



서울대학교  
SEOUL NATIONAL UNIVERSITY

**Spring 2021**

**SNU Admissions for International Student  
Graduate Program**

# **International Student Reference Guide**

**November 23<sup>th</sup>, 2020.**

**Seoul National University  
Office of Admissions**

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\* Applies only to foreign students

## 【Notice for New International Students】

If unfair practice such as false information was exercised at any point of admission process, or if an admitted student registers to more than two universities in Korea including SNU which has the same admission period as that of SNU, the granted admission will be rescinded.

### 1. Graduation Certificate/Transcript Submission

#### A. For preliminary admitted applicants who have submitted Certificate of Expected Graduation

※ This does not apply to applicants who already have submitted the original version of Graduation Certificate and Transcript.

#### B. Required Documents(Original, don't need to be certified by Korean embassy)

- **Master's courses Applicants:** Graduation Certificate and transcript of bachelor's degree
- **Doctoral courses Applicants:** Graduation Certificate and transcript of master's degree
- ※ Additional submission of Degree Certificate is required to applicants from Chinese university.
- ※ The document can be returned when the admitted applicant visit admission's office
- ※ If your document cannot be reproduced, you may visit us in person for the validation and return of your original documents.

#### C. Period: **Until Mar 19<sup>th</sup> (Fri), 2021** (Korean Standard Time)

#### D. How to Submit: Via post or visit

- **Where:** Seoul National University Office of Admission
- **Address:** 1 Gwanak-ro, Gwanak-gu, Seoul, SNU Admissions Office (Building no.150) Room 401. International Admission manager (08826)
- **Tel:** +82-2-880-6971, **E-mail:** [snuadmit2@snu.ac.kr](mailto:snuadmit2@snu.ac.kr)

### 2. Checking Student ID & Printing Certificate of Acceptance

#### A. Period: **After Nov 23<sup>th</sup> (Mon), 2020 18:00** (Korean Standard Time)

#### B. How to:

 Type in your application number and date of birth on the admission result website.

- Please print it out during the designated period. Printing certificate of acceptance will not be available after this period.
- Korean name on the admission result screen is required for course registration and tuition payment. Please be aware not to forget your Korean name.  
(Applicants may request the Administration office of each college to modify the Korean name after Mar 2nd, 2021)

### 3. mySNU Portal Sign-up

#### A. What is mySNU:

 A portal for student affairs (course registration, dormitory application, etc.) and creating an SNU email account (<https://my.snu.ac.kr>)

#### B. How to Sign-up:

 Follow instructions on mySNU → 『New User』  
(Students should know their **Student ID number** to sign-up)



## 4. Tuition Fee Payment

### A. Period: **February 1<sup>st</sup>(Mon), 2021 10:00 ~ February 5<sup>th</sup>(Fri), 2021 16:00 (Korean Standard Time)**

- Failure to pay tuition fee during the designated payment period may invalidate admission offers.

### B. Tuition Fee invoice: <http://en.snu.ac.kr> → 『Admissions』 → 『Overview』 → 『Announcements』

- Invoice can be printed **after January 25<sup>th</sup> (Mon), 2021**

### C. Where and How to Pay

1) **Where:** Any branch of Korean banks(Nonghyup, Shinhan, Woori, etc.) or international banks (Overseas branches of Shinhan/Woori Bank are not available)

2) **How:** Pay the exact amount to the given virtual account indicated in the tuition invoice.

- Since each student receives his/her distinct virtual account number,

**the remitter's name does not have to match the student's name.**

- **For those who will pay via International Transfer:**

**Make sure to pay the exact amount of tuition fee considering the exchange rate, commission.**

(Paying less than the tuition fee may invalidate your admission offer)

- ※ Refund on the exceeded payment will be made after the enrollment date.

\* **Bank Swift Code:** Nonghyup Bank - NACFKRSEXXX

- **Announcement for scholarships** such as GSFS, Silk-road will be made from the OIA. If you have any inquiries related to individually applied scholarships, please refer to <http://oia.snu.ac.kr/page/scholarships.php>.

\* The scholarship information is included in the invoice and it may be checked after printed.

- When students enter their personal information in the process of printing the invoice, they may enter course registration password. By doing this, students can sign in to course registration website with their student ID and password.

