



SNU BUSINESS SCHOOL

Full-time MBA
Admission Guide



| www.gsb.snu.ac.kr |

Admission Timeline

| Category | Date (Korean standard time) | Location | Remarks |
|---|--|---|--|
| 1. Application Submission (Online submission only) | February 28, 2025 (Friday) 10:00 ~ March 14 (Friday), 2025 17:00 | SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements | Upload a recent photo file (3x4cm) taken in last 3 months |
| 2. Document Submission (Including the application) | ~ March 17 (Mon), 2025 (17:00) | MBA Office | Visit in person or send by mail (refer to p.5~6 for details) |
| 3. TEPS Special Test (For applicants without English scores) | March 6 (Thu), 2025 (14:00) | SNU Language Education Institute | Complete the application submission by March 3, 2025 (Monday) 17:00 ※ Payment of Application fee must be completed |
| 4. Announcement of International Admission (Final), Priority Selection & First-Round Successful Applicants for Regular Admission | April 11 (Fri), 2025 | SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements | |
| 5. Interview/Oral Examination (For Regular Admission First-Round Successful Applicants) | May 1 (Thu), 2025 | Graduate School of Business | Date and location to be confirmed separately on our graduate school's homepage (http://gsb.snu.ac.kr) |
| 6. Announcement of Regular Admission Successful Applicants | May 16 (Fri), 2025 | SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements | |
| 7. Registration | May 28 (Wed), 2025 (10:00) ~ June 5 (Thu), 2025 (16:00) | Local Nonghyup, Shinhan Bank, Woori Bank Branches nationwide | Print the tuition bill from the admission homepage – Graduate School of Business Notices for Payment ※ From May 21 (Wed) at 10:00, the tuition bill will be available |
| 8. Announcement for additional candidates | June 10 (Tue), 2025 | Individual notification | Separate notification for cases where applicable |
| 9. Registration for additional candidates | June 16 (Mon), 2025 (10:00) ~ June 17 (Tue), 2025 (16:00) | Local Nonghyup, Shinhan Bank, Woori Bank Branches nationwide | Print the tuition bill from the admission homepage – Graduate School of Business Notices for Payment |

※ The admission schedule is subject to change based on the academic calendar of the university, and any changes will be announced on the Seoul National University Admissions Office website.

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[Notice]

– The Graduate School of Business Administration offers a full-time daytime MBA program.

1 Admission types and quota

[Master's degree: total 100 students (except International admission (beyond quota))

| School | Department | Program | Admission quota | | Etc. |
|-----------------------------|------------|---------|-----------------|-------------------|------|
| | | | Regular | International* | |
| Graduate School of Business | MBA | MBA | 100 | not predetermined | |
| Total | | | 100 | – | |

* The quota for international admissions is not predetermined. For international admission, we will select students only if there are applicants with sufficient academic ability.

* The number of applicants and the competition rate will not be disclosed.

2 Eligibility

A. Regular Admissions

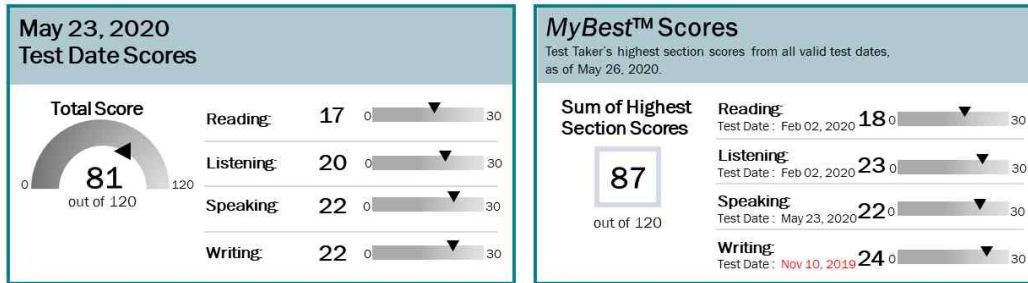
- 1) Applicants **who have obtained a bachelor's degree** from domestic or international institutions [including those who are scheduled to graduate by August 2025 (September for graduates of foreign universities)] or Applicants recognized as having academic qualifications equivalent to or higher than a bachelor's degree according to relevant laws.
- 2) Applicants falling under 1) who have achieved a certain minimum score in English proficiency.
 - a) Required English Scores

| Program | TEPS (New) | TOEFL iBT | TOEIC | IELTS (Academic) |
|---------|---------------|--------------|---------------|------------------|
| MBA | 322 or higher | 94 or higher | 825 or higher | 6.5 or higher |

- ※ Official test scores taken **within two years of the application deadline [March 14, 2025 (Friday)]** and **whose results have been announced by that date**, as indicated on the **application form**, will be accepted (including TOEFL MyBest Scores* and Home Edition scores)(Scores or grades announced after the application deadline will not be accepted.)
- ※ If you wish to submit MyBest Scores for TOEFL, the validity period (2 years) will be calculated based on **the test date of the earliest section among the 4 sections**, using the **application deadline [March 14, 2025 (Friday)]** as the reference date.

