International Admissions for Graduate Program

Online Application Procedure Guide

Procedure for Online Application

1. Visit SNU Website (https://en.snu.ac.kr/admission)
2. Move to Application Page through [Announcements] Board
3. Sign-up (Create New Account) and Log-in
4. Application (Input Personal Information & Scanned File Upload)
5. Application (Input Academic Information)
6. Application (Input Personal Statement and Study Plan)
7. Payment of Application Fee
8. Completion of Online Application

※ Please Refer to Admissions Guide for Graduate Programs on Seoul National University website. (https://en.snu.ac.kr/admission)

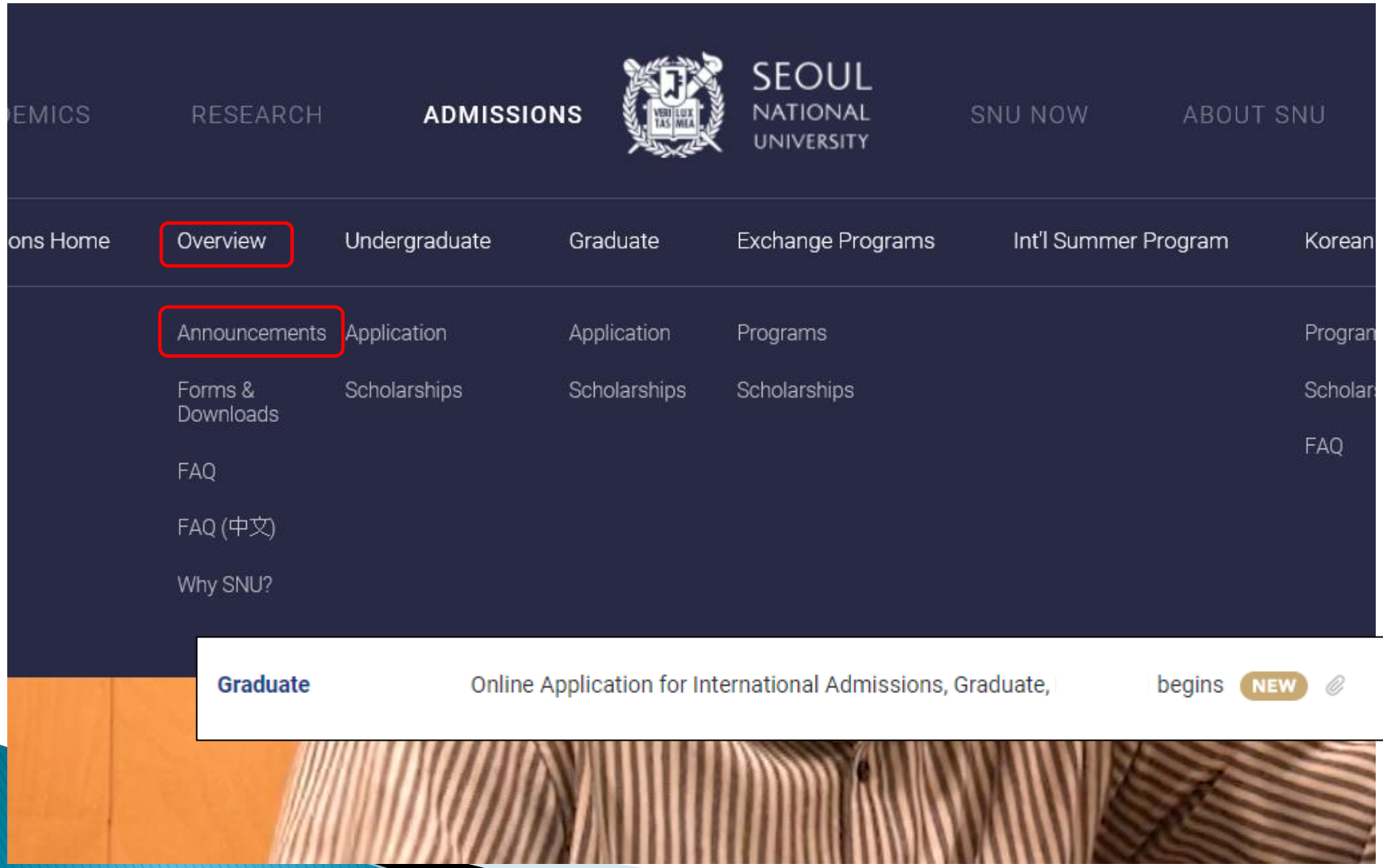
1. Click the menu Below on SNU Website. (Korean or English)

Korean: https://admission.snu.ac.kr
[글로벌] – [공지사항] – <글로벌인재특별전형 대학원 인터넷 접수 OPEN>을 통해 접수사이트 접속



1. Click the menu Below on SNU Website. (Korean or English)

English: https://en.snu.ac.kr/admission → Announcements Board
<Online Application for International Admissions, Graduate, begins>



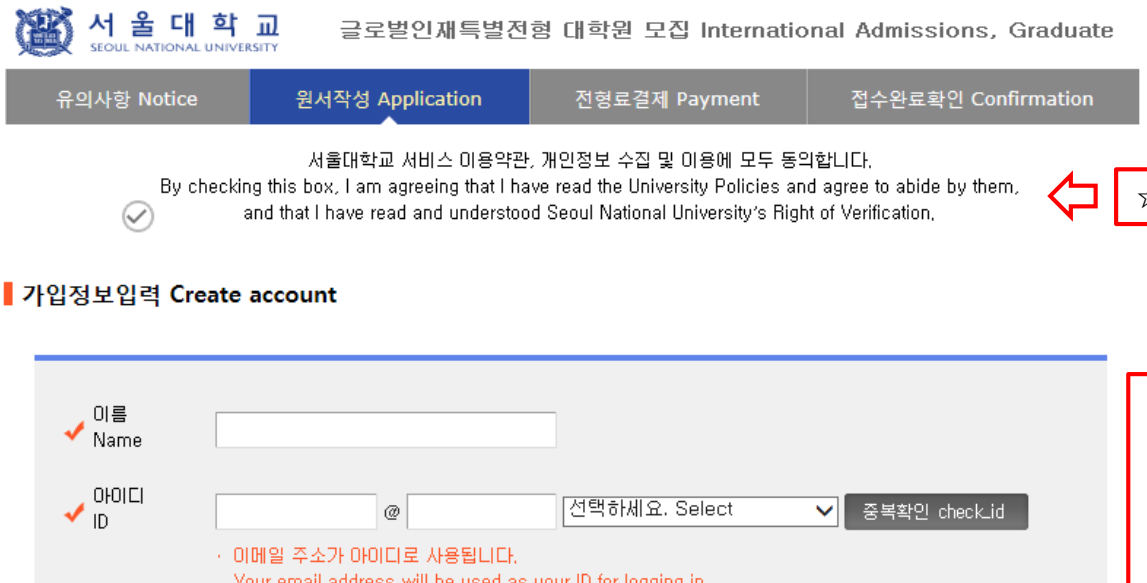
2. Sign-up (Create a New Account) and Log-in at Application Page



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

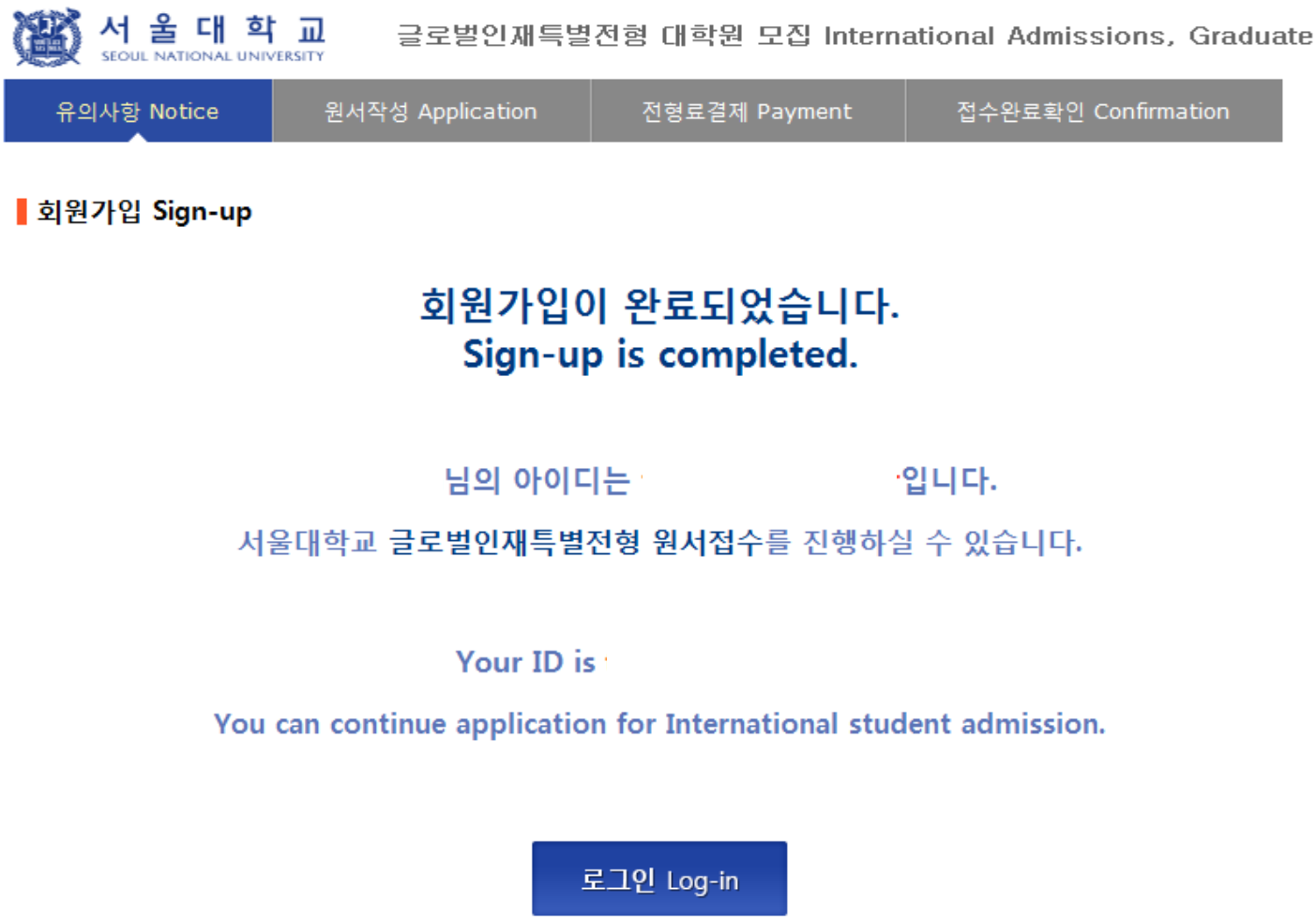
☆ Even if you hold an account for previous semester's admissions, you must create a new account again.
☆ E-mail address of [qq.com] is not able to use.