### D. How to check the payment status

- The payment status can be checked via reprinting the invoice or on the admission result screen

- **Issuing payment confirmation:** mySNU → 『Information Systems of SNU』 → 『Registration』

- ※ If you are unable to issue payment confirmation due to internet errors, please contact the Office of Information Systems & Technology(+82-2-880-8282)

### E. Contact for inquiries:

- **About Tuition Fee:** Office of Financial Affairs (**Tel:** +82-2-880-5107)

- **About Scholarship:** Office of International Affairs

(**Tel:** +82-2-880-2519, **E-mail:** [intlscholarship@snu.ac.kr](mailto:intlscholarship@snu.ac.kr))

## 5. Certificate of Admission (Foreign Student)

### A. Certificate of Admission

- 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. \* Required for international students to apply for a visa

## B. Printing the Certificate of Admission

1) **Period:** Dec 2020 ~ Jan 2021.

2) **How to:** Certificate of Admission will be sent **by e-mail**

(Please note that Korean nationals will not receive the Certificate of Admission.)

※ If tuition is not paid within payment period, until **February 5<sup>th</sup>(Fri), 2021**, Certificate of Admission becomes immediately invalid and Visa issuance will not be possible.

- If you do not receive your Certificate of Admission by **the end of January 2021** or if any modification of personal information on the certificate of admission is needed, applicants must contact the International Office in the Office of International Affairs by sending modification requests.
- 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 your copy of ID and a proof document indicating your request upon him/her)

**C. Contact:** Office of International Affairs

- **Tel:** +82-2-880-4447, **E-mail:** mattkim628@snu.ac.kr

## 6. Visa Issuance (Foreign Student)

- **Students residing outside of Korea:** Apply in person at a Korean Embassy /Consulate in your country.
- **Students currently residing in Korea:** Visit the Immigration Office to update your visa status to a type of visa that allows students to study at an academic institution in Korea, such as D-2.

### 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.)
- ※ Even if you already possess a valid visa to study in Korea, you must visit Immigration Office before the start of the semester and update your information related to enrolled university, address, sojourn extension.
- ※ 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\*, Certificate of Admission, Receipt of tuition payment, Certificate of Graduation, Proof document of financial ability (more than USD 20,000, it may be replaced with domestic remittance certificate, money exchange



- certificate, scholarship certificate), Confirmation document of your residence
- ※ Office of International Affairs (OIA) will provide you one when they send your Certificate of Admission.
  - **Additional Documents (for students from the designated 21 countries):** Certificate of Graduation (confirmed by your country's consulate 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) → Student Visa (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 (Office of International Affairs (OIA) will provide you one when they send your Certificate of Admission.), Certificate of Admission, Receipt of tuition payment, Certificate of Graduation, Proof document of financial ability more than USD 20,000, it may be replaced with domestic remittance certificate, money exchange certificate, scholarship certificate), Confirmation document of your residence, Alien Registration Card
- **Additional documents (for students from designated 21 countries):** Certificate of Graduation (diploma or degree from your last academic institution) confirmed 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.

### **D. Contact**

- 1) **Residing abroad:** Korean Embassy/Consulate in your country
- 2) **Residing in Korea:** Korean Immigration Center (Tel: 1345, **Homepage:** <http://www.hikorea.go.kr>)

## **7. National Health Insurance (NHI)**

If a foreigner or a Korean national living abroad resides in the Republic of Korea for six months or more, he or she will be compulsorily subscribed to the local subscriber scheme of the National Health Insurance, and he or she will receive the same insurance payment benefits as citizens of the Republic of Korea.

**A. Eligible:** Foreigners and overseas Koreans who have stayed in Korea for more than six months

- ※ Exclusions: Sojourn status A (diplomacy), B (tourism), C (short-term), G1 (other)

**B. Application period:** When you have stayed in Korea for more than 6 months

- F-6 (marriage immigration): Date of registration as a foreigner
- **D-2 (study abroad), D-4 (general training): Applicable after March 1st, 2021.**
- Calculated from the date of registration a foreigner/ overseas Korean after the date of entry or from the date when permission of stay is granted

**C. Registration procedure:** Sign up for the National Health Insurance Corporation → Receive notice and invoice

**D. Insurance premium:** Same as citizens residing in Korean, but if the calculated premium is less than the average premium for all health insurance subscribers, the average premium will be imposed.

