.14.(Fri), Will be given dormitory rooms after at least 2 weeks isolation
- Operation Fees: At personal expense (Students MUST check the notice on the Homepage)
- Additional Info.: Self-Isolation facilities will be provided to students entering Korea between 2020.08.07.(Fri) ~ 2020.08.14.(Fri), and if there is an over of limit, students must self-isolate in a separate self-isolation facility of their choosing before moving in.

Please be informed that this is NOT a self-isolation facility provided for all international students.

4) Attend Gwanak Residence Halls Orientation

* You can check the ‘Regulation Defining Resident Reward and Disciplinary Action’ on the Gwanak Residence Halls home page

D. Contact
- Gwanak Residence Hall for Students Administration Office
- Phone: +82-2-880-9011
- E-mail: dorm9011@gmail.com

E. Yeongeon Campus Dormitory
- Students who wish to apply for SNU Yeongeon Campus dormitory should visit the homepage (http://meddorm.snu.ac.kr) or call +82-2-740-8056 for further information.

7. 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: August 13th(Thu), 2020 14:00, Language Education Institute Main Bldg. 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.


2) On-site payment: Payment in cash on on August 13th(Thu) 9:00~13:30 [12:00-13:00 lunch time]
time] at Language Education Institute Main Bldg. 137, Room 101
* Only students requested to take the test need to pay the examination fee.

E. What to bring: A form of ID (passport, etc.) and writing instruments

F. Announcement of Results: The specific college of your admission will be notified of your test result in early September 2020. Your college will utilize the results in constructing an academic plan for your pursuit of a degree.

G. Contact
- Language Education Institute
- Tel: +82-2-880-8570 FAX: +82-2-871-6808
※ In the case that a candidate does not take this exam, there will be no influence on acceptance. However, as there may be a limit to course registration and academic advising, please contact your academic institution or college/department's office to inquire separately.

8. Course Registration

A. Pre-Registration Period
August 6th(Thu), 2020 ~ August 10th(Mon), 2020 9:00 ~ 18:00(Except holidays)

B. Registration Period
August 13th(Thu), 2020 ~ August 19th(Wed), 2020 8:30 ~ 16:00(Except holidays)

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 Korean 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

9. Pre-enrollment Program

A. For all newly admitted undergraduate freshmen (except unregistered student)

B. Schedule: To be held in August 2020 (TBA)
   * Details will be sent to applicable students via separate email after registration period.

C. Contact
   - Office of International Affairs
   - Tel: +82-2-880-8633, http://oia.snu.ac.kr

10. Sojourn for International Student

Inquiries: 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: Register as Foreigner at the immigration office under jurisdiction, within 90 days from the date of arrival. (Visiting day and time must be reserved in advance through www.hikorea.go.kr and visitor must possess reservation card)
   - Required Documents: Application Form, Passport, a Photo (3.5x4.5cm), Fee (30,000KRW), Certificate of Enrollment (It can be printed out from mySNU portal site after 1 September, 2020), 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 modification must be reported to the immigration office under jurisdictions within 14 days from its occurrence. If applicants fail to do so, they will be imposed a fine.
- 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 and visitor must possess reservation card)

- 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.) [Required documents: Application, Passport, Certificate of Alien Registration]

11. Student Identification Card (S-CARD)

A. Applicable from March 2nd for Spring semester / September 1st for Fall semester

B. Functions of S-CARD: Allows you to access the library & any other buildings and to get a discount at on/off campus member stores

C. Types of S-CARD

<table>
<thead>
<tr>
<th>Type</th>
<th>Application Procedure</th>
<th>Note</th>
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</table>
| S-CARD (ID + Debit Card) | Visit Woori bank on campus with official ID (i.e. Passport or Alien Registration Card) and then visit the Student Help Center.  
* Please note that it is not applicable to International Exchange/Visiting Students. | Bring a ID photo(Size 3*4cm) or send it to the Student Help Center by e-mail (student@snu.ac.kr) with Name / Department / Student Number / Contact number. |
| S-CARD (Only ID)      | Visit Student Help Center (Bldg. 67, 2nd floor) with an official ID (i.e. Passport or Alien Registration Card). |                                                                                                                                  |
| Mobile S-CARD         | Download ‘Seoul National University’ Application (Google Play or App Store). 
→ Log in with your mySNU Portal ID & Password → Click the S-CARD icon. | ⬠ Full-time students> You must apply for a card-type S-CARD first within a month after the semester begins; otherwise, your mobile S-CARD will not work.  
<Exchange/Visiting students> You can use mobile S-CARD even when you do not have a card-type S-CARD. |
| USIM S-CARD           | USIM S-CARD can be issued when you click the ‘issue a USIM’ icon at the Mobile S-CARD screen. | Only Android phones and three mobile service companies (SK telecom, LG U+, KT) users can use a USIM S-CARD.  
* It works even when the phone is off. |
D. How to use Mobile S-CARD