3. How to Sign-up (Create A New Account)

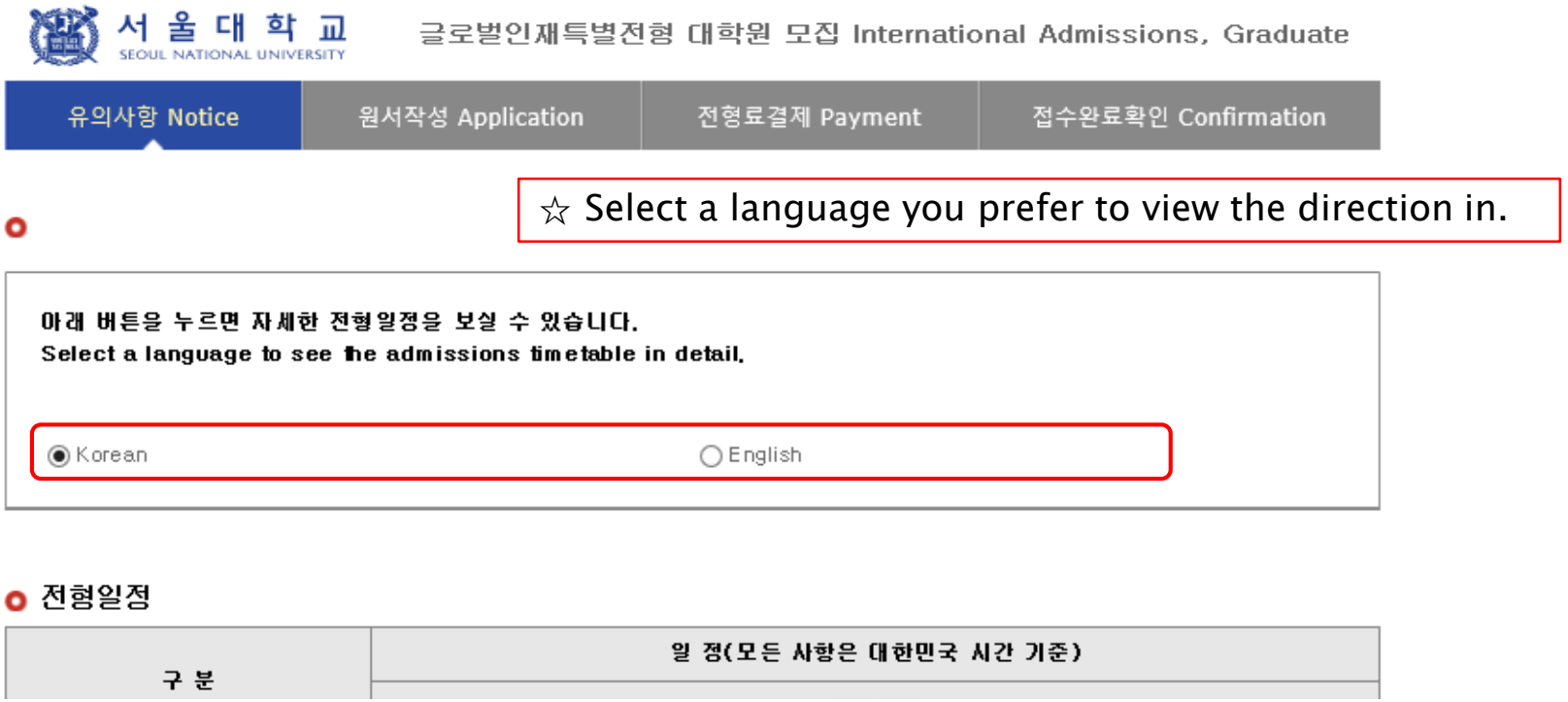


☆ Input applicant's full name.
☆ ID = Email address
☆ Click [중복확인(check ID)].
☆ If the ID is able to use, input the desired password & confirm it.
☆ Click [확인(Continue)].

3. How to Sign-up (Create A New Account)



4. Application for Admissions



4. Application for Admissions

인터넷 원서접수 시 문의사항 Contact number for enquiries regarding online application procedure and technical errors	(주)유웨이어플라이 (UWAY APPLY Co,. Ltd.)	1588-8988
글로벌인재특별전형 관련사항 Contact number for admissions enquiries	서울대학교 입학본부 Seoul National University Office of Admissions	+82-2-880-6971

원서작성하기 Proceed to the application

☆ Click this button to proceed to application.

4. Application for Admissions



4. Application for Admissions

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

[한국어 안내]

<개인정보 제공 동의 여부 추가>

추천인I,II 에게 지원자의 개인정보 제공에 대한 동의

1. 제공하는 개인정보
   - 전형, 모집단위, 영문이름, 생년월일, 이메일
2. 개인정보의 제공 목적: 입학전형(추천서)

[English version]

<Addition to agreement to release information to 3rd party>

Consent to release of information on applicant to Recommenders I and II

1. Information being released:
   - Application track, Applying major, English name, Birth date, E-mail
2. Purpose of providing information: Admission assessment (recommendation)

개인정보의 수집 및 이용에 동의하십니까?
Do you agree with the terms and conditions above for admissions guide?

◯ **동의함 Agree** ◯ **동의하지 않음 Disagree**

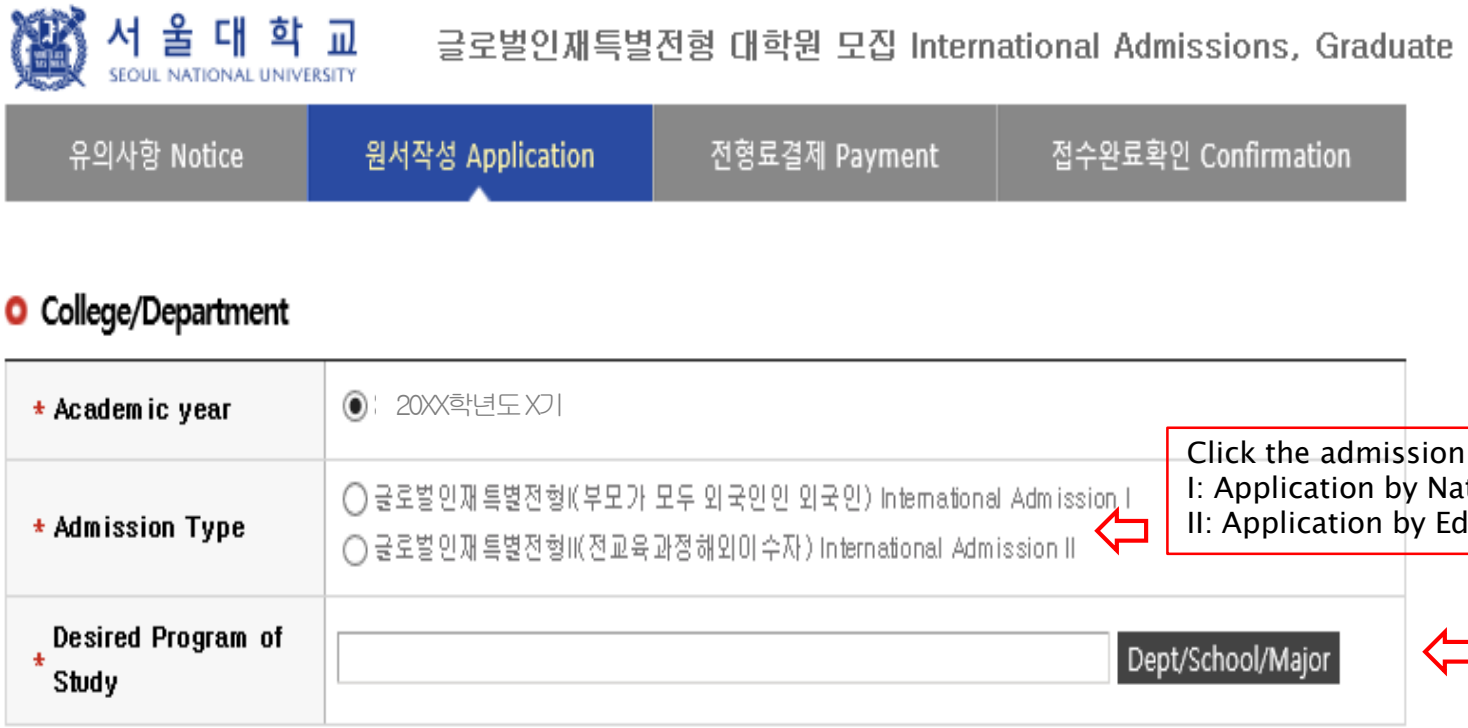
⇦ Click [Agree]

※ 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 대입 원서를 접수할 수 없습니다.
An applicant has his/her right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

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

원서작성하기 Proceed to the application ⇦ Click this button to proceed to application

4. Application (Personal Information)



4. Application (Personal Information)

Language Proficiency (English/Korean)

* Type of Exam	☑ TOPIK ☑ IELTS ☑ TEPS ☑ TOEFL(Test Date Scores) ☑ TOEFL(MyBest Scores) ☑ Etc.
* Etc.	☐ AP: English Language and Composition ☐ AP: English Literature and Composition ☐ SAT: Reading/Writing and Language ☐ SAT subject test: English ☐ SAT subject test: Korean with Listening ☐ Etc.