\* Average premium (2020): 123,080 won (half reduction for students)

**E. Note**

- Departure after the end of permitted stay period or more than one month will result in disqualification of NHI
- Disadvantages if defaulting on the insurance premium payment
  - \* (Limited insurance benefits) If you default on the payment of the insurance premium, you will have limited health insurance benefits when using hospitals and clinics from the 1st of the month following the payment deadline, until you pay the full amount.
  - \* (Limited residence permit such as visa extension) You will receive disadvantages in the residence period when requesting a visa extension and all other kinds of residence permits as the Korean Ministry of Justice.
  - \* (Processing of default) If you do not pay even when pressed after a set period, your income, assets, automobile, and savings will be legally seized and collected by force.
  - \* Reference: [https://minwon.nhis.or.kr/menu/retrieveMenuSet.xx?menuId=MENU\\_WBMAK](https://minwon.nhis.or.kr/menu/retrieveMenuSet.xx?menuId=MENU_WBMAK)
- If you have already signed up for other private insurance in Korea or International student insurances in your home country, please contact to National Health Insurance Corporation.

**F. Contact:** National Health Insurance Corporation

- **Tel:** +82-1577-1000(Korean), +82-33-811-2000(English, Chinese, Vietnamese)
- **Homepage:** <https://www.nhis.or.kr/static/html/wbd/g/a/wbdga0101.html>
- **Address:** Seoul Foreign Civil Service Center (3rd floor, Sindorim Techno-Mart, Saemal-ro 97, Guro-gu, Seoul)

## 8. Dormitory (Gwanak Residence Halls)

Students who wish to apply for SNU dormitory must complete ① **Application** → ② **Check the acceptance result/waiting list number** → ③ **Registration(Documents submission & Payment)** during the designated period

All notices will be posted on Gwanak Residence Halls website, so please check the website (<http://dorm.snu.ac.kr/eng>).

### A. Application

- 1) **Period:** December 7<sup>th</sup>(Mon), 2020 10:00 ~ December 11<sup>th</sup>(Fri), 2020 18:00 (Korean Standard Time)  
(Available for 24 hours during the designated application period)
- 2) **How to Apply:** mySNU 『Academic Affairs』→『Student Residence Halls』→『Residency Application』

#### ▶ Graduate Freshmen:

- If applicants apply only for single room, it is unlikely to be accepted immediately. Not accepted students will receive a waiting number.
- All applicants will be assigned randomly according to their application type.

### B. Acceptance Result Announcement (including waiting number)

- 1) **Date:** December 21<sup>th</sup>(Mon), 2020 at 11:00 (Korean Standard Time)
- 2) **How to Check:** mySNU 『Academic Affairs』→『Student Residence Halls』→『Application State』
- 3) **Announcement of additional acceptance:**  
(1<sup>st</sup>): January 18<sup>th</sup>(Mon), 2021 at 11:00.  
(2<sup>nd</sup>): January 25<sup>th</sup>(Mon), 2021 at 11:00.  
(3<sup>rd</sup>): February 23<sup>rd</sup>(Tue), 2021 at 11:00.  
※ Additional announcements will be made every Monday at 11:00 on Gwanak Residence Halls homepage afterwards.

### C. Dormitory Registration Instructions

If you fail to do any one of the two instructions within the specified time period, it will be considered as a renunciation and you won't be able to move into the dormitory.

- 1) **Submission of required documents:** Via post(DHL, FEDEX, UPS, EMS) or visit
  - Submitting documents in person through acquaintance or representative is possible
- 2) **Housing payment:** **By the Friday 17:00 of the result announcement week** (Payments cannot be made from abroad)
  - \* Payment can be made using an acquaintance's or representative's Korean bank account

### D. Moving in

- 1) **Official move-in date:** To be announced on the Gwanak Residence Halls website. (<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 key card or a password → Item inspection
  - Currently, due to COVID-19, the moving-in procedure is processed at the gym on the 2<sup>nd</sup> basement floor of Bldg. 900, and we are conducting additional procedures such as



submitting the immigration certificate and measuring body temperature.