[Examples]: In the case where scores were obtained as follows, the test date for the Writing Section (the earliest among the 4 sections) on November 10, 2019, will be considered, and the validity period (2 years) will

be calculated based on this date.



본 이미지는 지원자의 이해를 돕기 위해 작성된 샘플이며, 실제 성적표 이미지는 위와 다를 수 있습니다.

- ※ In the case of hearing impairment (severe disability, former grades 2–3), the scores other than listening scores (240 points) will be converted to a total score (600 points) according to the Revised TEPS standards.
- b) Graduates (or scheduled graduates) from universities (or colleges) located in English-speaking countries are exempt from submitting English proficiency scores
 - ※ "English-speaking countries" refer to nations where English is the native language or an official language by law, and this excludes universities (or colleges) located in South Korea. English language courses at non-English-speaking universities are not exempted.
- c) Special TEPS Test (Cannot be used for purposes other than the admission process for the 2025 Seoul National University Full-Time MBA program)
 - Applicants who do not have the required minimum English proficiency scores mentioned in 2) above are eligible to apply if they take the Special TEPS Test, which will be held by Seoul National University Language Education Institute on March 6, 2025 (Thursday).
 - Applicants who do not meet the minimum score criteria based on the Special TEPS Test will be disqualified.
 - **Special TEPS Test Applicants: Complete the application submission from February 28, 2025 (Friday) at 10:00 AM to March 3, 2025 (Monday) by 5:00 PM**
 - ※ **Payment of the application fee is also required by the above deadline**
- 3) Submission of GMAT or GRE scores is highly recommended. (Optional, No limit on test date)

B. International admission (beyond quota)

- 1) Eligibility (Applicants must fall into one of the following categories):
 - International Admission I : Applicants and parents hold foreign citizenship. (Not Korean)
 - International Admission II : Individuals (Korean or foreigner) who completed all levels of their primary, secondary, and university education in a foreign country, equivalent to the education curriculum in South Korea.
 - ※ Applicants with multiple citizenships, including Korean citizenship, are not eligible for International Admission I.
 - ※ Those who completed their education in a domestic foreign school are not eligible for International Admission II.
 - ※ Foreign nationals with both parents holding foreign citizenship are encouraged to apply

under International Admission I (as obtaining documents related to entry and exit from South Korea can be challenging, which is a mandatory requirement for International Admission II)

2) Applicants falling under 1) who have obtained a bachelor's degree or are scheduled to obtain one by August 2025 (September for graduates of foreign universities), or Applicants recognized as having academic qualifications equivalent to or higher than a bachelor's degree from an accredited college or university.

※ However, for the International Admission, educational qualifications from the GED (General Educational Development test), homeschooling, and online learning are not accepted.

3) Applicants falling under 1) and 2) who have achieved a certain minimum score in English proficiency.

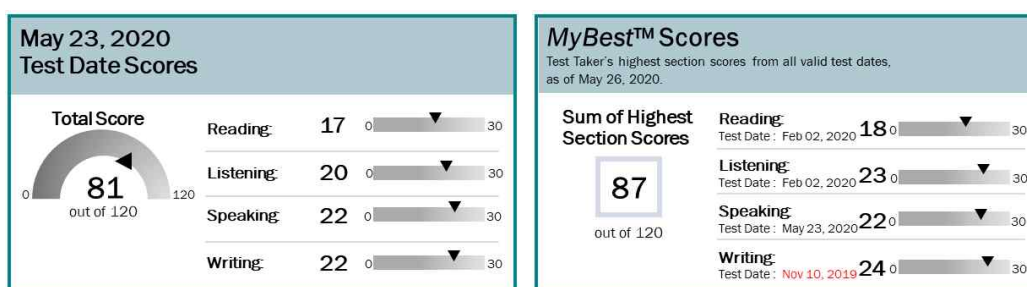
a) Required English Scores

| Program | TEPS (New) | TOEFL iBT | TOEIC | IELTS (Academic) |
|---------|---------------|--------------|---------------|------------------|
| MBA | 322 or higher | 94 or higher | 825 or higher | 6.5 or higher |

※ Official test scores taken **within two years of the application deadline [March 14, 2025 (Friday)]** and **whose results have been announced by that date**, as indicated on the **application form**, will be accepted (including TOEFL MyBest Scores* and Home Edition scores)(Scores or grades announced after the application deadline will not be accepted.)

※ If you wish to submit MyBest Scores for TOEFL, the validity period (2 years) will be calculated based on **the test date of the earliest section among the 4 sections**, using the **application deadline [March 14, 2025 (Friday)]** as the reference date.

[Examples]: In the case where scores were obtained as follows, the test date for the Writing Section (the earliest among the 4 sections) on November 10, 2019, will be considered, and the validity period (2 years) will be calculated based on this date.