If you hold a valid test score, select the test name and input the information of the test.
If you have SAT or AP language test result or any other official test score select [Etc.].

e.g. National English/Korean Test Score
Nationality of English-speaking Country
Graduation Certificate of International School

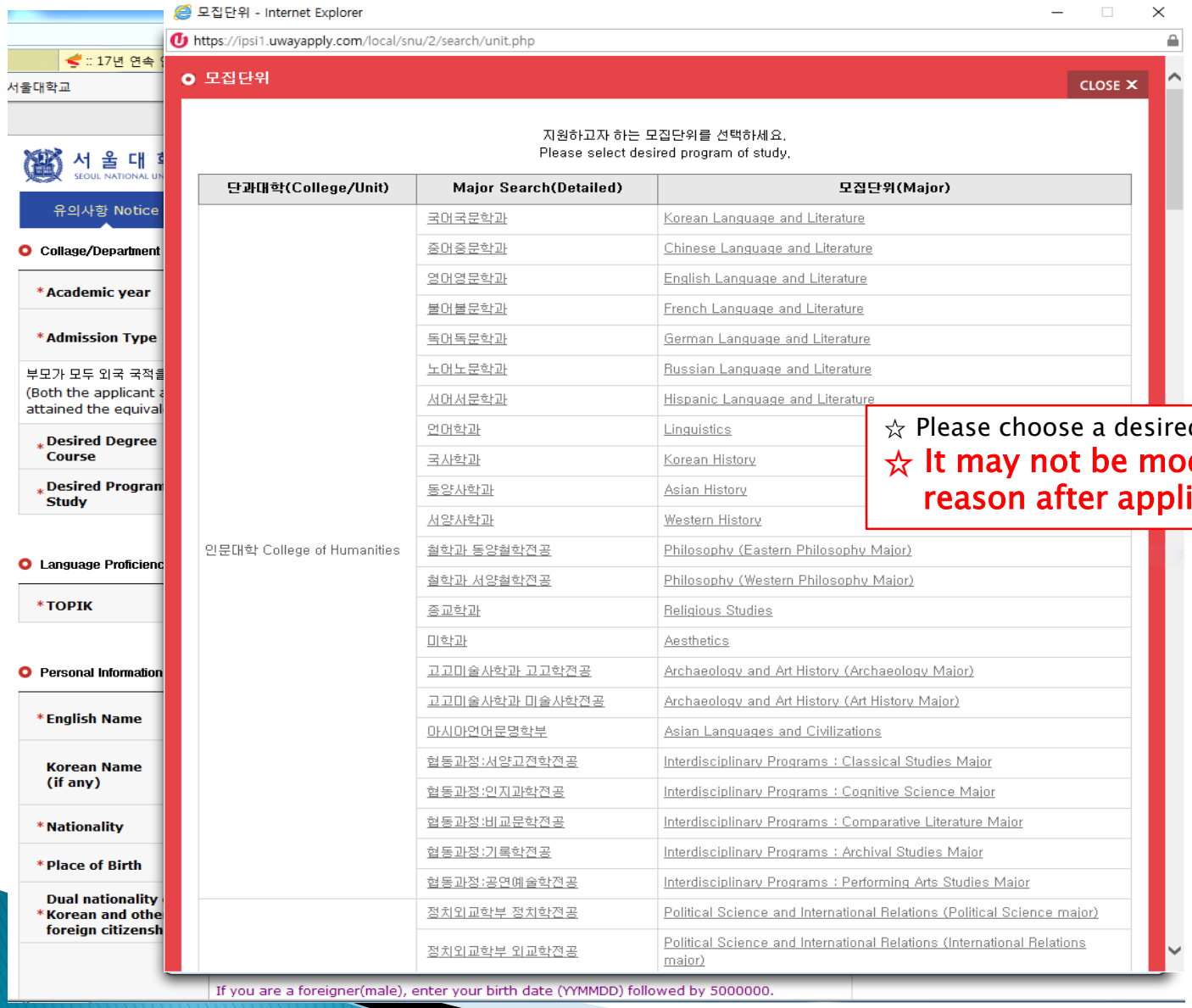
※ After the Announcement of admissions decision, ONLY admitted applicants are subjected to su
official English or Korean score via score reporting services after uploading the scanned or screen captured files. Please upload official documents indicating your ability in other languages such as HSK, JLPT in the section of "Supplementary Material (Awards, Volunteer Activites, Explanatory Statement if any, etc.)"

※ TOPIK: 문서확인번호 appears on the right upper corner of the official TOPIK score report. Please do not input the Registration Number.

Name	Registration No.	Test Date (DD/MM/YYYY)	Final Score	Level
TOPIK	(문서확인번호 : 16 Digits)	DD / MM / YYYY		select
IELTS	(Test Report Form No. : above 13 Digits)	DD / MM / YYYY	.	
TEPS	(REGISTRATION NO. : 7 Digits)	DD / MM / YYYY		
TOEFL(Test Date Scores)	(Registraion No. : 16 Digits)	DD / MM / YYYY		
TOEFL(MyBest Scores)	(Registraion No. : 16 Digits)			

For TOPIK/IELTS/TOEFL/TEPS/AP/SAT, please write the information of the test.
For other official test score, please explain about the test and your score.

4. Application (Personal Information)



☆ Please choose a desired program of study(major).

☆ **It may not be modified/canceled by any reason after application fee payment.**

4. Application (Personal Information)

Personal Information

* English Name	Family/Last(성) : First(명) : Middle(if any) : ※ The name must match exactly as it appears on your passport or other forms of ID.
Korean Name (if any)	Please enter your Korean name (up to 15 words). If you don't have one, you may leave it blank.
* Nationality	Search
* Place of Birth	Search Use My Nationality
* Passport Number	※ Please check " None " if you don`t have a passport. (None ☐)
* Dual nationality of Korean and other foreign citizenship	○ YES ○ NO
* Detail about(dual) nationality	○ 한 번도 한국 국적을 가진 적이 없음 I have never had Korean citizenship ○ 한국 국적을 가진 적이 있으나 한국 국적 포기/이탈/상실 처리 완료됐음(해당 시 증빙서류 제출 필수) I have had Korean citizenship before, but I have renounced/lost it. (Submission of appropriate document is necessary as proof)
* Date of Birth	DAY MONTH YEAR
* Date of Nationality Acquired	DAY MONTH YEAR Use My Date of Birth ※ If there has been no change in your nationality/citizenship status, the acquired date of nationality sh ould be same as your date of birth.
* Gender	○ Male ○ Female
Resident Registration Number	Foreigners / Born before 2000 / Born after 2000 Male: YYMMDD-5000000 / YYMMDD-7000000 Female: YYMMDD-6000000 / YYMMDD-8000000 ※ YYMMDD: your birth date ※ 위 표에서 해당하는 숫자를 아래의 빈칸에 입력하시기 바랍니다. (생년월일이 1997/5/16인 남성의 경우 주민등록번호는 970516-5000000입니다.) Please input the corresponding number from the table above to the blank below. (If you're male and the birth date is 5/16/1997, Your Resident Registration Number is 970516-5000000) ※ 단, 한국 국적자는 정확한 주민등록번호를 입력하시기 바랍니다. Korean nationals should enter correct resident registration number. -
Alien Registration Number	※ Please skip if you don`t have a Certificate of Alien Registration issued by the Korean government. ※ If applicable, Please input correct alien registration number on your alien card. -
* Marital Status	○ Single ○ Married ○ Other ※ Information requested regarding applicant eligibility.
* Mailing Address	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : Address :

☆ Input all correct personal information.
Fields with (*) are mandatory.

☆ Enter your Korean name if you have one, otherwise leave it blank.

☆ Search country's name for your nationality and place of birth
(If you can't find it, please type directly after clicking [etc].)

☆ Input passport number.
If you don't have one, click [None].

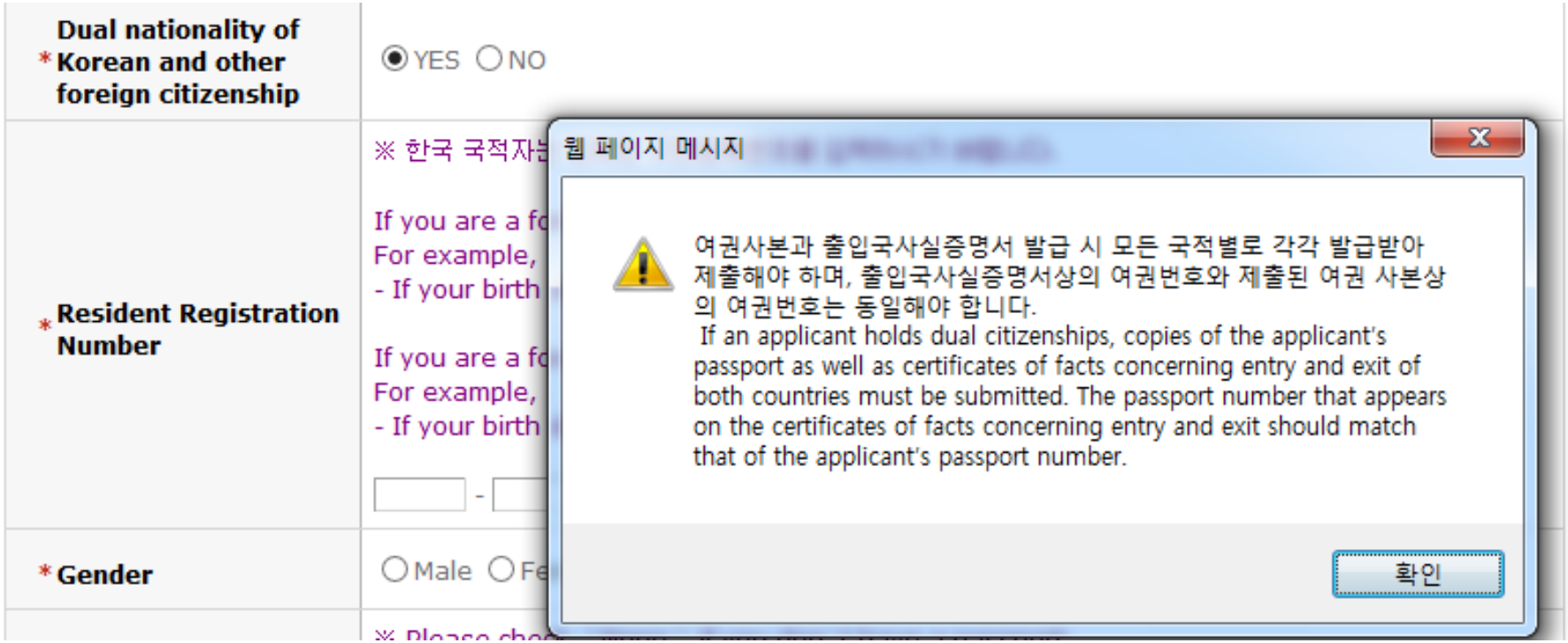
☆ If you hold dual nationality of Korea and another country, choose [Yes] and input both information.

☆ Input correct resident registration number. If you don't have one, please follow the text.

☆ If you hold an alien registration number, input correct information.
If you don't, leave it blank.

