
Spring 2018, SKKU Graduate School Guideline for Newly Admitted International Students

2017. 12





1	➤ Process for Enrollment	1
2	➤ Notice	4
3	➤ Issuance of Certificate of Admission	5
4	➤ VISA	8
5	➤ Contact Information	10
6	➤ Administration Office Contact information	11

Attachment

- **Attachment 1.** Example of Tuition Bill
- **Attachment 2.** STEM Scholarship Student Enrollment Confirmation
- **Attachment 3.** Admission Withdrawal & Apply refund
- **Attachment 4.** Personal Information Usage Agreement
- **Attachment 5.** Certificate of Admission form
- **Attachment 6.** How to fill in Certificate of Admission
- **Attachment 7.** How to register Kingo ID
- **Attachment 8.** Transportation

1 Process for Enrollment

STEP 1. Issue of Acceptance Certificate

- Acceptance Certificate can be issued at SKKU admission website by putting application number and date of birth. (<https://admission-global.skku.edu/>)
 - For Inquiry of Application number for Off-line applicants:
intlgrad@skku.edu , 82-31-290-5028 with name, date of birth, major, course.

STEP 2. Enrollment

■ Payment procedure

① **Enrollment Step I** (Registration Confirmation by paying Admission fee): **Jan. 4 ~ Jan. 10, 16:00, 2018**

- Tuition bill print out : from **Jan. 4 10:00, 2018**
on webpage of admission announcement. (<https://admission-global.skku.edu/chn/>)

② **Enrollment Step II** (Tuition Payment) : **Feb. 1, 2018 ~ Feb. 7 16:00**

- Tuition bill print out : from **Feb. 1 10:00, 2018**
on webpage of admission announcement. (<https://admission-global.skku.edu/chn/>)
※ Scholarship amount can be checked on Tuition bill

- **Considering VISA process, payment shall be divided into twice, Deposit payment and Enrollment. Deposit payment is to notify school of applicant's intention to register and final registration shall be completed after payment of whole tuition during Enrollment period.**
- **Renunciation of registration**
 - If you do not pay Admission fee/tuition within the period, your admission shall be regarded as renunciation, so the admission will be automatically cancelled.
 - In case of renunciation after payment of Admission fee/tuition, fill in [Attachment 3. Admission Renunciation and Tuition Refund Application] and submit it to heumha@skku.edu (due date : Feb. 23, 2018)
 - In case of renunciation after start of semester, it's regarded as 'drop-out' and the paid tuition fee shall be refunded based on Article 28 of the statutes of university and Asterisk 9-2.
 - **STEM Scholarship student** also have to remember to print out the Tuition bill for the **Enrollment Step II** (Tuition Payment) to pay for **optional fee** (except tuition fee).

Notification Newly Admitted International Students for 2018 Spring

■ Payment Amount : Indicated on tuition bill

- ① **Enrollment Step I** (Registration Confirmation): Amount about \$1,000, please check the Bill at the webpage of admission announcement.
- ② **Enrollment Step II** (Tuition Payment) : Tuition fee + optional fee
– optional fee: Insurance fee + student council fee

- **Scholarship** is indicated on the tuition bill.
- **Health Insurance Fee**
 - Registering health insurance is mandatory while studying in Korea. When you pay for the health insurance fee with tuition fee, you can get the group health insurance easily with the help of our University.
 - Student can insure individual health insurance, though, in this case, student shall submit "Copy of Health Insurance Registration Certificate" at the admission.
- The applicant who is provided scholarship by the department(college) in Natural Science, Engineering, and Medicine Field should submit attached '**Attachment2. STEM Scholarship Student Enrollment Confirmation Form**' to intlgrad@skku.edu by Jan 11, 2018
 - Admission will be automatically cancelled if you do not submit confirmation form until Jan. 11, 2018.
- **Sungkyun Korean Writing Contest scholarship student** should ask for information of registration to the person in charge of Sungkyun Korean Writing Contest (Inquiry : Office of International Relations : nykim11@skku.edu)

■ Payment Method : By visiting the Woori bank in Korea or bank transfer(On/Off-line) or overseas transfer

- Please be informed that registering process will not proceed if the exact amount is not transferred. In case of overseas transfer, please consider exchange rate and transaction fee.
- ※ If less amount is transferred, you will not be registered until you send the difference.
If more amount is paid, the difference will be given back to individuals after enrollment.