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※ In the case of hearing impairment (severe disability, former grades 2–3), the scores other than listening scores (240 points) will be converted to a total score (600 points) according to the Revised TEPS standards.

b) Graduates (or scheduled graduates) from universities (or colleges) located in English-speaking countries are exempt from submitting English proficiency scores

※ "English-speaking countries" refer to nations where English is the native language or an official language by law, and this excludes universities (or colleges) located in South Korea. English language courses at non-English-speaking universities are

- not exempted.
- c) Special TEPS Test (Cannot be used for purposes other than the admission process for the 2025 Seoul National University Full-Time MBA program)
- Applicants who do not have the required minimum English proficiency scores mentioned in 2) above are eligible to apply if they take the Special TEPS Test, which will be held by Seoul National University Language Education Institute on March 6, 2025 (Thursday).
 - Applicants who do not meet the minimum score criteria based on the Special TEPS Test will be disqualified.
 - **Special TEPS Test Applicants: Complete the application submission from February 28, 2025 (Friday) at 10:00 AM to March 3, 2025 (Monday) by 5:00 PM**
 - ※ **Payment of the application fee is also required by the above deadline**
- 4) Submission of GMAT or GRE scores is highly recommended. (Optional, No limit on test date)
- 5) Submission of TOPIK scores is highly recommended. (Optional, No limit on test date)

3 Admission Criteria

A. Score Details

| University | Types | | Total Score | Document Review | Interview/Oral Examination | Remarks |
|-----------------------------|---------------|---------------------------------|-------------|-----------------|----------------------------|---------|
| Graduate School of Business | Regular | 1 st round selection | 100 | 100 | - | |
| | | 2 nd round selection | 200 | 100 | 100 | |
| | International | | 200 | 200 | - | |

B. Selection Process

| University | Types | | Selection details |
|-----------------------------|---------------|--|--|
| Graduate School of Business | Regular | 1 st selection (Document Review) | (1) Priority Selection: Applicants can be prioritized for admission by the 1 st round selection based on document review scores from up to 30% of the total number of admission quota (2) Interview/Oral Examination: Candidates will be selected within two fold of the total number of admission quota excluding the number of Priority Selection based on the results of document screening |
| | | 2 nd selection (Interview/Oral Examination) | The final candidates will be selected within the quota except the number of Priority Selection on the basis of the combined results of document screening and the interview/oral examination |
| | International | | The final candidates will be selected solely on the basis of document screening in consideration of overall evaluation of candidate's academic achievements and potential. The number of slots for international students is yet to be determined by the admission committee |

※ The interview and oral examination will only be conducted for candidates selected as "Interview and Oral Examination Candidates" among the 1st round selection passers

C. Interview/Oral Examination

1) **Date:** May 1 (Thursday), 2025

2) **Venue:** LG Business Building (Building 59)

※ Detailed interview information (time and place, etc.) will be **separately announced on the Graduate School of Business Administration's website** (<http://gsb.snu.ac.kr/>)

※ Online interview

– Only those residing abroad or in special circumstances may apply for an online interview at the time of application. However, **eligibility for the online interview must be discussed in advance with the Graduate School of Business.**

– Applicants who participate in the online interview and pass will be required to submit supporting documents (proof of entry and exit, medical certificates, etc.). If it is found that an applicant participated in the online interview through false pretenses or by unauthorized means, their acceptance or admission will be revoked

4 | Application Submission (Online)

A. **Date and Time:** From February 28 2025 (Friday) 10:00 AM to March 14, 2025 (Friday) 5:00 PM

– For TEPS Special Test Applicants: Application submission is available from February 28, 2025 (Friday) 10:00 AM to March 3, 2025 (Monday) 5:00 PM

※ Payment of the application fee is also required by the above deadline

B. **Application Fee (including processing fee)**

– 75,000 KRW (including 20,000 KRW for the 2nd stage of admission process)

C. **How to apply**

– Check the Seoul National University Admissions website for Graduate School (<http://admission.snu.ac.kr>)

D. **Note**

1) **The application submission deadline is March 14, 2025 (Friday) at 5:00 PM. The application will be recognized only if the application fee is paid by this deadline, and additional submissions will not be accepted. Please ensure to check the applicant's connection environment in advance during the application period.**

2) **After completing the application submission (including the payment of the application fee), you cannot change your application or cancel it for a refund.** Therefore, please make sure to carefully review all necessary information related to the application, such as recruitment guidelines, before completing your application. (※ Personal information can be modified until the application deadline)

3) After the application submission period (Friday, February 28, 2025 ~ Friday, March 14, 2025), documents must be submitted by the document submission deadline (Friday, February 28, 2025 ~ Monday, March 17, 2025, 17:00).