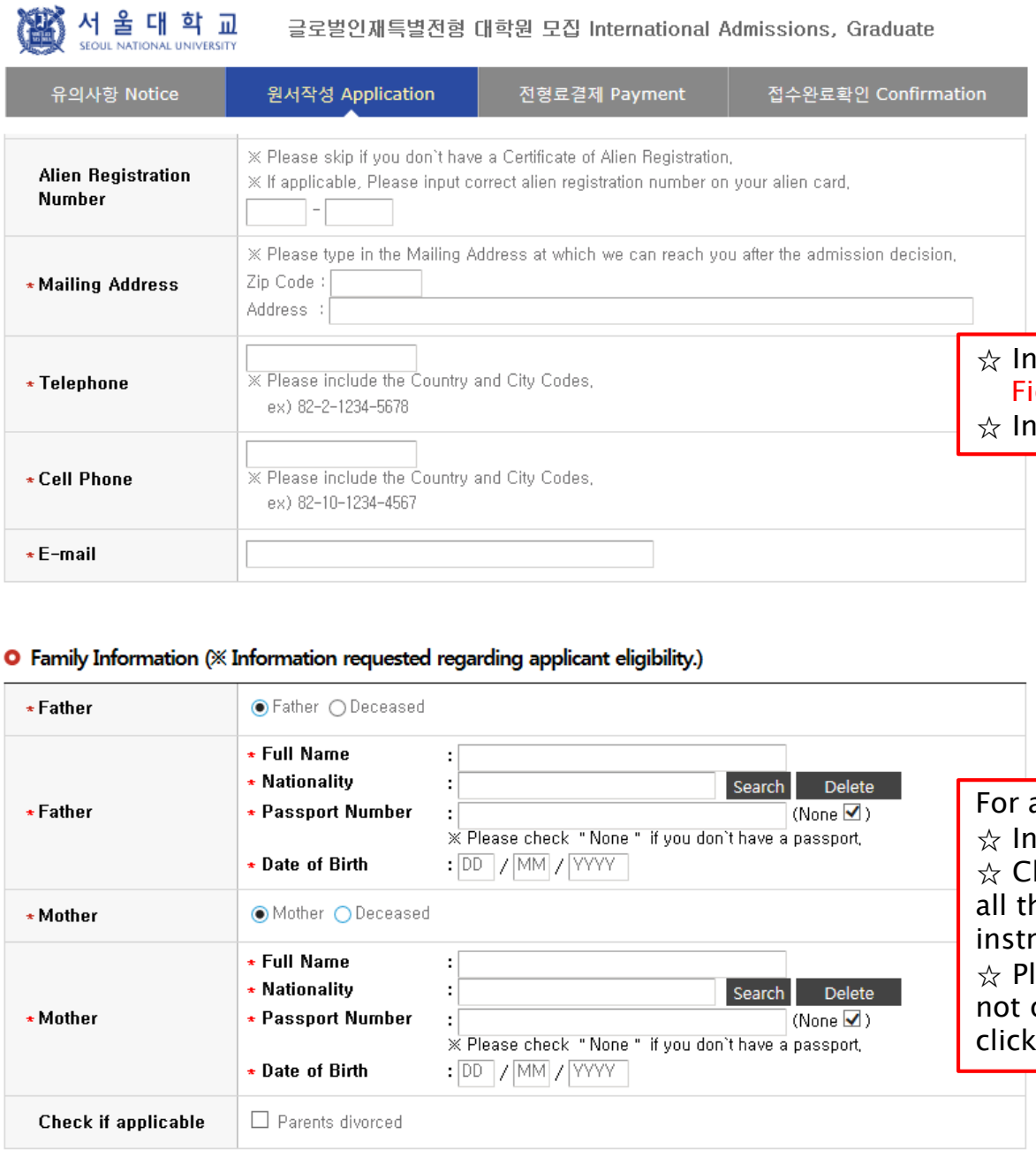
4. Application (Personal Information)

- In Case of Dual Nationality of Korea and Another Country



☆ If you hold dual nationality of Korea and another country, choose [Yes] and input correct information about both nationalities.
☆ In this case, applicant must submit required documents for both nationalities.
☆ If you hold dual nationality of Korea and another country, you are not eligible to apply for International Admissions I.

4. Application (Personal Information)



☆ Input all correct personal information
Fields with (*) are mandatory.
☆ Input correct personal information.

For applying International Admission I:
☆ Input correct information of parents.
☆ Choose the correct category and fill out all the blanks carefully checking the instructions provided below.
☆ Please choose correct nationality, If it's not on the list, please type directly after clicking [etc].

4. Application (Personal Information)

Recommender I

* Recommender ' s Name	Family/Last : First : Middle(if any) :
* Recommender ' s E-mail	* qq.com 메일 계정은 사용 불가합니다. [qq.com] mail account isn ' t available, Please use another mail account.
* Applicant PIN	- 영어 또는 숫자 8~10자리를 입력하시거나 영어와 숫자를 혼합하여 8~10자리를 입력해주세요. Enter 8 to 10 digits of English or numeric digits or enter 8 to 10 digits in combination with English and numbers. - Applicant PIN 은 추천인이 추천서 작성 시 지원자 정보를 찾기 위한 필수정보입니다. The applicant PIN is used by a recommender to search for a certain applicant.

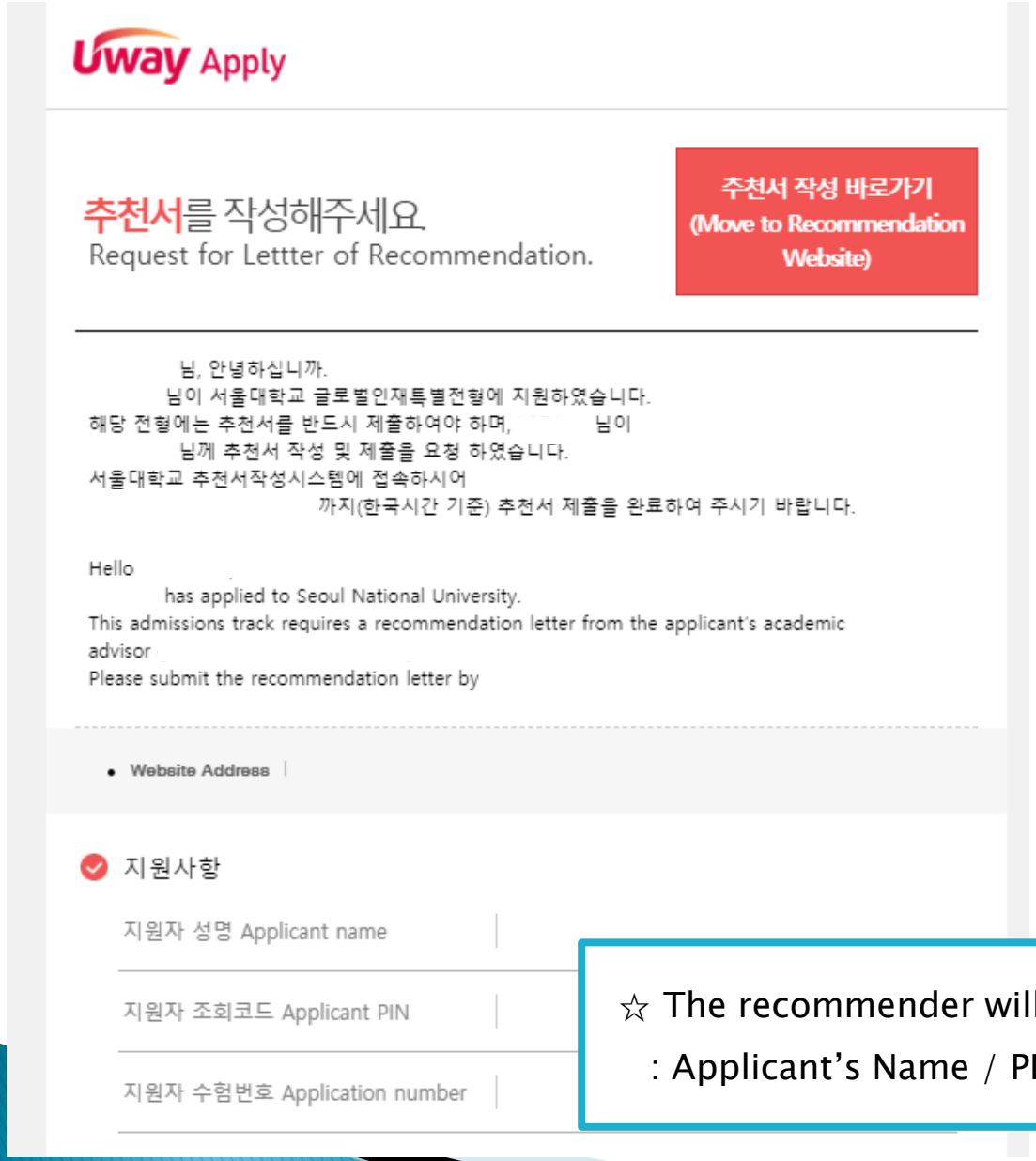
Recommender II(Counselor Reference)

* Counselor ' s Name	Family/Last : First : Middle(if any) :
* Counselor ' s E-mail	* qq.com 메일 계정은 사용 불가합니다. [qq.com] mail account isn ' t available, Please use another mail account.
* Applicant PIN	- 영어 또는 숫자 8~10자리를 입력하시거나 영어와 숫자를 혼합하여 8~10자리를 입력해 Enter 8 to 10 digits of English or numeric digits or enter 8 to 10 digits in combinatio and numbers. - Applicant PIN 은 추천인이 추천서 작성 시 지원자 정보를 찾기 위한 필수정보입니다. The applicant PIN is used by a recommender to search for a certain applicant.

☆ Input two(2) recommenders' information.
☆ Applicant PIN(Personal Identification Number)
- PIN is an arbitrary identification number made by the applicant
- PIN is for the recommender to have access to writing online recommendation letter.
- Two(2) recommenders must have different PINs.

☆ Check if your recommenders received the automatic guide e-mail from SNU after application fee payment.
☆ If you wish to change the recommenders, modify the information and send a guide mail again at the application completion page.
☆ **Letters of Recommendation must be submitted via online submission system.**

4. Application (Recommender)



☆ The recommender will be guided by email the following
: Applicant's Name / PIN / Number

4. Application (Personal Information)

Agreement for Verification of Academic Records

Agreement for Verification of Academic Records

서울대학교가 실시하는 학력조회에 응답할 수 있는 최종학력 취득 학교의 학적/등록담당 부서 정보를 적으시기 바랍니다.
Seoul National University will make a request for enrollment records of final school you attended. Please write the information of the registrar/enrollment office.

* Name of Institute(university, college) :
* Name of Department or Major :
* (Expected) Date of Graduation : DD / MM / YYYY
* Type of Degree : Select
· Name of Office in Charge :
(* If not applicable, leave it blank)
* e-mail Address of Staff in Charge :

Application for scholarship

Application for scholarship

☐ Please check if you wish to apply for GSFS scholarship
* Eligible Countries: Myanmar, Vietnam, Laos, Indonesia, Cambodia, Thailand, Nepal, Afghanistan, India, Bangladesh, Pakistan, Mongolia, Uzbekistan, Kazakhstan, Kyrgyzstan, Yemen, Iran, Turkey, Egypt, Ethiopia, Hungary, Russia
※ The result of scholarship will be announced with the admissions decision.