**Changes can occur at the time of entry. Therefore, please, students MUST check the website.**

### 3) Attend Gwanak Residence Halls Orientation

- You can check the 'Regulation Defining Resident Reward and Disciplinary Action' on the Gwanak Residence Halls website

**E. Contact:** Gwanak Residence Hall for Students Administration Office

- **Tel:** +82-2-880-9011, **E-mail:** grh9011@gmail.com

### F. 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.

## 9. Korean Proficiency Test (Only for students requested to take)

### A. Target Candidates

- Those with a note indicating [Target candidate for Korean proficiency test] on the admission result screen.

**B.** The test will be held **online in February, 2021.**

**(exact schedule will be announced via email in the beginning of February, 2021)**

**C. Examination Fee:** ₩15,000

**D. Examination Fee Payment Method:** To be announced to test candidates by e-mail in the beginning of February 2021

### E. Result Announcement

- The college you belong to will be notified of your test result in March, 2021.

**F. Contact:** Language Education Institute

- **Tel:** +82-2-880-8570, **Homepage:** <https://lei.snu.ac.kr>

※ If you fail to take the Korean Proficiency Test, there may be restrictions on course registration and academic guidance. **Please contact the administration office of your college or department.**



## 10. Course Registration

A. **Pre-Course Registration Period:** Feb. 15<sup>th</sup> (Mon), 2021 ~ Feb. 18<sup>th</sup> (Thu), 2021 8:30~16:00

(※ **Mock registration. This does not affect your actual registration.**)

B. **Course Registration Period: Feb. 22<sup>nd</sup> (Mon), 2021 ~ Feb. 26<sup>th</sup> (Fri), 2021 8:30~16:00**

C. **Registration Instructions:** Online registration (refer to the table below)

Classification	Content
① Login	<ul style="list-style-type: none"> <li>▶ <b>Web site: SNU Course Registration System(CRS) (<a href="https://sugang.snu.ac.kr">https://sugang.snu.ac.kr</a>)</b></li> <li>▶ SNU CRS Account: mySNU(<a href="https://my.snu.ac.kr/">https://my.snu.ac.kr/</a>) account</li> <li>▶ Password / Personal Information Modification               <ul style="list-style-type: none"> <li>- mySNU: 『Information System』 → 『My Info』 → 『Modify Personal Info』</li> <li>- SNU CRS: Log in → 『User's Information』</li> </ul> </li> <li>※ Password modification based on resident registration number according to <i>Personal Information Protection Act</i> is not allowed</li> </ul>
② Course Registration	<ul style="list-style-type: none"> <li>▶ <b>Course Registration Method</b> <ul style="list-style-type: none"> <li>- Courses of Interest, Search Course title, Search Course number in [Registration] tab</li> <li>- Enter [security number](two-digit) then click [Registration]</li> </ul> </li> <li>▶ <b>Course Registration Schedule</b> <ol style="list-style-type: none"> <li>1. <b>Day 1-2: Feb 22<sup>nd</sup> – Feb 23<sup>rd</sup> (Mon-Tue)</b> <ul style="list-style-type: none"> <li>- Add courses to [Course Cart]</li> </ul> </li> <li>2. <b>Day 3: Feb 24<sup>th</sup> (Wed)</b> <ul style="list-style-type: none"> <li>- Office of Academic Affairs will confirm courses in the [Course Cart]</li> <li>- If number of students who added a course to [Course Cart] is within the course quota, registration is confirmed. (If it exceeds the quota, the course will be designated as [Pending courses])</li> </ul> </li> <li>3. <b>Day 4-5: Feb 25<sup>th</sup> – Feb 26<sup>th</sup> (Thu-Fri)</b> <ul style="list-style-type: none"> <li>- Register courses with remaining quota on a first-come-first-served basis.</li> <li>* On Feb. 25<sup>th</sup>(Thu), registration of courses in [Pending Courses] is only available to students who previously added courses to cart in Day 1-2.</li> </ul> </li> </ol> </li> </ul>
③ Quota Exceeding Course Registration	<ul style="list-style-type: none"> <li>▶ <b>Only for registration of courses with exceeded quota</b> <ul style="list-style-type: none"> <li>- Inquire the instructor of the course whether your request can be approved.</li> <li>- 『Quota Exceeding Course Registration Request』→『Request』 →『Instructor's approval』 → 『Confirm registration』</li> <li>* Course registration will be completed after clicking 'confirm registration'.</li> </ul> </li> </ul>
④ Modify Course Registration	<ul style="list-style-type: none"> <li>▶ <b>Course Registration Modification is available in SNU CRS. (delete/add course)</b> <ul style="list-style-type: none"> <li>- Students can delete courses or register for new courses.</li> <li>- If courses are cancelled, students can register for other courses instead.</li> </ul> </li> </ul>
⑤ Course Withdrawal	<ul style="list-style-type: none"> <li>▶ <b>Course withdrawal is completed after instructors' approval upon the students' request.</b></li> <li>▶ mySNU → 『Information System』 → 『Class/Grade』 → 『Class』 → 『Course Drop(Regular Semester)』</li> </ul>