5 | Required Documents

A. Date: February 28 (Fri), 2025 ~ March 17 (Mon), 2025 (by 17:00)

※ Document submission hours: Weekdays from 9:30 AM to 11:00 AM and 1:30 PM to 5:00 PM (excluding weekends and public holidays in South Korea).

B. Venue: Graduate School of Business at Seoul National University

– Via registered mail or in person

– Address: MBA office(Admission)

Graduate School of Business, Seoul National University

59dong, Room 505

1 Gwanak-ro, Gwanak-gu, Seoul 08826 Korea Rep.

– Tel: 02-880-2551(Korean), 02-880-2554(English)

C. Required Documents for all Applicants (○ must submit , △ if applicable, × not applicable)

| No. | Documents | Regular | International | | Notes |
|-----|---|---------|---------------|-------------|---|
| | | | category I | category II | |
| 1 | Application Form | ○ | ○ | ○ | <ul style="list-style-type: none"> – Printout application form after completing online application – The English name on the application must match the spelling on the passport or official certificate of nationality. |
| 2 | Official bachelor's degree or (expected) graduation certificate | ○ | ○ | ○ | <ul style="list-style-type: none"> – Submit separately from the official academic transcript – Only documents issued either in Korean or English are accepted – Copies with the graduated university's stamp for verification (original verification) are also acceptable – The expected graduation date must be clearly stated on the certificate – The apostille or consular verification of the submitted documents is not mandatory; however, it is recommended to submit them as certified documents if possible (note that submission of verified documents is mandatory after acceptance). * Refer to the Appendix for more details |

| | | | | | |
|---|--|---|---|---|--|
| 3 | Official transcript of bachelor's degree and higher(if applicable), 1 each | ○ | ○ | ○ | <ul style="list-style-type: none"> - The transcript must include grades for all semesters of every academic year. If there are any credits recognized from a previous university due to reasons such as transfer, those transcripts must also be submitted - For those expected to graduate in August 2025, include transcripts up to the 2nd semester of 2024 - The apostille or consular verification of the submitted documents is not mandatory; however, it is recommended to submit them as certified documents if possible (note that submission of verified documents is mandatory after acceptance). |
| 4 | Recommendation Letters (2 Copies) | ○ | ○ | ○ | <ul style="list-style-type: none"> - The recommender must complete and submit the recommendation letter directly on the online recommendation letter submission site (submission via email, fax, or postal mail is not allowed). <ul style="list-style-type: none"> · An automatic email containing the site link and instructions for writing the recommendation letter will be sent to the recommender upon payment of the application fee - Each section should be written within 3,000 bytes, including spaces (approximately 1,500 characters in Korean and about 600 words in English) - The applicant can directly check the status of the submitted recommendation letters on the online application site (phone or email inquiries are not allowed). - If a professor from the applicant's alma mater finds it difficult to write a recommendation letter, professors from other universities or workplace supervisors may be recommended instead. - It is acceptable to write in either Korean or English - Submit one copy each from two different recommenders |
| 5 | Personal statement and Study /Career Plan | ○ | ○ | ○ | <ul style="list-style-type: none"> - Write directly on the online application site <ul style="list-style-type: none"> · Each section must be written within 3,000 bytes, including spaces (approximately 1,500 characters in Korean and about 600 words in English) - It is acceptable to write in either Korean or English |
| 6 | Proof of English Proficiency (Original or Online Printout, 1 Copy) | ○ | ○ | ○ | <ul style="list-style-type: none"> - Choose one from TOEFL, TEPS, TOEIC, or IELTS |
| 7 | GMAT or GRE score report | △ | △ | △ | <ul style="list-style-type: none"> - (Optional) if applicable - No restriction on the acquisition date |
| 8 | TOPIK score report | △ | △ | △ | <ul style="list-style-type: none"> - (Optional) if applicable - No restriction on the acquisition date |

| | | | | | |
|----|---|---|---|---|--|
| 9 | Resume (1 Copy) | ○ | ○ | ○ | <ul style="list-style-type: none"> - Write directly on the online application site - It is acceptable to write in either Korean or English |
| 10 | 1) One copy of the certificate of employment or work experience certificate. 2) One copy of the Health Insurance Qualification Confirmation certificate. | △ | △ | △ | <ul style="list-style-type: none"> - Applicable only to the holder. (If the documentation is not submitted or if the length of employment does not match, the work experience will not be recognized.) - If currently employed by a domestic company, the Health Insurance Qualification Confirmation certificate must also be submitted. ※ Current employees must submit a certificate of employment, and for previous workplaces, a certificate of experience must also be submitted, along with the Health Insurance Qualification Confirmation certificate. ※ If the length of employment on the Health Insurance Qualification Confirmation certificate differs, the dates on the certificate will be the determining factor. ※ Work Experience is defined as full-time employment only. ※ If the length of employment is not clearly stated on the experience certificate from a foreign company, it will not be recognized. |
| 11 | Certificate of Corporate Sponsorship Verification | △ | △ | △ | <ul style="list-style-type: none"> - (Optional) if applicable - Use the designated format (mandatory) - Choose between Korean or English formats - Form download(http://gsb.snu.ac.kr/) |
| 12 | SNU Scholarship Application | △ | △ | △ | <ul style="list-style-type: none"> - (Optional) if applicable - Excluding recipients of external scholarships and company-sponsored applicants - Choose between Korean or English formats - Use the designated format (mandatory) - Form download(http://gsb.snu.ac.kr/) |
| 13 | Agreement for verification of academic record | × | × | × | <ul style="list-style-type: none"> - For graduates of foreign universities (no separate form required when completing the online application). ※ Prepare in advance the information such as graduation (expected) date, department responsible for education record inquiry, and email address of the education record inquiry personnel |