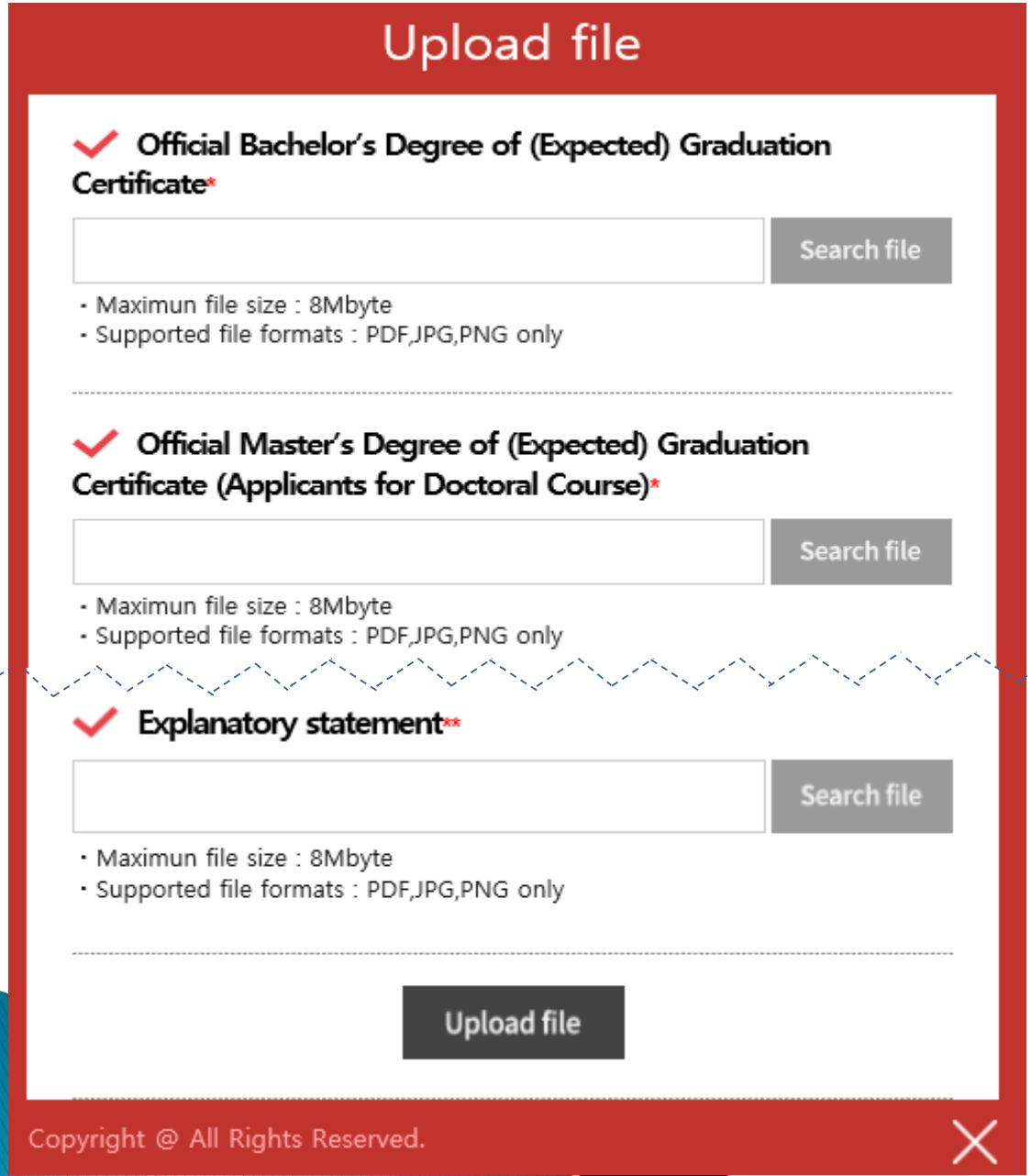
☆ Please write the information for verification of academic record. The office and staff must be the ones who can reply to the inquiry from SNU on the validity of graduation document.
☆ If you want to apply for scholarship, click [Yes].
☆ After check personal information correctly, Click [Next].

4. Application (Scanned Document Upload)



☆ Check [Agree] to the final part of 'Upload documents notes' part.
☆ Upload scanned documents in each sector. You can upload one file (JPG, PNG, PDF) up to 8MB for a sector.
☆ If you need to submit more than one document for a sector, please make a pdf with multiple pages.
☆ You can preview or download the uploaded file with [Check file], and delete it with [Delete].

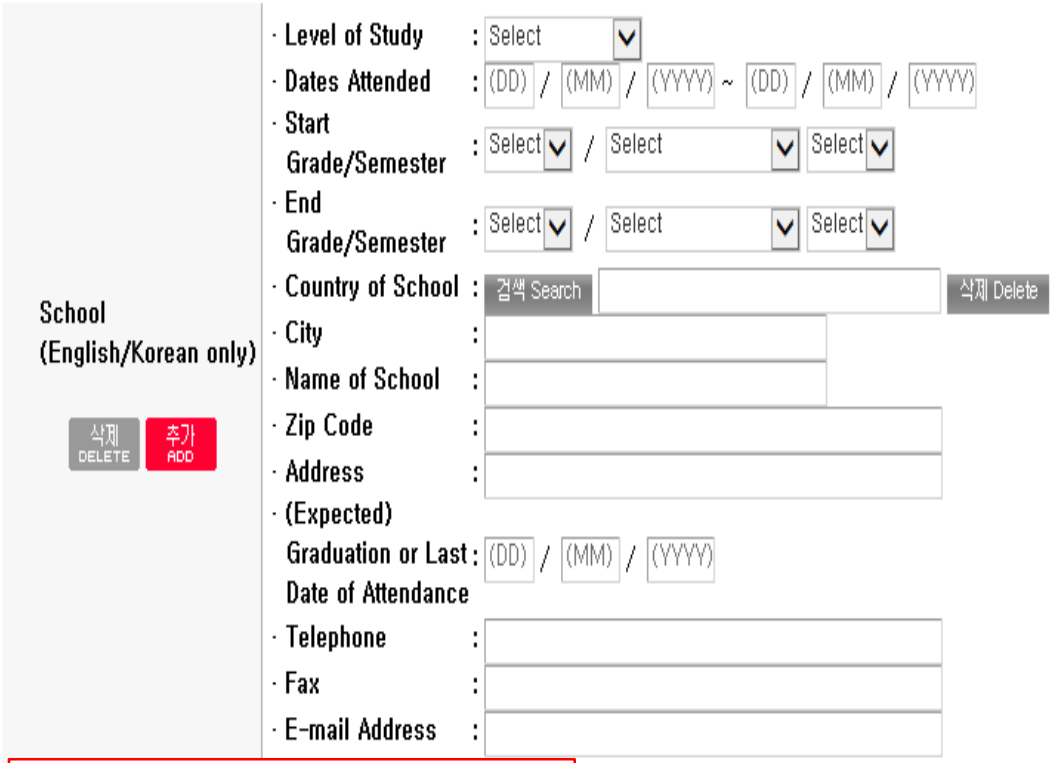
4. Application (Scanned Document Upload)



☆ Click [Search File] to find a file.

☆ Click [Upload file] to save the file in the internet system server.

5. Application (Academic information)



☆ Click [Add] to obtain additional fields for school information.

☆ Grade(School Year)/Semester

e.g. If you studied from 1st semester of 1st grade to 2nd semester of 3rd grade, select as below:
- Level of Study: High School
- Start Grade/Semester: 1st Grade, Semester System, 1st Semester
- End Grade/Semester: 3rd Grade, Semester System, 2nd Semester

☆ Please choose correct Country/Name of School.
If it's not on the list, please type directly after clicking [etc].

6. Application (Personal Statement & Study Plan)

Personal Statement

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

• 1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.

입력Byte수 : 0 / 초바꿈, 띄어쓰기 포함 4000Byte 이내(글싹포함 한글 2,000자, 영어 4,000자)
Current Byte : 0/ 4000Byte limit including Enter & Space

• 2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experiences in the space below.

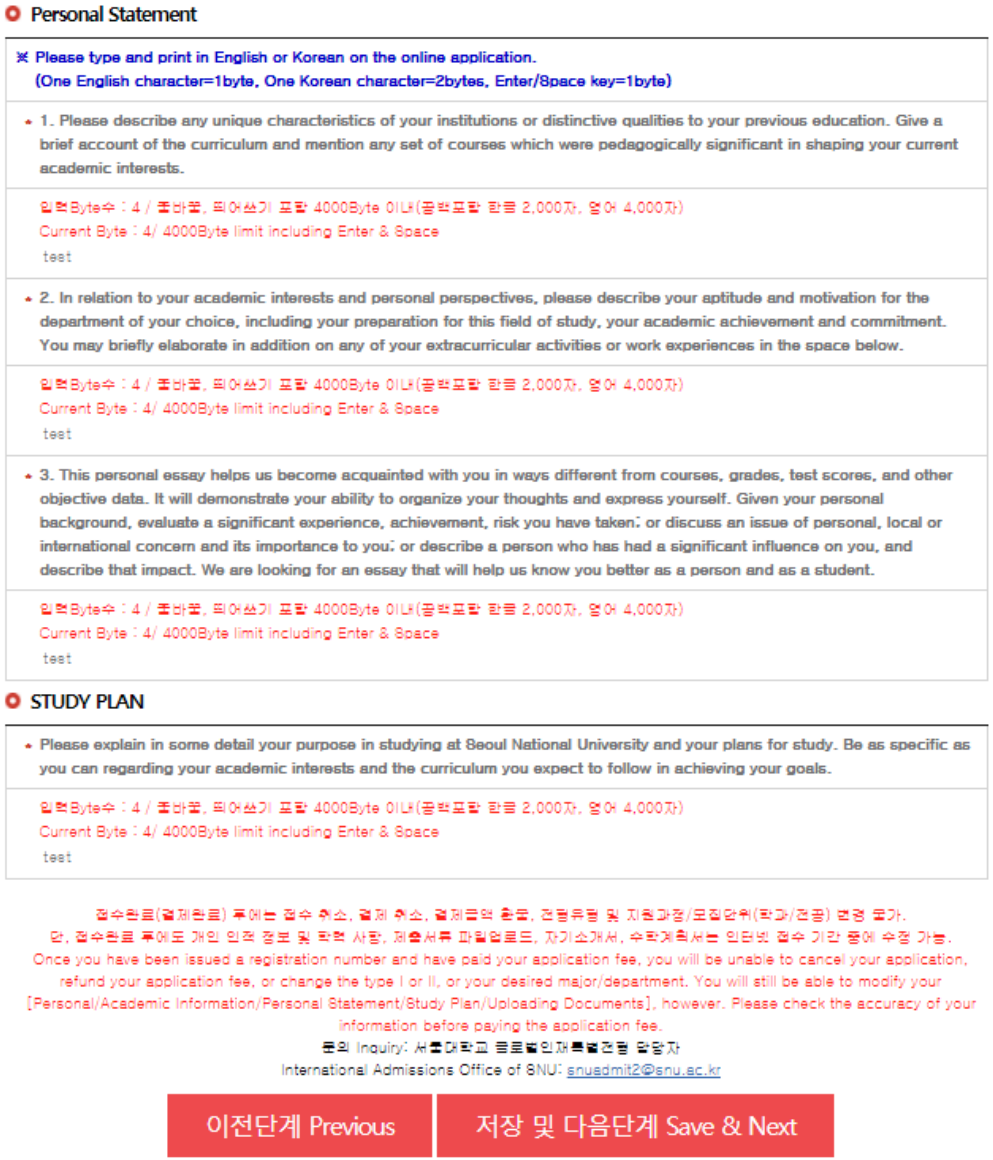
입력Byte수 : 0 / 초바꿈, 띄어쓰기 포함 4000Byte 이내(글싹포함 한글 2,000자, 영어 4,000자)
Current Byte : 0/ 4000Byte limit including Enter & Space