D. **Contact:** Office of Academic Affairs (Tel: +82-2-880-5042)

## 11. Orientation

### A. New Student Orientation

- 1) For all new international students
- 2) **Date:** February, 2021 (Details will be notified individually by email after the registration period)
- 3) **Content:** Education for convenient university life (course registration, academic calendar, etc.)  
 ※ Reference: [http://oia.snu.ac.kr/page/bo\\_notice.php](http://oia.snu.ac.kr/page/bo_notice.php)
- 4) **Contact:** Office of International Affairs  
 - **Tel:** +82-2-880-4447, **E-mail:** mattkim628@snu.ac.kr




### B. Environment and Safety Education

- 1) For all new international students of College of Natural Science/Engineering
- 2) **Content:** Mandatory Training about Laboratory Safety
- 3) **Method:** Participate in the education program for new students such as an orientation (2 days) provided by each college.
- 4) **Period**  
 [1<sup>st</sup>] Feb 18<sup>th</sup>. 2021.(Thu) ~ Feb 19<sup>th</sup>. 2021.(Fri)  
 [2<sup>nd</sup>] Feb. 22<sup>nd</sup>. 2021.(Mon) ~ Feb 23<sup>rd</sup>. 2021(Tue)  
 [3<sup>rd</sup>] Feb 24<sup>th</sup>. 2021.(Wed) ~ Feb. 25<sup>th</sup>. 2021.(Thu)
- 5) **Contact:** Administration office of each college/department, <https://rsis.snu.ac.kr>

## 12. Student ID Card(S-Card)

- A. Main Features & Service:** Student ID, access to major facilities, electronic attendance, financial functions (debit card, deferred payment transportation card) and etc.
- Please search for '서울대학교 CHECK' in the Woori Card homepage to learn more about details.

### B. Type of S-CARD

Physical Card-type S-Card	Mobile S-Card	USIM S-Card
		
includes debit card function	Utilize via SNU application	Gives you access to facilities by tagging your phone

\* Physical card-type S-Card must be issued within a month after enrollment in order to use USIM and Mobile S-Card afterward.

### C. S-CARD Application Instruction

#### 1) Online Application (Korean Students)

- From January to February, the online application schedule will be notified on mySNU [Student Notice]
- Install 『Woori Bank Wibee Bank』 application → select [service] in the upper menu → [Univeristy ID Card Application] → [Application] → agree to [Terms of Law] → [Seoul National Universtiy]

#### 2) Offline Application (Foreign Students)

(Available after the first day of school (March 2<sup>nd</sup>, 2021))

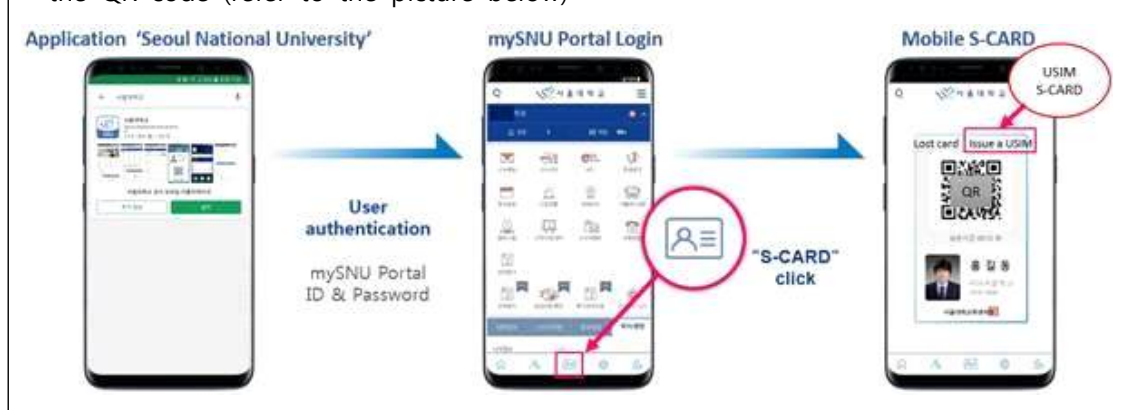
- Visit Student Help Center(Bldg.67, 2nd floor) with your ID (i.e. Passport or Alien Registration Card), ID photo(3\*4cm)

