****

**All newly admitted international students** must be issued a Certificate of Admission regardless of their VISA to be reported to the Ministry of Justice.

Certificate of Admission can be used as a proof document for students’ acceptance to SKKU and students may apply for visa(D-2) and change their visa type with this document.

Certificate of Admission will only be issued once the enrollment (tuition payment) has been completed and required documents for the certificate have been submitted.

**▪Application period : Jan. 9 ~ Jan. 11, 2018**

**▪How to Apply**

|  |
| --- |
| **Visiting Office of International Student Services** |

◦ **Student can receive a Certificate of Admission right after submission**

**◦ Each student shall visit the campus where his/her department is located.**

**-** **Humanities and Social Sciences Campus (Seoul)**

: Office of International Student Services of Seoul campus 90212, 2nd floor of International Building, Sungkyunkwan University 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul

**-** **Natural Sciences Campus (Suwon)**
: Office of International Student Services of Suwon campus 27125

, Engineering Building 1st floor, Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon

|  |
| --- |
| **Applying through E-mail(Only for the applicants who reside overseas and cannot visit)** |

① Scan all documents with jpg or pdf files

※ Document Title as following :

**Applicant No.\_Name\_Name of document** ex) C00000001\_John Smith\_Health Insurance

② Email to the visa@skku.edu

**※ Email Title needs to be like as following:**

**[Graduate]Applicant No.\_Name** ex) [Graduate]C00000001\_John Smith

③ Write the address where you receive the certificate (English), zip code, phone number and recipient name

**◦ Notice**

**① Certificate of Admission will be sent after Jan. 15, 2018**

② Documents would not be accepted if student do not abide by submission rules

③ Confirmation email will be sent after submission is completed.

▪**Required documents**

**※ When you submit documents by visiting, please prepare documents in order written in below.**

|  |  |  |
| --- | --- | --- |
| **No.** | **Douments** | **Matters That Require Attention** |
| **1** | **Personal Information****Usage Agreement** | ▪Refer to below |
| **2** | **Application form** **for the Certificate of Admission** | ▪Refer to below,  |
| **3** | **Color Copy of Passport****-personal Information Page** | ▪Write down application number, major, name at the right bottom |
| **4** | **[Optional]** **Color Copy of Passport****-visa Page**  | ▪Only if you have Korean visa▪Only Color copy ▪Write down application number, major, name at the right bottom |
| **5** | **[Optional] Color Copy of** **Alien Registration Card (front/back)**  | ▪Alien Registration CardHolder only▪Black and White not accepted▪Write down application number, major, name at the right bottom  |
| **6** | **Copy of Health Insurance Registration Certificate**\* Registering health insurance **is mandatory while studying in Korea.** | ▪Choose from either ① **If you pay health insurance fee along with tuition fee**- Do not need to submit proof of document**② Korean National Health Insurance holder**: Please submit the ‘Insurance Certificate’issued by NHIS(Refer to <http://minwon.nhis.or.kr>)**③ Government Scholarship student** : Need to submit the scholarship certificate. (It should indicate all medical expenses are covered by the sponsor institute.)▪Write down application number, major, name at the right bottom  |

**▪ Notice**

◦ All documents must be in A4 size.

◦ Certificate of Admission will only be issued once the enrollment (tuition payment) has been completed and all required documents for the certificate have been submitted.

◦ Application via post is not acceptable in any case and Certificate of Admission will not be issued.

◦ Applicants who are issuing their visa in overseas Korean embassy should proceed quickly so you can arrive in Korea at least **one day before class starts(Mar. 2)**.