■ Payment confirmation : KINGO ID registration – KINGO Portal log-in - GLS – Academics/Student section - Tuition

- Confirmation is available within 10 minutes after paying through internet banking/transferring
- For overseas transfer, confirmation is available after 5 days.
- KINGO ID registration : Please refer to Attachment 7

Notification Newly Admitted International Students for 2018 Spring

■ Note

- If scholarship recipients by the department(college) in Natural Sciences Engineering, and Medicine Field(STEM Scholarship) do not submit 'Enrollment Confirmation(Attached form)' to Office of International Student Services until **Jan. 11, 2018** admission will be automatically cancelled.

STEP 3. Applying Certificate of Admission

- All newly admitted international students have to Submit the applying form.
 - Students with **foreign nationality** regardless of visa.
 - Please refer to p.5~6 for details
- **Application period : Jan. 9 ~ Jan. 11, 16:00, 2018**

STEP 4. Applying for VISA

- **Target group : Students who need to apply for D-2 VISA**
- **Please refer to p.8 for details**

STEP 5. KINGO ID Registration

Students can use SKKU's internet service(Kingo portal, GLS) after registering Kingo ID. When you register, you can have school email address (ex.ID@skku.edu) and receive school's notice through email. **All school notice will be sent to this school email address, so please check the mail box frequently.**

- **Registration Period** : After tuition payment
- **How to register** : Please refer to Attachment 6

STEP 6. Dormitory Application

- **Application Schedule** : **In early February**
- **Application Method** : Via **GLS** system
- Please visit dormitory website for further notice for dormitory registration and facilities information. (<https://dorm.skku.edu/>)

Notification Newly Admitted International Students for 2018 Spring

STEP 7. Course Registration

- **Registration Period for new students** : Feb. 22, 2018
- **Additional Registration Period** : Mar. 2 ~ Mar. 8, 2018
 - Please contact administration office regarding course registration. Please refer to p.10 for contact information.

STEP 8. Orientation for Newly Admitted International Students

- **Target group** : All newly admitted international students
 - Please note that class starts on **Mar. 2, 2018**
 - All newly admitted international students must attend the orientation
 - Students can get information about course registration, academic policy, and information of living in Korea at the orientation. Students are responsible for any disadvantage caused by their absence.

Seoul Campus	<ul style="list-style-type: none">■ Date/Time : 2018. Mar. 6(Tue) 14:00~16:00■ Venue : 6th Floor, 600th anniversary Hall■ Language : Korean
Suwon Campus	<ul style="list-style-type: none">■ Date/Time : 2018. Mar. 7(Wed) 14:00~16:00■ Venue : To be announced.■ Language : English

2 Notice

- Admission of students who do not enroll during the Enrollment Period will be canceled. If scholarship recipients by the department in Natural Sciences Engineering, and Medicine Field(STEM Scholarship) do not submit 'Enrollment Confirmation' to intlgrad@skku.edu until **Jan. 10, 2018** admission will be automatically cancelled.
- If the applicants who didn't submit the **Graduation certificate and Transcript with the Apostille certificates or confirmation from the consul at Korean Embassy** have to submit one of the two until **Dec. 15, 2017**. If it can not be verified, your admission can be cancelled.
 - Please write your name and application number on the certification letter.

Notification Newly Admitted International Students for 2018 Spring

- If applicants submitted **expected graduation certificate** at the time of application, they must submit the **notarized graduation certificate(diploma) and full transcript by Feb. 27, 2018 to Office of International Student Services.**
 - If you do not submit following documents, admission will be cancelled even after enrollment.
 - Indicate your application number, major, and program for graduate school at the bottom of application documents
- **Students admitted by submitting proof of English proficiency should satisfy minimum requirement of Korean language ability before thesis examination.**
 - Applicants must submit at least one of the documents below :
 - ① TOPIK level 1 (or above)
 - ② Certificate of completion of Korean Course in university affiliated language institute (level 1 above)
 - ③ Document that prove completion of Korean Language Course (more than 120 hours)
 - [Free Korean Language course for graduate school students will be provided by SLI.](#)
 - ※ Acceptable Range of Korean Language Course : All On-line, Off-line Korean Courses which are conducted by central/local governments, Institutions, NGOs.

3 Issuance of Certificate of Admission

Certificate of Admission is issued when SKKU reports newly admitted international students to the Ministry of Justice as SKKU students. All newly admitted international students must be issued a Certificate of Admission regardless of their VISA.

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.