Application ‘Seoul National University’

User authentication

mySNU Portal ID & Password

mySNU Portal Login

Mobile S-CARD

“S-CARD” click

E. Student Help Center at Office of Student Affairs
- Location: 2nd floor of Building #67 (Du-re-mun-ye-gwan) / E-mail: student@snu.ac.kr

12. Environment and Safety Education

A. Contact: Each college or department, http://rsis.snu.ac.kr

B. Target: All new students of Natural Science/Engineering Field

C. How to: Participate in the new student orientation at each college (2 days)


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. (Online class also offered)

<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>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Fall</td>
<td>Aug 31~ Nov 6th</td>
<td>June 22nd(Mon)</td>
<td>July 6th(Mon)</td>
<td>Aug 26th(Wed)</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>Nov 30~ Feb 5th</td>
<td>Sep 21st(Mon)</td>
<td>Oct 6th(Tue)</td>
<td>Nov 25th(Wed)</td>
</tr>
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</table>

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

<table>
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<td>Aug 7th(Fri)</td>
<td>Aug 26th(Wed)</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>Nov 30~ Feb 4th</td>
<td>Oct 30th(Fri)</td>
<td>Nov 6th(Fri)</td>
<td>Nov 25th(Wed)</td>
</tr>
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- 15-Week Korean Language Program: Newly established in 2015, it is a program tailored to the demands and characteristics of general learners with visas.
- Online 10 weeks Program: An online Korean Language Program which is held 3 hours in the morning, 2 days a week

<table>
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<tbody>
<tr>
<td>2020</td>
<td>Fall</td>
<td>Sep 2nd ~ Dec 14th</td>
<td>Aug 7th(Fri)</td>
<td>Aug 14th(Fri)</td>
<td>Aug 26th(Wed)</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>Aug 7th(Fri)</td>
<td>Aug 14th(Fri)</td>
<td>Aug 26th(Wed)</td>
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</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>
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<th>Notification of acceptance(email)</th>
<th>Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Winter</td>
<td>Jan 4th ~ Jan 22nd, 2021</td>
<td>Dec 4th(Fri)</td>
<td>Dec 8th(Tue)</td>
<td>Jan 4th, 2021(Mon)</td>
</tr>
</tbody>
</table>

* As course duration may change, please check our website (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

**3. SISA (SNU International Students Association)**

- Homepage: http://sisa.snu.ac.kr
- Address: Doore Cultural Building, Bldg.67, 2nd floor (International Student Lounge)
- Tel: +82-2-880-9164
- FACEBOOK: https://www.facebook.com/sisa.snu/
- INSTAGRAM: https://www.instagram.com/snusisa/
- E-mail: info@sisa.snu.ac.kr

**4. 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
* Woori Bank (International customer call center): 1599-2288
5. 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. (D-2 Visa holders cannot apply)
- Required Documents: Passport, Alien Registration Card, Certificate of Enrollment, Application Form
- 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
<table>
<thead>
<tr>
<th>Department</th>
<th>Functions</th>
<th>Contact information</th>
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<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>
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<td>Homepage : <a href="http://admission.snu.ac.kr/">http://admission.snu.ac.kr/</a></td>
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<tr>
<td></td>
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<td>E-mail : <a href="mailto:snuadmit@snu.ac.kr">snuadmit@snu.ac.kr</a></td>
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<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</td>
</tr>
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<td></td>
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<td>Tel. : +82-2-880-8633~8/2584/4447</td>
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<td>Dormitory (Gwanak Residence Halls for Students)</td>
<td>Dormitory and housing related issues</td>
<td>Seoul National University Bldg. 900 B1</td>
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<tr>
<td></td>
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<td>Tel. : +82-2-881-9011</td>
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<td>E-mail : <a href="mailto:flej90@snu.ac.kr">flej90@snu.ac.kr</a></td>
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<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)</td>
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<td></td>
<td>/5035(Registrar - Undergraduate)</td>
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<td>/5033(Registrar – Graduate)</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 ID Card (S-Card) issuance</td>
<td>* Student Support Center : Bldg. 67, 2nd floor</td>
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<tr>
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<td>Tel. : +82-2-880-5249</td>
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<td>* Seoul National University, Administrative Office. Bldg. 60, 3rd floor</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>
<td>Tel. : +82-2-880-5072</td>
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<td>Language Education Institute</td>
<td>Courses in Korean Language and Korean Culture</td>
<td>Seoul National University Bldg. 137</td>
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<td>Tel. : +82-2-880-8570/5488</td>
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<td>Office of Financial Affairs</td>
<td>Registration/enrollment</td>
<td>Seoul National University Administrative Office Bldg. 60, 3rd floor</td>
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<tr>
<td></td>
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<td>Tel. : +82-2-880-5107</td>
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<td></td>
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<td>E-mail : <a href="mailto:acc@snu.ac.kr">acc@snu.ac.kr</a></td>
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