2021 Fall (1st, 2nd Round)

Admitted International Student Guide

(Undergraduate Freshman)

성균관대학교
SUNG KYUN KWAN UNIVERSITY

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1. Process for Enrollment

STEP 1. Issuance of Acceptance Certificate

Acceptance Certificate can be issued on the SKKU admission website by filling in applicant's name, application number, and date of birth (YY/MM/DD).

○ Print-out period: April 23 (Fri) - May 21 (Fri), 2021

STEP 2. Enrollment

■ **Payment Procedure**

Invoice Print Out	**[Fall 1st Round] print out available from June 28 (Mon), 2021** **[Fall 2nd Round] print out available from July 12 (Mon), 2021** ■ International student admissions website > Admissions result announcement
Enrollment	**[Fall 1st Round] June 28 (Mon) - July 05 (Mon), 2021** **[Fall 2nd Round] July 12 (Mon) - July 16 (Fri), 2021** ■ Admission will automatically be cancelled if payment is not completed by due
Entrance Disclaimer	■ If student decides to withdraw registration after the tuition payment, student should fill out **[Attachment 3. Entrance Disclaimer]** and send the scanned file to undergrad@skku.edu by **17:00 PM, August 20 (Fri), 2021** ■ The email should be sent with the title **[Entrance Disclaimer and Request of Refund]** ■ If student decides to withdraw registration after the semester starts, student is placed under the category 'drop out'and tuition fee refund amount will be determined according to the school regulation Article 28 and section 9(par. 2).

■ **Tuition Fee :** Stated on tuition invoice (scholarship is also stated)

○ Admission of student whose payment is not completed by due will be automatically cancelled

Health Insurance	■ All international students will be registered to the **mandatory** Korean National Health Insurance Services (NHIS) by the national regulation starting from March 2021. ■ Insurance fee will not be included in the SKKU tuition invoice and payment is not made to SKKU.
Student Council Fee (Optional)	[Reference 1. Tuition Invoice]
Payment Method	**① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer** ■ Please be informed that the registration process will not be completed unless the exact amount has been transferred. When making an overseas transfer, please consider the exchange rate and the transaction fee. ※Bank information is stated on Tuition Invoice. ■ If the paid amount exceeds the invoiced amount, the difference will be refunded after enrollment.
Payment Confirmation	**SKKU Website(www.skku.edu) > login> GLS > Academics/Student section > Tuition** ■ Confirmation is available within 10 minutes after payment via online banking/transfer. ■ For overseas transfer, confirmation is available after 5 days. ■ KINGO ID registration : Please refer to **[Appendix 3. How to register Kingo ID]**

STEP 3. Applying for Certificate of Admission

Certificate of Admission is used as a proof document for student's acceptance at SKKU and is required for D-2 visa application from the immigration office/Korean Embassy.
It can only be issued provided the application fee (tuition fee) is paid and all documents are submitted within application period.

Students should apply for the Certificate of Admission on SKKU system, GLS, and the scanned version of the issued certificate will be sent to the email of the applicant.
※ Visa application is available with the copy of the Certificate of Admission as of March, 2018.

- **Applicant : Admitted students applying for a Student Visa (D-2)**
- **Application Period**
  - **Fall 1st Round: June 28 (Mon) - July 07 (Wed), 2021**
  - **Fall 2nd Round: July 12 (Mon) - July 16 (Fri), 2021**

Application: SKKU GLS System (application via email is not accepted)

Application Process	■ **GLS System Application: Scanned version of the issued certificate will be sent via email from the following dates by the order of application** - Fall 1st Round: from June 28 (Wed), 2021 / Fall 2nd Round: from July 12 (Mon), 2021 ※ Due to the COVID-19 outbreak, visit to the office for application is not available ■ **Instruction** ① Login to SKKU system with Kingo ID > Apply on GLS system ※ All application documents should be scanned in color and sent in pdf. file ※ File name: Student ID no_Name of Student_Name of Document *ex) 2021000000_John Smith_Application000* ② Upload application documents on GLS system > Application/Graduataion > CoA Issuance Apply ③ Online submission of consent form ■ **Note** - Issued certificate is sent by the order of application via email. - **Certificate of Admission is not available after the semester begins.** - Certificate will only be issued for students who applied by the instructions and completed tuition payment.

Application Documents

Required	**Color Copy of Passport (Personal Information page)**	Submit scanned file
	Certificate of Financial Statement	**Balance: more than 20,000 USD** Issuance: by Korean or overseas bank Account holder: student or parents **Certificate must be Issued within 30 days of the submission date.** **※ Notes** **- Issuance of 2 original copies required: 1 copy for the Korean Embassy for visa application, and 1 copy for SKKU** **- Family Relationship Certificate is required when submitting parents' Financial Statement (copy of the certificate is acceptable)**
Optional	**Copy of Alien Registration Card**	Submission required for Alien Registration Card Holder

※ All documents must be submitted in A4 size with Application no./Dept./Name written on the right bottom, and arranged in order as above.