- **Target Group : All newly admitted international students**
- **Application period : Jan. 9 ~ Jan. 11, 2018**

Notification Newly Admitted International Students for 2018 Spring

■ How to Apply

Visiting Office of International Student Services

- **Student can receive a Certificate of Admission right after submission**
- **Where to submit**
 - **Department belong to 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, Korea
 - **Department belong to 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, Korea

Applying through E-mail

- Only for the case that applicants reside overseas and have no substitutes in Korea
- **How to Submit**
 - ① Scan all documents with jpg or pdf files
 - ※ Document Title needs to be like 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 following: **[Graduate]Applicant No._Name**
ex) [Graduate]C00000001_John Smith
 - ③ Please write the address where you will receive the certificate (In 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 made

Notification Newly Admitted International Students for 2018 Spring

■ Required documents

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

No.	Documents	Matters That Require Attention
1	Personal Information Usage Agreement	<ul style="list-style-type: none"> Refer to p.5
2	Application form for the Certificate of Admission	<ul style="list-style-type: none"> Refer to p.9~10, Choose from either Korean-English or Korean-Chinese
3	Color Copy of Passport -personal Information Page	<ul style="list-style-type: none"> Write down application number, major, name at the right bottom
4	[Optional] Color Copy of Passport -visa Page	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Alien Registration Card Holder only Black and White not accepted 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)**.

4 VISA

Applying for D-2 Visa from Overseas

- **Required documents : Certificate of Admission, Passport, Optional Documents**
 - **For information about optional Documents, please contact Korean embassy in your residence**
- **The Required**

Applicants who reside overseas and do not have Korean visa
- **How to apply**

Visit the Korean embassy in your residence

※ Students with F-4/F-5 visa only need to submit certificate of the visa.(do not need to change the visa)

Change of Visa for D-4 visa holders

- **Conditions for application :**

Students can apply when they meet one of the conditions below

 - ① Students enrolled in degree program course after same school's language course
(Ex: Sungkyun Language Institute → Sungkyunkwan University)
 - ② Over TOPIK Level 2
 - ③ Staying in Korea more than 1 year and 6 months
- **Required documents :** Application form, Passport, Alien Registration Card, Photo(1 Copy), Fee, Certificate of Admission, Language Institute transcript(including attendance, curriculum)
- **Extension Period :** 3 months from previous VISA
 - **It is mandatory to change VISA after receiving certificate of admission**
- **Note**
 - Students must change to D-2 VISA until **Feb. 28, 2018**
 - Apply in 15 days after the completion of Language course

Notification Newly Admitted International Students for 2018 Spring

- Students can leave Korea after changing of visa and getting D-2 visa (If leaving Korea before getting D-2 visa, applying for D-2 visa will be void)
- **When changing VISA, they may require transcript of language institute to check the attendance. So be sure to attend all the classes until it finishes.**

Students who graduated university in Korea

■ Conditions for application : Applicants who reside in Korea,

- ① Students enrolled in a master's degree course after graduating college in Korea
- ② Students enrolled in a doctorate degree program after obtaining master's degree in Korea

■ How to Apply : Visit Korea immigration Service and apply change of visa

※ Visitors **must book visit reservation in advance on www.hikorea.go.kr**

■ Required documents :

Application form, Passport, Alien Registration Card, 1 copy of passport-sized color photo, Certificate of Admission, Receipt of tuition payment, Proof of residence, Fee

■ Application due date : **Feb. 28, 2018**

5 Contact Information

Enrollment, Certificate of Admission

Office of International Student Services

☎ 02-760-0026 ✉ intlgrad@skku.edu

VISA, Orientation

Seoul Campus Student → Seoul Office of International Student Services

📍 90212, 2nd floor of international Building, Sungkyunkwan University,
25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

☎ 02-760-0024 ✉ oisshs@skku.edu

Suwon Campus Student → Suwon Office of International Student Services

📍 27125, 1st floor, Engineering building 2, Sungkyunkwan University,
2066, Seobu-ro, Jangan-gu, Suwon, Korea

☎ 031-290-5026 ✉ oissns@skku.edu

Course Registration

Administration Office of each department

please refer to p.9~10

Website

- Office of International Student Services : <http://oiss.skku.edu>
- Facebook : <https://www.facebook.com/skkuintlstudents>
- Dormitory : <http://dorm.skku.edu>

Notification Newly Admitted International Students for 2018 Spring

6 Administrative Offices Contact Information

■ **Administrative Offices** ※ Please contact the Administrative Office for the curriculum, class hours, etc.