※ For graduates of foreign universities, Apostille or Confirmation by the Korean Embassy/Consulate for the diploma and academic transcripts **MUST be submitted upon final acceptance.** (Please refer to page 12 ([12]. "Registration and submission of supplementary documents" Section B) and appendix 1 for details)

※ If the applicant is receiving tuition support from their current company, they **MUST** submit the Certificate of Corporate Sponsorship Verification from the company

D. Additional Documents for International Admission

| No. | Documents | International | | Notes |
|-----|---|---------------|-------------|---|
| | | category I | category II | |
| 1 | Copies of the applicant and both parents' passports, 1 each | ○ | ○ | <ul style="list-style-type: none"> - Expired passports are not accepted. - In case of parents' death (divorce), a death (divorce) certificate must be submitted |
| 1-1 | Other official documents indicating the applicant's and both parents' nationalities, 1 each | △ | △ | <ul style="list-style-type: none"> - This applies only if there is no valid passport copy. - The original or notarized original copy of |

| | | | | |
|---|---|---|---|--|
| | | | | <p>the nationality certificate, or a notarized copy of an identification card can be submitted (driver's licenses, etc., that do not confirm nationality are not accepted).</p> <ul style="list-style-type: none"> - For Chinese nationals: the notarized Certificate of Nationality (国籍证明书) issued by the Chinese Public Notary Office (公证处) within the last six months <ul style="list-style-type: none"> ※ If the nationality certificate or identification card is not written in English, a certified translation in Korean and English must be submitted. ※ For copies of the nationality certificate or identification card, notarization is required, and the notarized original must be submitted. ※ Household Registration (户口簿) or Resident Identity Card (居民身份证) from China are not accepted. - Applicants who hold multiple citizenships must submit a nationality certificate for each nationality held. |
| 2 | Official document indicating parent-child relationship between the applicant and his/her parents | ○ | × | <ul style="list-style-type: none"> - Submit originals or notarized originals of documents such as the applicant's birth certificate, family relationship certificate, Citizenship Certificate, which confirm the names of the applicant and parents - For Chinese national: Certificate of family relation issued by the notary public of chinese government within 6 months (亲属关系证明) |
| 3 | Certificate of facts concerning the entry & exit in Korea(issued by the Korean immigration office /Community service center in Korea /Korean embassy) | × | ○ | <ul style="list-style-type: none"> - Covers the entire period from birth to the application submission date within one month <ul style="list-style-type: none"> ※ If the applicant has stayed in Korea for more than 30 consecutive days during any semester in elementary, middle, high school, or undergraduate programs, a statement of reasons and relevant supporting documents must be submitted. - If the passport number on the entry and exit certificate differs from the passport number on the currently valid passport, one of the following must be submitted: a copy of the old passport, a copy of the new passport, or a certificate of passport issuance (issued by the Ministry of Foreign Affairs). - For dual nationals, all entry and exit certificates for South Korea pertaining to each nationality must be submitted. - If the applicant is not a South Korean national, they must provide official documents that prove all education in elementary, middle, high school, and undergraduate programs was completed abroad (such as graduation certificates or transcripts that specify the duration of enrollment). |
| 4 | Graduation certificates from primary, middle, high school, and university | × | ○ | <ul style="list-style-type: none"> - Proof of completion of the education equivalent to 16 years of Korean education completed abroad <ul style="list-style-type: none"> ※ Not recognized for foreign schools or institutions |
| 5 | Transcripts for all previous years of primary, middle, high school, and university | × | ○ | <ul style="list-style-type: none"> - Apostille or Korean Embassy confirmation required |