#### 3) Mobile S-Card

- Install 『Seoul National University』 application → login to mySNU account → select [S-CARD] in the bottom menu

※ **USIM S-CARD**

- Only Android phones using the three mobile service companies (SK Telecom, LG U+, KT) users can use a USIM S-CARD. (not available for i-phone or resale phone users)
- Application Instruction: In the mobile S-Card screen, select [USIM S-CARD] above the QR code (refer to the picture below)



### D. Contact: Student Help Center at the Office of Student Affairs

- **Tel:** +82-2-880-5248(S-CARD), +82-2-880-5249(access to facilities)
- For more details: mySNU Information Plaza → Bulletin Board → Sharing → Downloads → search 'S-CARD'

## 13. Sojourn and Immigration (Foreign Student)

### A. Alien Registration

- 1) **For those who are going to stay in Korea over the next 90 days**
  - 2) **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](http://www.hikorea.go.kr) and visitor must possess reservation card)
  - 3) **Required Documents:** Application Form(download from Immigration Office website), Passport, ID Photo (3.5x4.5cm), Fee (30,000KRW), **Certificate of Enrollment (Issued after mySNU portal site after Mar. 2<sup>nd</sup>, 2021)**, Certificate of Health (only applies to students from the high risk countries with tuberculosis (TB)\*, 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
- \*\* **Gwanak Health Center:** 145 Gwanak-ro, Gwanak-gu, Seoul  
(next to the Gwanakgu Office, Gate no. 3 of Seoul National University Station)

### B. Reporting Change/Modification of Personal Information

- 1) **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.
  - 2) **How to report:** through e-application at [www.hikorea.go.kr](http://www.hikorea.go.kr) or visiting immigration office (Visiting day and time must be reserved in advance through [www.hikorea.go.kr](http://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]

### C. Visa Extension

- 1) **When to apply:** In case of extending his/her stay in Korea prior to the expiration date of his/her current sojourn period (You can apply 60 days before the visa expiration date)
- 2) **Where to apply:** Local immigration offices or branch office
- 3) **Required documents:** Application Form, Passport, ARC, a certificate of university enrollment, Academic transcript, Confirmation document of your residence (housing/dorm contract), Proof document of financial ability (if applicable)



#### **D. Leave of absence/Return**

Students can apply for taking a leave of absence when they want to take time off temporarily or apply for returning to school as the approved leave of absence duration expires. These applications can be made in the [academic information → register change → applications → leave of absence/returning to school/withdrawal/readmission] menu.

※ According to Article 19 of the "Immigration Control Law", when a student is reported to the Korean Ministry of Justice for taking a "Leave of Absence," (or expulsion, or permanent leave, etc) his or her visa is canceled. The student should leave the country within 30 days; if staying in the country without other relatives or a valid visa, the student will be classified as an illegal immigrant and can incur penalties from the Ministry of Justice

**E. Reference for details:** [http://oia.snu.ac.kr/upload/Seoul\\_Survivor.pdf](http://oia.snu.ac.kr/upload/Seoul_Survivor.pdf)

**F. Contact:** Korean Immigration Center  
- **Tel:** 1345, **Homepage:** [www.hikorea.go.kr](http://www.hikorea.go.kr)

## Other Information

### 1. Korean Language Program

The Korean Language Education Center at Seoul National University offers Korean language courses for foreigners and overseas Korean students.