Major	Administrative Office	Contact Number
Confucian Studies, Korean Philosophy, Eastern Philosophy	Office of Confucian Studies and Liberal Arts	82-2-760-0912
Fine Arts, Design, Dance, Film, Television and Multimedia, Fashion Design, Acting for Theatre, Film and Television	Office of Social Sciences and Art	82-2-760-0933
Korean Language and Literature, French Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Literature in Classical Chinese, History, Philosophy, Library and Information Service, Interdisciplinary Course of Comparative Culture	Office of Confucian Studies and Liberal Arts	82-2-760-0912
Law	Office of Law School	82-2-760-0923
Political Science, Journalism and Mass Communication, Sociology, Social Welfare, Psychology, Consumer and Family Science, Child Psychology and Education, Interdisciplinary Course of Cognitive Science	Office of Social Sciences and Art	82-2-760-0933
Economics, Statistics, International Trade, Interdisciplinary Course of Actuarial Science	Office of Economics and Business Administration	82-2-760-0942
Education	Office of University College and Education	82-2-760-0965
East Asian Studies	Office of East Asian Studies	82-2-760-0775, 0777
Biomedical Engineering Interaction Science Energy Science SKKU Institute for Convergence	Office of Sungkyun Convergence Institute Office of Interaction Science Office of Energy Science Office of the Graduate School Policy /SKKU Institute for Convergence	82-31-299-4351 82-31-299-4272 82-31-290-5703
Biological Sciences, Mathematics, Physics, Chemistry, Interdisciplinary Course of Physics and Chemistry	Office of Science / Biotechnology & Bioengineering / Sport Science	82-31-290-5801
Electrical and Computer Engineering, Interdisciplinary Program in Energy Systems Engineering, Interdisciplinary Program in Photovoltaic System Engineering Interaction science	Office of - Electrical and Computer Engineering - Interdisciplinary Program in Energy Systems Engineering - Interdisciplinary Program in Photovoltaic System Engineering - Interaction science	82-31-290-5818/5822 31-290-5825 82-31-299-5818 82- 2-740-1882
Chemical Engineering, Polymer Science and Engineering, Advanced Materials Science and Engineering, Mechanical Engineering, Civil, Architectural and Environmental System Engineering, Architecture, Convergence Engineering for Future City, Landscape Architecture, Industrial Engineering, Management of Technology, Interdisciplinary Course of Applied Chemical Materials, Interdisciplinary Course of Mechatronics Engineering, Interdisciplinary Course of Geographic Information Systems, Service Design Interdisciplinary Major, Program of Interdisciplinary Material Science and Engineering	Office of Engineering	82-31-290-5841
Biotechnology and Bioengineering, Interdisciplinary Course of Biotechnology	Office of Science / Biotechnology & Bioengineering / Sport Science	82-31-290-5876
Pharmacy, Industrial Pharmaceutical Science, Interdisciplinary Course of Biomedical Drug Development	Office of Pharmacy	82-31-290-5874 82-31-299-4371
Sport Science	Office of Science / Biotechnology & Bioengineering / Sport Science	82-31-290-5876
Nanoscience and Technology	Office of Sungkyun Advanced Institute of Nanotechnology	82-31-299-4113
Applied Data Science, AI and Robotics	Office of Sungkyun Convergence Institute	82-31-290-5703,5705
Medicine	Office of Medicine	82-2-2148-9917 82-31-299-6021

Notification Newly Admitted International Students for 2018 Spring

※ Contact Number for Each Department

Department	Phone number	Department	Phone number
Architectural and Environmental System Engineering	031-290-7840	Advanced Materials Science and Engineering	031-290-7370,7390
Architecture	031-290-7550	Psychology	02-760-0485
Economics	02-760-0949	Child Psychology and Education	02-760-0525
Business	02-760-0959		
Polymer Science and Engineering	031-290-7280	Pharmacy	031-290-5874
Disciplinary Education	02-760-0536	Energy Science	031-299-4272
Education	02-760-0535	Interdisciplinary Course of Energy Systems Engineering	031-290-5822
Korean Language and Literature	02-760-0231	Film, Television & Multimedia	02-760-0661
Graduate School of Governance (Public Administration)	02-760-0745	English Language and Literature	02-760-0246
Global Civil Engineering	031-299-4251	Interdisciplinary Course of Actuarial Science	02-760-1429
Biomedical engineering	031-299-4351	Confucian and Oriental Studies	02-760-0201
Mechanical Engineering	031-290-5882	Program of Interdisciplinary Material Science and Engineering	031-290-7280
Management Technology	031-290-5531	Interdisciplinary Course of Applied Chemical Materials	031-290-7310
Advanced Institute of Nanotechnology	031-299-4115	Fashion Design	02-760-0515
German Language and Literature	02-760-0293	Medicine (Biomedical science)	031-299-6021
East Asian Studies	02-760-0775, 0777	Medicine (Clinical Medicine)	02-2148-9917
Eastern Philosophy	02-760-0221	Human Resource Development	02-760-0821
Design	02-760-0651	Interdisciplinary Course of Cognitive Science	02-760-1094
Russian Language and Literature	02-760-0641	Interaction Science	02-740-1882
Interdisciplinary Course of Mechatronics Engineering	031-290-5882	Clinical Research Design & Evaluation	02-2148-7799
Dance	02-760-0604	Electronic, Electrical, and Computer Engineering	031-290-5818,5824
Library and information science	02-760-0325	Political Science	02-760-0379
Interdisciplinary Course of Physics and Chemistry	031-290-5262	Industrial Pharmaceutical Science	031-290-7740
Physics	031-290-7040	Landscape Architecture	031-290-7840
Convergence Engineering for Future City	031-299-4779	Graduate School of China-MBA, MBE	02-740-1543
Arts	02-760-0575	Law	02-760-0924
Sports Sciences	031-299-6920	Interdisciplinary Course of Actuarial Science	02-760-0948
Journalism and Mass Communication	02-760-0391	Interdisciplinary Course of Comparative Culture	02-760-1093
Social Welfare	02-760-0631	Translating Pre-modern Korean Texts in Classical Chinese	02-760-0784,0777
Sociology	02-760-0405	Korean Literature in Classical Chinese	02-760-0334
Industrial Engineering	031-290-7590	Chemical Engineering	031-290-7310
Food Science and Biotechnology	031-290-7810	Chemistry	031-290-7060
Biomechatronic Engineering	031-290-7820	Interdisciplinary Program in Photovoltaic System Engineering	031-299-4619
Biological Science	031-290-7000	Interdisciplinary Program in Crisis, Disaster and Risk	031-299-4145
Service Design Interdisciplinary Major	031-299-6581	Integrative Biotechnology	031-290-7860
Consumer & Family Science	02-760-0507	Philosophy	02-760-0315
Mathematics	031-290-7020	Statistics	02-760-0461
History	02-760-0301	French Language and Literature	02-760-0271
Chinese Language and Literature	02-760-0281	Korean Philosophy	02-760-0211