E. Notes in common

- 1) In cases where the original document cannot be reissued, a notarized copy with the original verification (original verification seal) from the issuing institution or a notarized copy obtained through a notarization agency (in the case of China, a notary public) must be submitted
- 2) Documents not written in Korean or English must be submitted with a notarized Korean or English version
- 3) If it is difficult to confirm the facts based on the applicant's submitted documents alone, additional documents may be requested, and in cases where the necessary documents for fact-checking are insufficient, the applicant may be excluded from the selection process
- 4) **Applicants who have completed their academic program from universities in China** must submit the following documents, **all of which must be** apostilled or authenticated by the Korean Embassy or Consulate abroad: ① Graduation Certificate ② Degree Certificate ③ Academic Transcript. Additionally, applicants must provide the ④ Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (中国高等教育学生信息网)
 - ※ Please note that failure to submit the required documents within the specified deadline, without valid reasons, may result in the cancellation of acceptance
- 5) For graduates of domestic universities, the graduation certificate (or degree certificate) or transcript must be submitted as a document that can verify its authenticity and was issued within two weeks prior to the document submission deadline (March 14, 2025, Friday).
- 6) For graduates of foreign universities, both of the following documents must be submitted with apostille (or consular verification): 1) graduation certificate (or degree certificate) and 2) transcript.
 - ※ It is acceptable not to submit the apostille (or consular verification) documents at the time of submission; however, if not submitted, there may be a situation where the original degree certificate is required for graduation verification. Therefore, it is recommended to prepare the documents in advance and submit the apostilled (or consular verified) documents if possible (note that submitted documents cannot be returned).
 - ※ For foreign nationals requiring a student visa (D-2), apostilled academic documents are necessary for visa issuance
- 7) Documents such as Personal statement, Study/Career Plan and recommendation letter may be written in either Korean or English
- 8) Original Document: Documents issued directly by the corresponding institution with a signature or official seal of the authority. Original Document with Notarized Translation: Documents translated into Korean or English by an authorized notary office with a notary seal on it.

- ※ For originals in a language other than Korean or English, submit a notarized translation along with the original.
- 9) Additional document submissions are not allowed outside the application period. The arrival status of documents will not be confirmed.

F. Notes for International Admission

- 1) Documents for International Admission I : Nationality, Family Relationship certificate
 - International Admission I applicant must submit documents proving your nationality, as well as documents proving the relationship between yourself and your parents. In cases of divorce or death of parents, relevant supporting documents must be submitted
 - In case of Admission I, applicants who have acquired foreign nationality through immigration or other means must submit proof of loss of South Korean nationality that can confirm the date of acquisition, such as an 'Overseas Nationality Acquisition Confirmation Certificate' issued by an embassy or consulate
 - Applicants who hold multiple nationalities must both themselves and their parents renounce or lose South Korean nationality before the application deadline (including cases where foreign nationality was acquired through immigration), and relevant documents proving the renunciation or loss of nationality must be submitted
 - Both copies of Resident Identity Card (居民身份证) in Chinese and copies of 户口簿 (Hukou, Household Registration) in China are not acceptable as a proof of nationality. A copy of passport or a certificate of nationality by 公证处 (issued within the last 6 months) in English or Korean must be submitted
 - Copies of identification documents from each country are not recognized as proof of nationality
 - If an applicant who meets the eligibility criteria for International Admissions I (Foreigners with both parents being foreigners) applies for International Admissions II (Applicants who completed the entire curriculum abroad), they must submit Certificate of Entry and Exit issued by Korean Immigration Office
- 2) Documents for International Admission II: Certificate of Entry & Exit
 - Certificate of Entry and Exit must be submitted. The certificate must include the entire entry and exit history from the date of birth up to one month before the date of application submission. If false information or the possession of multiple passports makes it impossible to confirm entry and exit records, the applicant may face disadvantages or have their admission and enrollment canceled
 - In cases where there are any gaps or omissions in the entry and exit records, proof of enrollment during those missing periods (such as academic transcripts or graduation certificates) must be provided along with the application
 - If there has been any change in personal information due to passport replacement or the acquisition of foreign nationality through immigration, all entry and exit record certificates (from the date of birth up to one month before the date of

- application submission) both before and after the change must be submitted
- For applicants with multiple nationalities, Certificate of Entry and Exit (from the date of birth up to one month before the date of application submission) must be submitted for each nationality
 - The passport number of the applicant must match the passport number on the entry and exit record certificate. If they are different, a statement explaining the reason for the difference must be provided
 - Certificate of Entry and Exit can be obtained from Korean Immigration Offices, Office/Community Service Centers for residents in Korea and from Korean Embassies or Consulates for overseas residents (limited to Korean nationals)
 - All changes in personal information must be accurately recorded, and any disadvantages resulting from errors, omissions, or misinformation in the records are the responsibility of the applicant. Therefore, please exercise caution when providing this information

6 Final Decision Announcement for International Admission

Priority Selection & Interview/Oral examination Announcement for Regular Admission

- A. Date:** April 11 (Fri), 2025 (after 17:00)
- B. Where:** SNU Admission (<http://admission.snu.ac.kr>)
(Seoul National University ⇒ Admissions ⇒ Announcements ⇒ Announcement for MBA ⇒ Search by name, date of birth, admission registration number)
- C. Certificate Issuance for Successful Applicants:** International admission and Priority Selection of Regular Admission
(Same as “B”: Print out “Certificate of Acceptance” after searching your information)