• 3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken; or discuss an issue of personal, local or international concern and its importance to you; or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

입력Byte수 : 0 / 초바꿈, 띄어쓰기 포함 4000Byte 이내(글싹포함 한글 2,000자, 영어 4,000자)
Current Byte : 0/ 4000Byte limit including Enter & Space

☆ Fields with (*) are mandatory.
☆ Max length of each category is 4000 bytes.
One English letter =1byte
Space & Enter key = 1byte
One Korean letter = 2bytes

6. Application (Personal Statement & Study Plan)



Personal Statement

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

• 1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.

입력Byte수 : 4 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내(공백포함 한글 2,000자, 영어 4,000자)
Current Byte : 4/ 4000Byte limit including Enter & Space
test

• 2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experiences in the space below.

입력Byte수 : 4 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내(공백포함 한글 2,000자, 영어 4,000자)
Current Byte : 4/ 4000Byte limit including Enter & Space
test

• 3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken; or discuss an issue of personal, local or international concern and its importance to you; or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

입력Byte수 : 4 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내(공백포함 한글 2,000자, 영어 4,000자)
Current Byte : 4/ 4000Byte limit including Enter & Space
test

STUDY PLAN

• Please explain in some detail your purpose in studying at Seoul National University and your plans for study. Be as specific as you can regarding your academic interests and the curriculum you expect to follow in achieving your goals.

입력Byte수 : 4 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내(공백포함 한글 2,000자, 영어 4,000자)
Current Byte : 4/ 4000Byte limit including Enter & Space
test

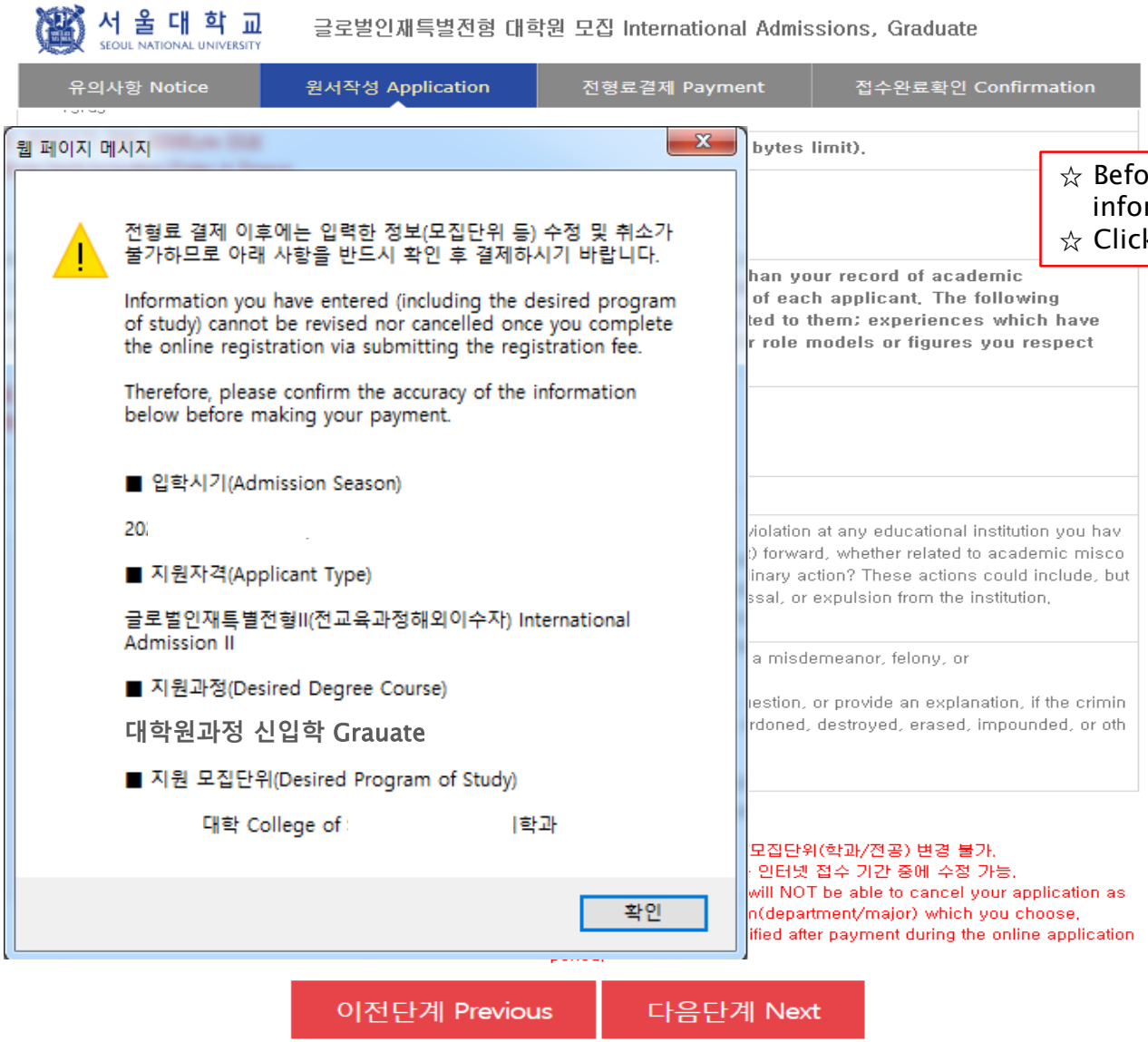
접수완료(결제완료) 후에는 접수 취소, 결제 취소, 결제금액 환불, 전형유형 및 지원과정/모집단위(학과/전공) 변경 불가.
단, 접수완료 후에도 개인 인적 정보 및 학력 사항, 제출서류 파일업로드, 자기소개서, 수학계획서는 인터넷 접수 기간 중에 수정 가능.
Once you have been issued a registration number and have paid your application fee, you will be unable to cancel your application, refund your application fee, or change the type I or II, or your desired major/department. You will still be able to modify your [Personal/Academic Information/Personal Statement/Study Plan/Uploading Documents], however. Please check the accuracy of your information before paying the application fee.
문의 Inquiry: 서울대학교 글로벌인재특별전형 담당자
International Admissions Office of SNU: snuadmit2@snu.ac.kr

이전단계 Previous | 저장 및 다음단계 Save & Next

☆ Before payment please check all the information. You can modify the information by [수정하기(Modification)].
☆ Then go to next step by clicking [결제하기(Payment of Application Fee)].

- If any correction/modification is needed, click [수정하기(Modification)].
- Modification/Cancellation of Admission Type & Major are NOT allowed after payment of application fee.

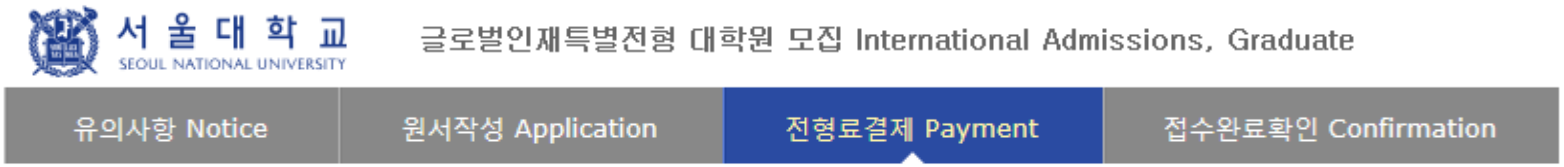
6. Application(Check Final Inputted Information)



☆ Before payment please check all information.
☆ Click [다음단계(Next)].

- If any correction/modification is needed, click [수정하기(Modifcation)].
- Modification/Cancellation of Applicant Type & Desired Program are NOT allowed after payment of application fee.

7. Payment of Application Fee



전형료 결제 / Payment

접수명 Admisson	접수사항 Type/Course/Major	마감일시 Deadline	수정 Modify	결제예정금액 Payment
서울대학교 Seoul National University 20	글로벌인재특별전형I (부모가 모두 외국인인 외국인) International Admission I 대학원과정 신입학 Grauate 사회과학대학 College of Social Sciences 인류학과 Anthropology	20 17:00:00	입학지원서 수정 Edit Personal Information 학력/자기소개서 수정 Edit Academic Information	₩ 90,000 (KRW)

결제방법 아래의 결제방법을 선택하시면 자세한 방법을 확인하실 수 있습니다.

① 계좌이체 Account Transfer	② 카드 Credit Card	③ 휴대폰 Mobile	④ 해외결제 International credit card	⑤ 알리페이 Alipay

If you have a bank account number in Korea, you can transfer application fee.