Attachment 1. Example of Tuition Bill

2017 Spring Semester Tuition Receipt (For Bank)

General Graduate Confucian Studies				Total Enrollment Fee		4,536,700	
Course	Master	App. No.	2-100100-0001	Name	송욱	Scholarship No.	1
Admission Fee		Tuition Fee		Other		Total	
Description		1,198,000		5,283,000		6,481,000	
Scholarship		359,400		1,584,900		1,944,300	
				1398		0	

Period : Wed., Feb. 01, 2017 ~ Fri., Feb. 17, 2017
 Method : Your virtual account (Woori Bank)
 Woori Bank : 265-141680-18-673 (Account Holder: Student's name)

1

2017 Spring Semester Tuition Receipt (For Student)

Course	Master	Confucian Studies			
App. No.	2-100100-0001	Name	송욱	Scholarship No.	1
Admission		1,198,000			
Tuition		5,283,000			
		Total		6,481,000	
Scholarship		1,944,300		0	
		Enrollment Fee		4,536,700	
Scholarship		외국인.교포장학금(일반원)			

Woori Bank : 265-141680-18-673 (Account Holder: Student's name)
 We acknowledge the receipt of the indicated above.

2

Provost of General Affairs

2017 Spring Semester Tuition Receipt Including Option (For Bank)

General Graduate Confucian Studies				Enrollment Fee (Incl. Optional fee)		4,618,000	
Course	Master	App. No.	2-100100-0001	Name	송욱		
		Fees					
		Student Council Fee		10,000			
		Intl. Insurance		71,300			
		Total		81,300			

Period : Wed., Feb. 01, 2017 ~ Fri., Feb. 17, 2017
 Method : Your virtual account (Woori Bank)

2

Provost of General Affairs

2017 Spring Semester Tuition Receipt Including Option (For Student)

Course	Master	Confucian Studies			
App. No.	2-100100-0001	Name	송욱		
		Fees			
		Student Council Fee		10,000	
		Intl. Insurance		71,300	
		Total		81,300	

* Please read the below notice carefully.
 We acknowledge the receipt of the indicated above.

President of Graduate School Students' Union

1) Payment is available during office hour of woori bank(09A.M.~4P.M.)
 ※ Intl. Student must register Insurance according to Korean Ministry of Education.
 If you have another insurance valid on 2017/5/30, you don't need to pay this.
 Students who are willing to pay the optional fee should transfer the total amount at once.

成均館大學校
"한국지성 600년, 미래 인재의 산실"

President of Graduate School Students' Union

■ Important Notices
 1) This receipt cannot be used as the certificate of admission.
 2) Payments must be for the exact amount indicated.

成均館大學校

You have to choose between ① and ②.