7 Final Decision Announcement for Regular Admission

- A. Date:** May 16 (Fri), 2025 (after 17:00)
- B. Where:** SNU admission (<http://admission.snu.ac.kr>)
(Seoul National University ⇒ Admissions ⇒ Announcements ⇒ Announcement for MBA ⇒ Search by name, date of birth, admission registration number)
- C. Certificate Issuance for Successful Applicants:** Same as “B”(Print out “Certificate of Acceptance” after searching your information)

8 | Announcement for Additional Candidates

A. Selection of additional candidates (Ranking Confidential)

Up to 30% of the admission quota may be selected as additional candidates based on their test scores in descending order (pre-successful status and rankings will not be disclosed during the initial announcement)

B. Announcement for additional candidates

- 1) In cases where vacancies occur due to non-registration or other reasons, additional successful applicants may be selected from additional candidates based on their test scores, using individual phone notifications to confirm their intention to register
- 2) The responsibility for any disadvantages resulting from non-contact lies with the applicant

9 | Refund of Admission Fee

A. Reasons and Amounts for the Refund under Article 34-4(4) of the Higher Education Act

- 1) Overpayment due to an applicant's error: The amount overpaid
- 2) Inability to participate in the admission examination due to the university's liabilities: The full amount of the paid admission fee
- 3) Inability to participate in the admission examination due to a natural disaster: The full amount of the paid admission fee
- 4) Inability to participate in the admission examination due to hospitalization or death (only applicable if proven): The full amount of the paid admission fee
- 5) **In case of applying for step-by-step admission but failing before the final step begins: The fee for the admission examination stage not taken**

B. Applicants falling under reasons 1) to 4) above should submit a refund application along with supporting documents by the final successful applicant announcement date of this admission. No applications will be accepted after the final successful applicant announcement

C. Refunds will not be granted if applicants fail to comply with the guidelines during the application process, including online submission

D. Application of admission fee refund: Refer to the Graduate School of Business website admissions menu (<http://gsb.snu.ac.kr/>)

10 | Notes in General

- A. Even if the number of applicants is less than the admission quota, SNU MBA reserves the right not to select candidates who do not meet the qualifications
- B. The eligibility of the applicant, evaluation details, reasons for rejection, and admission test scores will not be disclosed.

- C. Submitted admission applications and documents (including online submissions) cannot be canceled, amended, or returned, and the same applies before and after the application deadline (based on Article 42-3 of the Enforcement Decree of the Higher Education Act)
- D. False information in the admission application, forgery or alteration of documents, or any other fraudulent means of application may result in the cancellation of admission and enrollment, and future admission to SNU may be restricted
- E. Failure to meet the required English proficiency score or other disqualifying reasons will not result in a refund of application fees. (However, for information regarding fee refunds, please refer to Section 9, "Refund of Admission Fees.") Additionally, if applying through the International Admission, the application fee will not be refunded.
- F. Applicants may be disqualified if:
- They are **expected to graduate** at the point of application but **fail to submit a graduation certificate after admission**.
 - They **submit their graduation certificate and transcript without Apostille or authentication by the Korean Embassy or Consulate**.
 - Admitted Applicants **fail to submit some or all of the original documents**.
 - They **pay tuition fees to two or more domestic or international universities** during the same admission period.
 - They are still registered at another university even after the date of admission to SNU (**regarded as dual enrollment**).
 - Admitted students fail to register (complete payment of tuition) during the designated period
 - Any dishonest means, such as submitting false (forged or altered) documents, is found at any point in the admission process. **(This applies even after a student enrolls.)**
- G. **All applicants are responsible to check GSB website(<http://gsb.snu.ac.kr/>) and SNU admissions website(<http://admission.snu.ac.kr>) on a regular basis for announcements and notices.** Any disadvantages resulting from failure to do so lie with the applicant
- H. Other matters related to admission not specified in this guidance will be subject to Seoul National University's admission standards
- I. All time references are based on Korea Standard Time. In the event of any differences, inconsistencies, or conflicts between the Korean and English versions of the recruitment guidelines and other announcements, the Korean version shall take precedence.
- J. Admissions schedules and other related matters, such as application procedures, are subject to change. Any updates will be announced on the Seoul National University website.

- A. Students in need of scholarships may be exempted from part of the tuition fees through the procedures established by SNU MBA. This applies only if the scholarship application is submitted in advance

- B. Generally, taking a leave of absence in the first semester after enrollment is not allowed. However, in cases of unavoidable circumstances (military service, childbirth, illness), you may be granted a leave of absence with the permission of the Dean of the Graduate School of Business. Preparation for various exams or employment is not considered an unavoidable circumstance
- C. SNU MBA operates a full-time daytime MBA program without considering employment or personal circumstances

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 | Registration and Submission of Supplementary Documents