**A. Course Introduction:** Additional information such as the school calendar can be found at the homepage of SNU Language Education Institute

**1) Regular Program:** A year-round program

- Offers 4 sessions a year (Spring, Summer, Fall, Winter)
- Classes are divided into Level 1 ~ 6 based on Korean Language Proficiency
- Classes are held for 4 hours each day, 5 days a week, both in the morning and in the afternoon

**2) Special Program**

- ① **Evening Class:** Classes are held for 3 hours, twice a week
- ② **15-Week Program:** Tailored to the demands and characteristics of the exchange students who hold a valid visa
- ③ **5-Week Summer Program:** Designed for students who wish to learn Korean language and experience Korean culture during the summer
- ④ **3-Week Intensive Program:** Designed for adults who want to learn Korean language and make maximum progress in short period

**B. To Apply and Register:** SNU Language Education Institute Website (<https://lei.snu.ac.kr>)

**C. Contact:** SNU Korean Language Education Center

- **Tel:** +82-2-880-8570, +82-2-880-5488, **E-mail:** [klp@snu.ac.kr](mailto:klp@snu.ac.kr)

### 2. SISA (SNU International Students Association)

- **Homepage:** <https://snusisa.com/>
- **Location:** 2<sup>nd</sup> floor, Bldg.67, Doore Cultural Building (International Student lounge)
- **Tel:** +82-2-880-4447
- **Facebook:** <https://www.facebook.com/sisa.snu>
- **Instagram:** <https://www.instagram.com/snusisa/>
- **E-mail:** [info@snusisa.com](mailto:info@snusisa.com)

### 3. 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



## International Student Services (Contact Information)

Department	Service	Contact Information
<b>Office of Admissions</b>	Admission related matters	Office of Admissions, Bldg.150 4 <sup>th</sup> floor Tel: +82-2-880-6971 Homepage: <a href="https://admission.snu.ac.kr">https://admission.snu.ac.kr</a> E-mail: <a href="mailto:snuadmit2@snu.ac.kr">snuadmit2@snu.ac.kr</a>
<b>Office of International Affairs</b>	International student scholarship, Certificate of Admission, international exchange student and other international matters	Office of International Affairs, Bldg.152 Tel: +82-2-880-8633~8/2584/4447 Homepage: <a href="https://oia.snu.ac.kr/">https://oia.snu.ac.kr/</a>
<b>Dormitory (Gwanak Residence Halls for Students)</b>	Dormitory and housing related issues	Gwanak-sa Graduate House, Bldg. 900 B1 Tel: +82-2-881-9011 Homepage: <a href="http://dorm.snu.ac.kr">http://dorm.snu.ac.kr</a> E-mail: <a href="mailto:grh9011@gmail.com">grh9011@gmail.com</a>
<b>Office of Academic Affairs</b>	Records (grades), courses, graduation and degree conferment management, certificate issuance, leave of absence, return from leave of absence, etc.	Administration Building, Bldg. 60, 1 <sup>st</sup> floor Tel: +82-2-880-5042(Course Registration) / 5035(Registrar-Undergraduate) / 5033(Registrar-Graduate) E-mail: <a href="mailto:haksagwa@snu.ac.kr">haksagwa@snu.ac.kr</a>
<b>Office of Student Affairs</b>	Student ID Card (S-Card) issuance Student activity supports (ex: clubs)	1. Student Help Center, Bldg. 67, 2 <sup>nd</sup> floor Tel: +82-2-880-5249  2. Administration Building, Bldg. 60, 3 <sup>rd</sup> floor Tel: +82-2-880-5565 Homepage: <a href="https://student.snu.ac.kr">https://student.snu.ac.kr</a>
<b>Office of Student Welfare</b>	Matters related to welfare	Administration Building, Bldg. 60, 2 <sup>nd</sup> floor Tel: +82-2-880-5072 FAX: +82-2-888-9671
<b>Language Education Institute</b>	Courses in Korean Language and Korean Culture	Language Education Institute, Bldg. 137 Tel: +82-2-880-8570/5488 FAX: +82-2-871-6808 Homepage: <a href="https://lei.snu.ac.kr">https://lei.snu.ac.kr</a>
<b>Office of Financial Affairs</b>	Registration/enrollment	Administration Building, Bldg. 60, 3 <sup>rd</sup> floor Tel: +82-2-880-5107 E-mail: <a href="mailto:acc@snu.ac.kr">acc@snu.ac.kr</a>