- ①: Pay only tuition fee(Mandatory)
- ②: Pay tuition + optional expenses (student council fee + health insurance)

Attachment 2. STEM Scholarship Student Enrollment Confirmation

SPRING, 2018 SKKU Graduate School International Student Admission

STEM Scholarship Student Enrollment Confirmation

Admission Type	International Student (STEM Scholarship)
Admission Round	Spring 2018 Graduate School Admission
Degree	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> MA & PhD combined
Major	
Registration NO.	
Applicant Name	
Advising Professor	(Name)
	(E-mail)

※ Applicant who check on the 'withdraw' box is unqualified for graduate school admission.

Registration	<input type="checkbox"/> Enroll to SKKU	<input type="checkbox"/> Withdraw admission
---------------------	--	--

※ Only for applicants who are willing to withdraw admission.

Reason for Withdrawal	<input type="checkbox"/> Accepted to other Univ. <input type="checkbox"/> Other()
Name of University	University, major

201 . . .

Name : _____ (signature)

E-mail Address : _____

✳ Attached documents: Copy of applicant's passport

President of Sungkyunkwan University

Attachment 3. Admission Withdrawal & Apply refund

Will of Admission Withdrawal

☐ General Information

Graduate Programs	Spring 2018 General Graduate School		
Degree			
Major			
Application No.			
Name			
E-mail		Phone Number	

☐ Reason for Admission Withdrawal (Please describe briefly)

Although I got accepted to Sungkyunkwan University for 2018 Spring semester, I am canceling the registration. I will take all responsibility for the future results and after withdrawal I understand that I cannot reversal of my decision.

Date : 201 . . .

Applicant' s Signature: _____

Account number for refund:

SUNGKYUNKWAN UNIVERSITY

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 <input type="checkbox"/> Not consent <input type="checkbox"/>)

Agreement of Providing Personal Information to a Third Party

- 1) Receptor : Designated insurance company that made group insurance contract with University
- 2) Purpose : To register health insurance for international students
- 3) Provided Items : Name, Date of birth, Sex, Phone number
- 4) 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

Attachment 5. Certificate of Admission Application Form for General Graduate Students

일반대학원 표준입학허가서 발급신청서 Certificate of Admission Application Form for General Graduate Students

※ [붙임3] 의 작성요령을 참고하여 작성 Please refer to the Guidance file(Attachment 3) before filling in the blanks below.

A. 개인정보 Personal Details					
성명 Name	한글 Korean				사진 (컬러) Color Photo
	영문 English	※ Same English Name as on the Passport			
생년월일 혹은 외국인등록번호 Date of Birth or Alien Registration No.					
국적 Nationality		<input type="checkbox"/> 대만 화교 Chinese-Korean <input type="checkbox"/> 한국계 중국인 Korean-Chinese <input type="checkbox"/> 한국계 러시아인 Korean-Russian			
여권번호 Passport No.		성별 Gender		<input type="checkbox"/> 남(M) <input type="checkbox"/> 여(F)	
휴대폰번호 Mobile					
이메일 E-mail					
비상연락처 Emergency Contact Information	가족 Family	성명 Name		본인과의 관계 Relationship	
		휴대폰 번호 Mobile No.		집 전화 번호 Home Tel. No.	
	유학원 Agency(if any)	유학원 명칭 Company Name		전화번호 Tel. No.	
		담당자 성명 Person in Charge		이메일 E-mail	
B. 입학정보 Detailed Admission Information					
학위과정 Degree	<input type="checkbox"/> 석사 Master <input type="checkbox"/> 박사 Doctoral <input type="checkbox"/> 석박사통합 Combined MA & Ph.D				
입학유형 Type of Admission	신입학 New student	수험번호 Applicant No.			
전공 Major		최종출신학교 Alma Mater for Highest level of Education			
C. 학비조달 계획 Source of Funding					
<input type="checkbox"/> 본인부담 Self-funding <input type="checkbox"/> 성균관대학교 장학생 SKKU Scholarship		<input type="checkbox"/> 대한민국 정부초청 Korea Government Scholarship Program (KGSP) <input type="checkbox"/> 해외정부파견장학생 Scholarship from Government of Applicant's Home Country			
<p>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.</p> <p style="text-align: right;">신청서 작성일 Creation Date 20 . . .</p> <p style="text-align: right;">합격자 자필 서명 Applicant's Autograph _____</p>					

<대리인 방문 제출 시에만 기재>

대리 제출인 정보 Agent's Information	대리인 연락처 Agent's Contact No.	합격자와의 관계 Relationship to Applicant

일반대학원 표준입학허가서 발급신청서

一般大学院生标准入学许可书发行申请书

※ [붙임3] 의 작성요령을 참고하여 작성 填写下列空格时, 请务必阅读[附件3]注意事项后填写.