A. Registration

- 1) **Date:** June 2 (Mon), 2025 (from 10:00) ~ June 5 (Thu) 2025 (by 16:00) (During banking hours)
 - ※ The tuition bill can be printed starting on May 21, 2025 (Wed) at 10:00
- 2) **Where:** Payments can be made at all Nonghyup, Shinhan, and Woori banks
- 3) **Tuition Bills:** To be determined and notified through the tuition bill
- 4) **How to check tuition bills:** You can print it directly from the Seoul National University Graduate School of Business Administration's admission homepage (<http://admission.snu.ac.kr>)
- 5) Failure to register within the specified period will result in the cancellation of your admission

B. Additional documents submission for admitted students

- 1) **Date:** by the end of July 2025, MBA Office (TBA for more details)
- 2) **Where:** MBA Office, Graduate School of Business Administration

| Documents | notes |
|---|--|
| <ul style="list-style-type: none"> · Graduation certificate of bachelor's degree · Graduation certificate of master's degree(if have) · Official transcript of bachelor's degree | <ul style="list-style-type: none"> · Original documents must be submitted · Applicable to graduates from foreign universities ※ Refer to the ※ note below |
| <ul style="list-style-type: none"> · Permission of entering school (Free format) | <ul style="list-style-type: none"> · Applicable to public officials and active-duty military personnel (Permission of the head of affiliated institute) |
| <ul style="list-style-type: none"> · "Certificate of Entry and Exit" or "Medical Certificate" | <ul style="list-style-type: none"> · Applicable to those who underwent a video interview and passed |

- ※ Successful applicants who **graduated from foreign universities** MUST **submit an "Apostille Certificate"** for the required documents if they are from a member country of the Apostille Convention. Graduates from universities in countries without Apostille membership must provide a document confirming their graduation from the respective country's Korean embassy or consulate
 - Information on Apostille Convention member countries: www.hcch.net – Members & Parties – HCCH Members
 - All documents must be in either Korean or English. If any document is in a language other than Korean or English, students are required to provide a notarized or certified translation into either Korean or English, along with the original document
 - **Applicants who have completed their academic program from universities in China** must submit the following documents, **all of which must be** apostilled or authenticated by the Korean Embassy or Consulate abroad: ① Graduation Certificate ② Degree Certificate ③

Academic Transcript. Additionally, applicants must provide the ④ Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (中国高等教育学生信息网)

※ Failure to submit the required documents within the specified deadline without a valid reason may result in the cancellation of your admission

13 | Inquiries

A. Details of the Admission Process (Procedure, Schedule)

- (1) Contact: MBA office, Graduate School of Business Administration
- (2) Tel: 82-2-880-2551(Korean), 82-2-880-2554(English)

Please consider using public transportation whenever possible as parking fees are collected when entering SNU campus.

This admission guideline, in its English version, has been translated from the official "SNU Admission Guideline" originally written in Korean. Any omitted details or missed information not specified in this English translation will adhere to the Admission Guideline written in Korean. In the event of any discrepancies in the interpretation or application of this guideline, the Admission Guideline written in Korean shall take precedence

(Appendix 1)

Apostille Agreement for Certification of Academic Documents

✦ Apostille Agreement

An international agreement among member countries aimed at simplifying the mutual authentication of public documents, eliminating the need for complex authentication processes like embassy verification, and instead relying on the document-issuing country to confirm (legalize) the documents

- Name: Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Information on Apostille-related authorities by country: www.hcch.net – Members & Parties – HCCH Members for reference
- Korean university graduates are exempt from this requirement and should submit original academic transcripts and degree certificates

1. Admitted Students from Apostille Member Countries

- Required Documents: 1) Academic Transcript, 2) Proof of Highest Education (Graduation Certificate or Degree Certificate)(Applicants who have completed their academic program from universities in China should also include degree certificates.)
- Where to issue: The designated authority in the respective country (in the case of Korea, the Ministry of Foreign Affairs)
 - ※ Information on Apostille-related authorities by country is available at (<https://www.hcch.net/>) – Apostille Section
- How to Submit: Obtain an "Apostille Confirmation Certificate" for the mentioned documents from the designated authority in your country and submit it within the specified timeframe (in person or by mail)
[Note] The Apostille Verification Certificate can be substituted with consular authentication by the Korean Embassy or Consulate in the respective country

2. Admitted Students from Non-Apostille Member Countries

- Required Documents: 1) Academic Transcript, 2) Proof of Highest Education (Graduation Certificate or Degree Certificate)(Applicants who have completed their academic program from universities in China should also include degree certificates.)
- Where to issue: The Korean embassy or consulate in the country where the graduated school is located
- How to Submit: Obtain confirmation by the Korean Embassy or Consulate in the jurisdiction of the country where the school is located and submit them within the specified period (in person or by mail)

3. Important Notes

- Documents not originally written in Korean or English must be accompanied by a notarized Korean or English translation, along with the original documents
- Original documents obtained with Apostille/Consular authentication must be submitted as is.
 - ※ Copies of the original with Apostille/Consular authentication will not be accepted.)