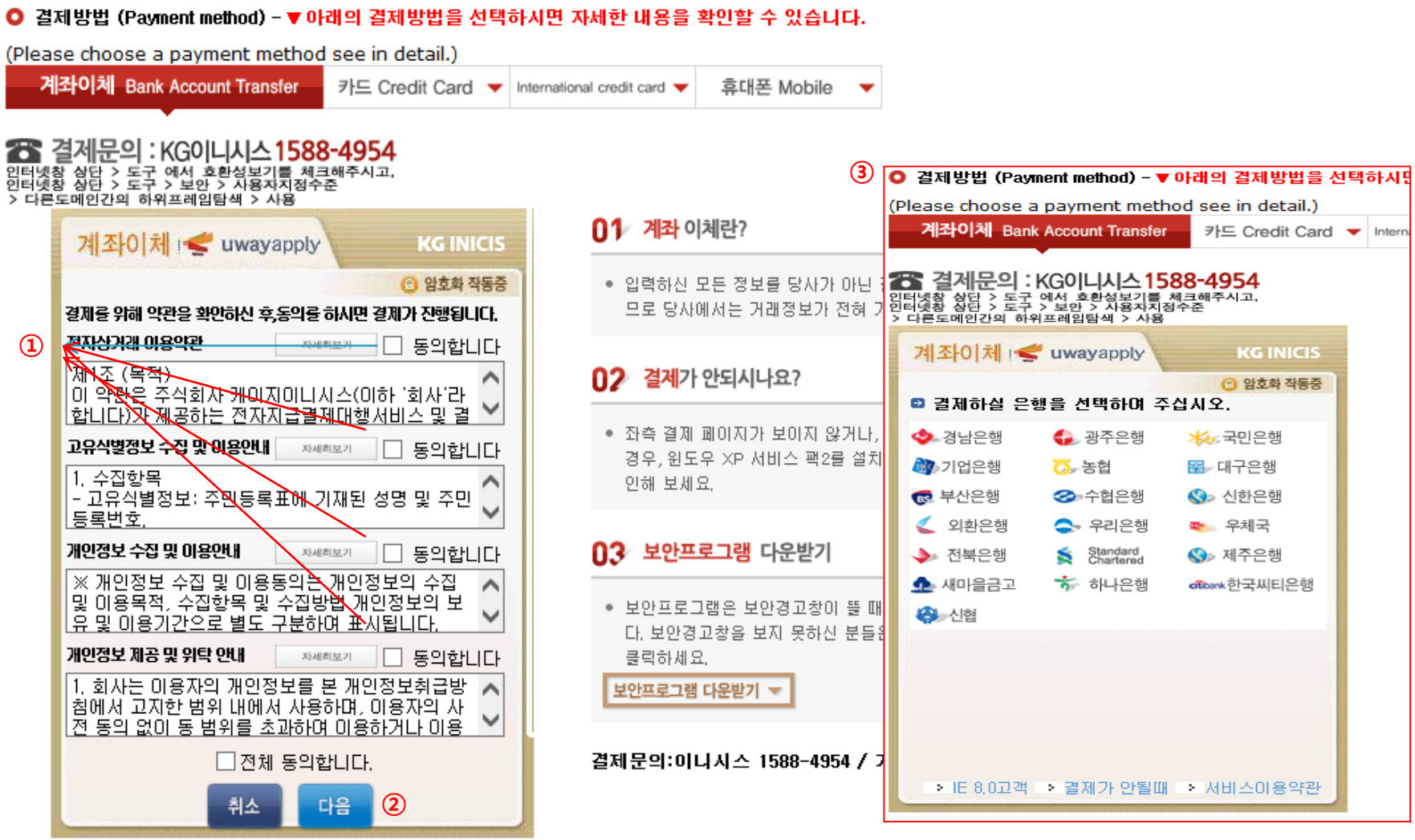
If you have a credit card/ check card in Korea, you can pay that card.

If you have a mobile phone in Korea, you can pay with it.

★ If you hold an international credit card, you can pay with it.

If you have a AliPay account, you can pay with it.

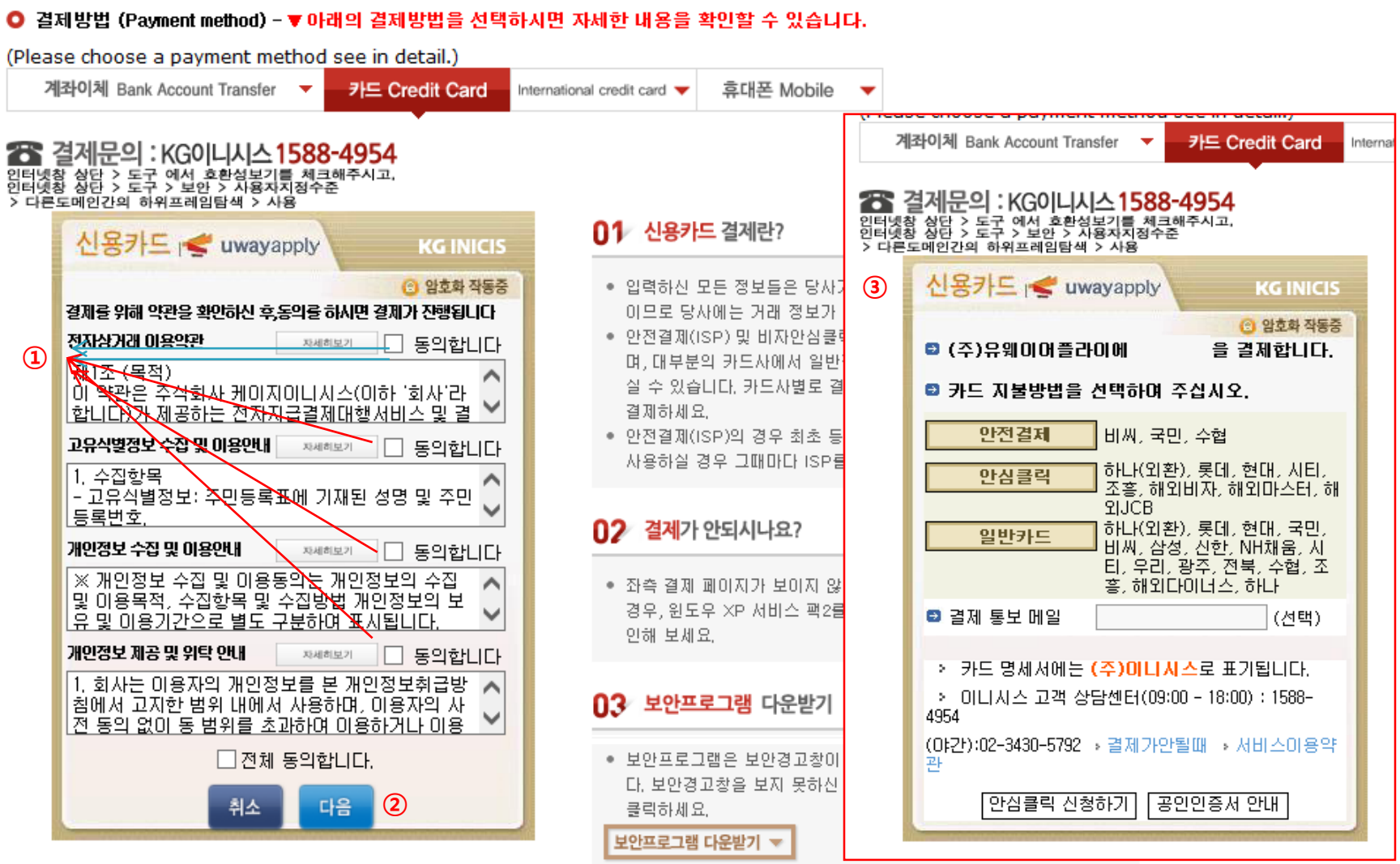
7. Payment of Application Fee (1) 계좌이체 Bank Account Transfer



① Check the agreement for using personal information for transfer.
② Click [다음 (Next)].
③ Choose applicable bank name, then transfer application fee.

* You may see a message to install necessary programs of INICIS company.

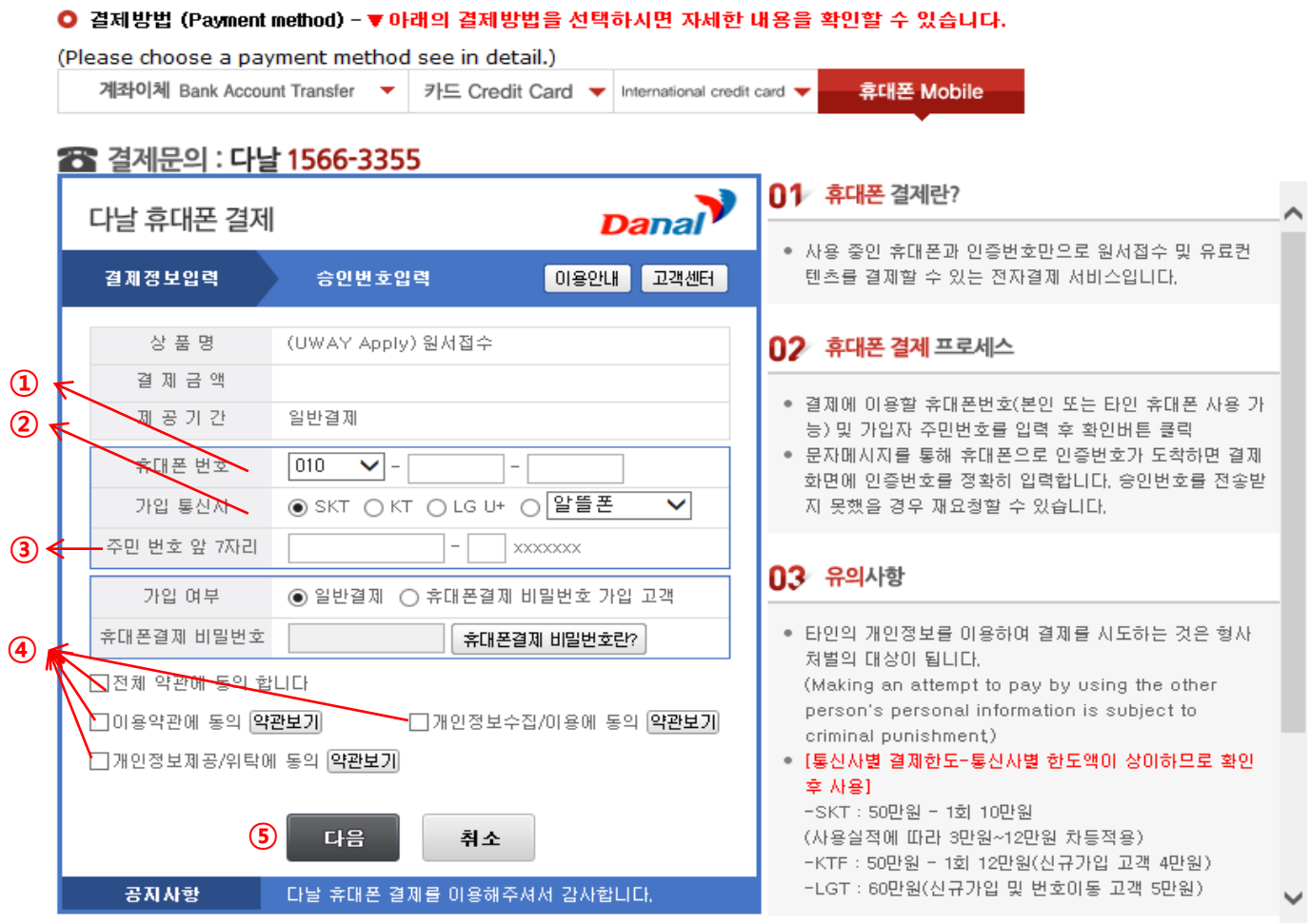
7. Payment of Application Fee (2) 국내 신용카드 Credit Card of Korea



① Check the agreement for using personal information for transfer.
② Click [다음(Next)].
③ Choose applicable credit card name, e-mail address, then pay with credit card information following each card company's directions.