A. 개인정보 个人信息					
성명 姓名	한글 韩文				사진 (컬러) 彩色照片
	영문 英文	※ 需要与护照上的英文名字一致			
생년월일 혹은 외국인등록번호 出生日期或外国人登录号码					
국적 国籍		<input type="checkbox"/> 한국계 중국인 朝鲜族 <input type="checkbox"/> 대만 화교 臺灣華僑			
여권번호 护照号码		성별 性别		<input type="checkbox"/> 남(男) <input type="checkbox"/> 여(女)	
휴대폰번호 手机号码					
이메일 E-mail					
비상연락처 紧急联络处	가족 家人	성명 姓名		본인과의 관계 与本人的关系	
		휴대폰 번호 手机号码		집 전화 번호 电话号码	
	유학원 留学中介机构	유학원 명칭 中介机构名称		전화번호 电话号码	
		담당자 성명 负责老师		이메일 E-mail	
B. 입학정보 详细信息					
학위과정 申请学位	<input type="checkbox"/> 석사 硕士 <input type="checkbox"/> 박사 博士 <input type="checkbox"/> 석박사통합 硕博士连读				
입학유형 入学类别	신입학 新生	수험번호 入学申请号码			
전공 专业			최종출신학교 最高学历毕业院校		
C. 학비조달 계획 经费来源					
<input type="checkbox"/> 본인부담 自费 <input type="checkbox"/> 성균관대학교 장학생 成均馆大学奖学生			<input type="checkbox"/> 대한민국 정부초청 韩国政府奖学金 (KGSP) <input type="checkbox"/> 해외정부파견장학생 申请人本国公费奖学生		
본인은 상기 내용이 사실임을 확인하며 첨부 서류와 함께 표준입학허가서를 신청합니다. 本人确认上述内容属实, 在此提交标准入学许可书发行申请书以及学校要求的附件, 请予以发行标准入学许可书.					
신청서 작성일 申请书填写日期 20 . . .					
합격자 자필 서명 合格者本人亲笔签名 _____					

<대리인 방문 제출 시에만 기재>

대리 제출인 정보 代理提交人信息	대리인 연락처 代理人联系方式	합격자와의 관계 与合格者的关系

How to fill in Certificate of Admission

접수일 : ①
 등록일 :

일반대학원 표준입학허가서 발급신청서
 Certificate of Admission Application Form for General Graduate Students

※ p.11의 작성요령을 참고하여 작성 Please refer to the Guidance file before filling in the blanks below.

A. 개인정보 Personal Details					
성명 Name	한글 Korean				⑤ 사 진 (컬러) Color Photo
	영문 English ②				
생년월일 혹은 외국인등록번호 Date of Birth or Alien Registration No. ③					
국적 Nationality		<input type="checkbox"/> 대만 화교 Chinese-Korean <input checked="" type="checkbox"/> 한국계 중국인 Korean-Chinese ④ <input type="checkbox"/> 한국계 러시아인 Korean-Russian			
여권번호 Passport No.		성별 Gender <input type="checkbox"/> 남(M) <input type="checkbox"/> 여(F)			
휴대폰번호 Mobile ⑥					
이메일 E-mail ⑦					
비상연락처 Emergency Contact Information	가족 Family ⑧	성명 Name	본인과의 관계 Relationship		
		휴대폰 번호 Mobile No.	집 전화 번호 Home Tel. No.		
	유학원 명칭 Company Name ⑨	전화번호 Tel. No.			
	담당자 성명 Person in Charge	이메일 E-mail			
B. 입학정보 Detailed Admission Information					
학위과정 Degree		<input type="checkbox"/> 석사 Master <input type="checkbox"/> 박사 Doctoral <input type="checkbox"/> 석박사통합 Combined MA & Ph.D			
입학유형 Type of Admission		신입학 New student		수험번호 Candidate No. ⑩	
전공 Major		최종출신학교 Alma Mater for Highest level of Education			
C. 학비조달 계획 Source of Funding					
<input type="checkbox"/> 본인부담 Self-funding <input type="checkbox"/> 성균관대학교 장학생 SKKU Scholarship ⑪		<input type="checkbox"/> 대한민국 정부초청 Korea Government Scholarship Program (KGSP) <input type="checkbox"/> 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 Candidate's Autograph		⑫			

<대리인 방문 제출 시에만 기재> ⑬

대리 제출인 정보 Agent's Information	대리인 연락처 Agent's Contact No.	합격자와의 관계 Relationship to Applicant
----------------------------------	-----------------------------	------------------------------------

- Please print out the form and fill out with your hand writing. When you submit by email, please color scan it.