|  |
| --- |
| **일반대학원 표준입학허가서 발급신청서****Certificate of Admission Application Form for General Graduate Students** |
| **A. 개인정보 Personal Details** |
| 성 명Name | 한글 Korean |  | 사 진 (컬러)Color Photo |
| 영문 English |  | ※ Same English Name as on the Passport |
| 생년월일 혹은 외국인등록번호Date of Birth or Alien Registration No. |  |
| 국 적 Nationality |  | □ 대만 화교 Chinese-Korean |
| □ 한국계 중국인 Korean-Chinese  |
| □ 한국계 러시아인 Korean-Russian  |
| 여권번호 Passport No. |  | 성 별Gender | □ 남(M) |
| □ 여(F) |
| 휴대폰번호 Mobile |  |
| 이메일 E-mail |  |
| 비상연락처 EmergencyContactInformation | 가족Family | 성명Name |  | 본인과의 관계Relationship  |  |
| 휴대폰 번호Mobile No. |  | 집 전화 번호Home Tel. No. |  |
| 유학원Agency(if any) | 유학원 명칭Company Name  |  | 전화번호Tel. No. |  |
| 담당자 성명Person in charge |  | 이메일E-mail |  |
| **B. 입학정보 Detailed Admission Information** |
| 학위과정 Degree  | □ 석사 Master | □ 박사 Doctoral | □ 석박사통합 Combined MA & Ph.D |
| 입학유형 Type of Admission | **신입학 New student** | 수험번호 Applicant No. |  |
| 전 공 Major |  | 최종출신학교 **Alma Mater for Highest level of Education**  |  |
| **C. 학비조달 계획 Source of Funding** |
| □ 본인부담 Self-funding  | □ 대한민국 정부초청 Korea Government Scholarship Program (KGSP) |
| □ 성균관대학교 장학생 SKKU Scholarship | □ 해외정부파견장학생 Scholarship from Government of Applicant's Home Country |
| 본인은 상기 내용이 사실임을 확인하며 첨부 서류와 함께 표준입학허가서를 신청합니다.**I respectfully request that you issue a certificate of admission for the purpose stated above.**신청서 작성일 Creation Date 20 . . .합격자 자필 서명 Applicant's Autograph \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

<대리인 방문 제출 시에만 기재>

|  |  |  |
| --- | --- | --- |
| 대리 제출인 정보Agent’s Information | 대리인 연락처 Agent’s Contact No. | 합격자와의 관계 Relationship to Applicant |
|  | Person in Charge |
| **Personal Information Collection·Use·Provision Consent Form** |

|  |
| --- |
| When the university collects, uses or provides students’ information to third person regarding the enrollment procedure of International Students’ admission, the university must get consent from the student. According to 「Privacy Policy」, I consent to the university’s collection, use and provision of my personal information as below.  |
|  |
| Purpose | ‣ Management of International Students’ Stay according to 「Visa issuance and management of stay of international students」from Immigration Control Law Article 18-4 and Enforcement Ordinance Article 24-8 from the same law |
| Collected Information | ‣ Necessary Information : Personally Identifiable Information- Photo, Name, Date of Birth, Nationality, Address and Residence, Email Address, Phone number, Cell phone number and etc. Every Information on「Application form for Certificate of Admission」 |
| Retention Period | ‣ Personal Information as above will be retained and used from the date of agreement on the collection and use until the student’s graduation.  |
| Right to refuse the consent and disadvantages in case of refusal | ‣ Consent on the collection and use of the necessary information from personal information above is essential for the issuance of Certificate of Admission and management of the student’s stay during studying period. The Certificate of Admission will only be issued with the consent.  |
| Consent on the collection and use | ‣ I consent to the collection and use of my personal information as above. **- Necessary Information (Consent □ Not consent □)** |

|  |
| --- |
| **Agreement of Providing Personal Information to a Third Party** |
| 1) Receptor : Designated insurance company that made group insurance contract with University2) Purpose : To register health insurance for international students3) Provided Items : Name, Date of birth, Sex, Phone number4) Period of Collection and Usage (Before destruction) : The period providing insurance service 5) Notice for the right to reject the agreement : You have the right to reject the Agreement of providing personal information to a third party. However, if you do not agree with it, it could be limited to register the group health insurance.

|  |
| --- |
| Do you agree to provide personal information to a third party?□ Agree □ Disagree |

 |

I confirm that I thoroughly understood the content of this consent of collection,
use and provision and filled the form.

20 . . .

Name : signature

**President of Sungkyunkwan University**