* You may see a message to install necessary programs of INICIS company.

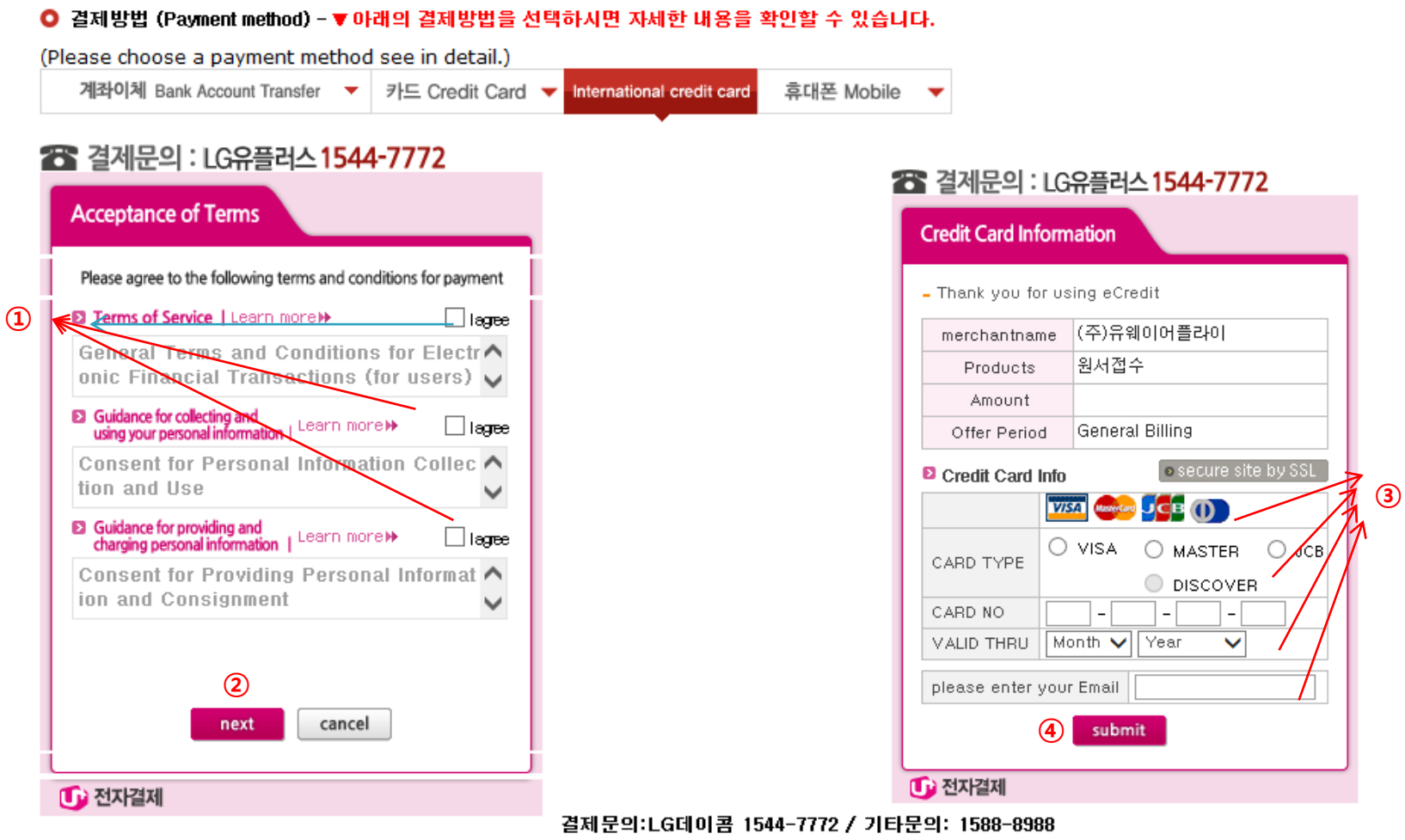
7. Payment of Application Fee (3) 휴대폰 결제 Mobile Phone Payment



① Input mobile phone number (010, 011, 016...)
② Click mobile service company(SKT, KT, LG….)
③ Input registration number
④ Click agreement, ⑤ Click [다음(Next)]

* You may see the message to install some program by DANAL company.

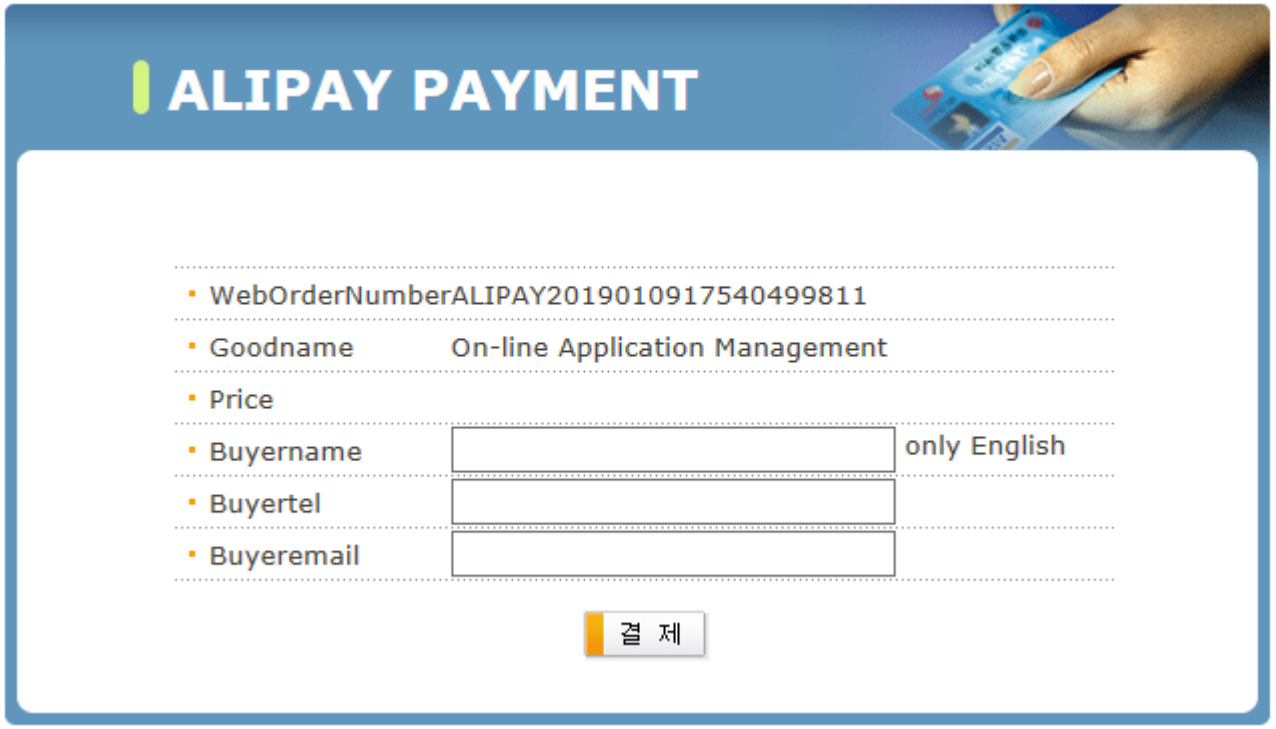
7. Payment of Application Fee (4) 해외 신용카드 International Credit Card



① Check the agreement for using personal information for payment.
② Click [Next].
③ Choose applicable credit card name and input all information, ④ Click 'submit'.

* You may see a message to install necessary programs of INICIS/LG UPLUS company.
- In case your card is not accepted, please try with another International credit card.
- Please use IE browser and lower secure settings if the payment is not working well.

7. Payment of application fee (5) 알리페이 결제 AliPay Payment



☆ Input your information and proceed with AliPay payment system.

8. Completion of Online Application

접수상태 Application Status

접수일자 Date of your payment for application fee	접수명 Application information	접수번호 Registration Number	출력 및 수정 Print and/or Edit
20: 13:32:05 90,000원	Seoul National University 글로벌인재특별전형I(부모가 모두 외국인인 외국인) International Admission I 석사·박사통합과정 Combined Master's/Doctoral Program 자연과학대학 College of Humanities	950	INFORMATION CHECK [Print] APPLICATION FOR ADMISSION Pg.1 [Print] APPLICATION FOR ADMISSION Pg.2 [Print] PERSONAL STATEMENT & STUDY PLAN [Print] PROOF OF APPLICATION [Edit] PERSONAL INFORMATION [Edit] ACADEMIC INFORMATION / PERSONAL STATEMENT & STUDY PLAN

① ②

추천서 관련 Regarding Recommendation Letter

Send a GUIDE EMAIL to 1st Recommender(추천인1에게 추천서 작성 이메일 보내기)
Send a GUIDE EMAIL to 2nd Recommender(추천인2에게 추천서 작성 이메일 보내기)
SUBMISSION STATUS OF ONLINE RECOMMENDATION LETTERS(온라인 추천서 제출 현황 확인)

③

① Print Application Checklist.
② You may edit the information except Admission Type & Desired Program during application period.
③ As you finish application fee payment, a guide email for recommendation letters will automatically be sent to recommender I and II. However, if a recommender does not receive this e-mail, you must click [**Send a guide email for recommendation**]. Additionally, if you modify the information of a recommender, you should click [**Send a guide e-mail for recommendation**] to send a guide email to the appropriate person.

- **Modification/Cancellation of Admission Type & Major are NOT allowed after payment of application fee.**

Thank you for your application!

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

e-mail:snuadmit2@snu.ac.kr
Tel:+82-2-880-6971 (Application Process, Document Submission)
+82-2-880-6977 (Document Review, Assessment)