①	Do not fill in ①
②	Please refer ② before fill in your english name

③	If you don't have Foreign Registration No., fill in your birth date (YYYY/MM/DD)
④	Chinese Korean / Korean Chinese / Korean Russian
⑤	Color Photo
⑥	Mobile phone no. in Korea or in your country
⑦	Email currently in use
⑧	Emergency contact person such as parents and relatives
⑨	Fill in the information of your agency if any
⑩	If you don't know your application number, please send Email to intlgrad@skku.edu
⑪	SKKU Writing Contest Scholarship or Outstanding Foreign Student Scholarship
⑫	Your signature (You can sign in any language)
⑬	Only applicable when you apply for it by your substitute

How to register Kingo ID

Students can use SKKU's internet service(Kingo portal, GLS) after registering Kingo ID. When you register, you can have school email address (ex. ID@skku.edu) and receive school's notice through email. All school notice will be sent to this school email address before beginning of semester.

■ Registration Period : After tuition payment

■ LINK

<https://admin.skku.edu/co/COCOUsrUserAction.do?language=en&method=checkIsUserMain&reqType=T>

■ IT CALL CENTER : callcenter@skku.edu

STEP 1

CLICK :

<https://admin.skku.edu/co/COCOUsrUserAction.do?language=en&method=checkIsUserMain&reqType=T>

Sungkyun-In membership registration

STEP 01 Agreement > **STEP 02 Identification** > STEP 03 Information entry > STEP 04 Registration Complete

2. Identification and certification

*We are using phone number certification for information service (CORP).

*User Group: ☒ Exchange student/international student

Identification Certification: ☐ Mobile certification ☐ I-PIN certification

*Name:

Student ID (Employee No.):

- Please be sure to select the appropriate type of membership because registration process differs depending on the user group.
 - Verification of signup for admission candidates can be made 1week after the last day of registration.
 - Verification of signup for faculty and staff can be made 1day after the registration to the corresponding department office.

IT Call Center: (011-289-6119)
callcenter@skku.edu

Prev. > Next >

STEP 2

在点击 Exchange student/International student 后转换的画面中进行

Sungkyun-In membership registration

STEP 01 Agreement > STEP 02 Identification > STEP 03 Information entry > STEP 04 Registration Complete

2. Identification and certification

* We are using phone number certified by NICE information service CORP.

*User Group: ☐ Exchange student/international student

*Name:

*Student ID(Employee No.):

*BirthDate: (YYMMDD)

IT Call Center(02-6110-6110) callcenter@skku.ac.kr

Prev. > Next >

① Name: Needs to be identical with the name you filled in your application.

② Student ID: Application No.

③ BirthDate: YY/MM/DD

STEP 3

Sungkyun-In membership registration

STEP 01 Agreement > STEP 02 Identification > STEP 03 Information entry > STEP 04 Registration Complete

3. Information entry

*Criteria indicated as * required criteria.

*Name:

*User ID: (first character of ID should be a letter, ID should consist of 4~10 lowercase alphabet letters or numbers, hyphen is not allowed)

Existing ID Check:

*Password: (should consist of 8~20 lowercase letters, numbers, special character combinations)

*Re-type password: (Please input the same password twice to confirm password)

*E-mail: (please input an e-mail address where you can be notified of your forgotten user ID and password)

Cell phone no: (please input your cell-phone no. where you can be notified of your user ID and new password)

IT Call Center(02-6110-6110) callcenter@skku.ac.kr

Prev. > Next >

① 4~10 characters. Please decide your ID carefully as it won't be able to change once it has been issued.

② 8~20 characters with combination of numbers and special characters.

③ Please fill in your own email for re-certification of your account when you lose your password.

TRANSPORTATION

A. Humanities and Social Sciences Campus (Seoul)

- ① Take subway line No.4 and get off at Hyeohwa station
 - by walk: Exit No.4 → Sungkyunkwan Univ.(15min)
 - by shuttle bus: Exit No.1 → shuttle bus(KRW 300) → Sungkyunkwan Univ.(5min)
- ② Take a bus line Jongno No.02 in front of Anguk station(Exit No.2) or Jonggak station(Exit No.2,3) → Sungkyunkwan Univ.(5~10min)
- ③ Take a bus to Changgyung Palace direction and get off at Myeongnyun-dong
 - Blue bus : 100, 102, 104, 106, 107, 108, 109, 140, 143, 150, 151, 160, 162, 171, 172, 272, 273, 301, 601, 710
 - Green Bus : 2112



B. Natural Science Campus (Suwon)

- ① Subway
 - Seoul station (line No.1) → Sungkyunkwan Univ. station(50min)
 - Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)
- ② Shuttle bus(with fee) ※ It stops running on weekend and holidays (Contact No.: 031-290-5466)
 - Sadang station(Line No.2 and 4) : In front of Exit No. 9
- ③ Bus
 - 62-1, 82-2, 39, 7790, 7800, 3003