STEP 4. Applying for VISA

■ **Applicant : Students who need D-2 VISA**

- Students who are F-4, F-5 visa holders do not need to change visa type.
- Students must obtain D-2 visa by Aug. 29 (Sun), 2021, otherwise the student will be fined.
- Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea. Please be sure to enter Korea with D-2 visa issued by Korean embassy.

Applying for D-2 Visa from Overseas	**Who**	Students who reside overseas and need to obtain D-2 visa
	How	Visit the Korean Embassy in the student's nation
	Required Documents	① Certificate of Admission ② Passport ③ TB test report ④ Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean or overseas bank / student or parents' account) ⑤ High School Graduation Certificate (Apostille or confirmation from the consul at Korean Embassy is required) - Graduates from schools in China: 'Vertification Report of China Secondary Education Qualification Certificate (中国中等教育学历验证报告)'should be submitted instead of graduation certificate (please confirm with the embassy) - Additional documents may be requested depending on the embassy/student
Change of Visa to D-2 in Korea	**Who**	Students who reside in Korea and need to change visa status to D-2
	How	Visit the immigration office ※Reservation through www.hikorea.go.kr is required
	Required Documents	① Certificate of Admission ② Application form ③ Passport ④ Alien Registration Card ⑤ Confirmation of Tuition Payment ⑥ Photo(1 Copy) ⑦Document proof of residence ⑧ Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean bank / student's account) ⑨ High School Graduation Certificate (Apostille or confirmation from the consul at Korean Embassy is required) - Graduates from schools in China: 'Vertification Report of China Secondary Education Qualification Certificate (中国中等教育学历验证报告)'should be submitted instead of graduation certificate
	Notice	Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea.
Extension of D-4 Visa Before Enrollment	**Who**	Students who need to extend D-4 VISA due to interval between the end date of language courses and the date of admission - one can extend D-4 visa up to three months provided requirements are met
	Requirement	Students who satisfy all the requirements below: ① those who have completed the course of Sungkyun Language Institute ② those who have TOPIK level 3 (or above) *or* stayed in Korea more than a year and six months
	Required Documents	① Application Form ② Passport ③ Alien Registration Card ④Fee ⑤ Document proof of admission ⑥ Korean language proficiency document ⑦ Document proof of residence ⑧ Photo(1 Copy) ⑨ Language Institute certificate and transcript
	Notice	- Application should be made within 15 days from the end date of language course, and change to D-2 should be completed by Aug. 29 (Sun), 2021. Otherwise, the student shall be fined. - Students can leave Korea only after receiving D-2 visa.(If a student leave Korea before the change is finalized, the application shall be cancelled.) - As changing to D-2, students may be required to submit a certificate/transcript of language courses. So students are advised to complete courses properly.

STEP 5. KINGO ID(SKKU Website) Registration

Students can use SKKU's internet services (Kingo portal, GLS) after registering Kingo ID. After registration, students will have their individual email address (ex.ID@skku.edu) and they can receive school's notices through the email. **All school notices are to be sent to this email address, so please check the e-mail inbox frequently.**

■ **Registration Period :** After Enrollment
- ○ Payment can be confirmed in 1~2 hours after virtual account payment, 3~5 days after international transaction

■ **Registration Instruction :** Please refer to [Appendix 3. How to Register Kingo ID]

STEP 6. Dormitory Application

■ **Application Schedule: to be notified**

■ Please visit dormitory website for further notice on dormitory registration and information on facilities (https://dorm.skku.edu/)

STEP 7. Course Registration

■ **<Korean Track> Course Registration: to be notified**
- ○ Please visit OISS website (http://oiss.skku.edu/) for more information.

■ **<English Track> Course Registration: to be notified**
- ○ Please note that curriculum of Korean Track and English Track are different. It is mandatory to check with each department during orientation on available courses and registration process and register within the period.
- ○ Please pay attention that each course accepts a limited number of applicants! Students are advised to apply early for a successful application at desired course.

STEP 8. International Student Orientation

■ Orientation for Korean Track and English Track will be notified

STEP 9. Beginning of Semester

■ Semester starts on August 30 (Mon), 2021 - the first day for you to join SKKU family!

2. Important Notice

- Admission of students who fail to register during Enrollment Deposit and Tuition Fee payment period will automatically be canceled.

- When offered admission to more than one university including SKKU in the same semester, student should should enroll at only one university (Enrollment Deposit Payment included). When enrolled at another university the student is required to cancel enrollment at the institution prior to the enrollment process at SKKU.

- The acceptance and the admission of students who violated any rules regarding the enrollment and the application (e.g. student who failed to graduate from high school) will be canceled at any time.

- The acceptance and the admission of students who forged or falsified the submitting documents, put false information on the application form and other documents, and cheated in any other ways will be canceled at any time.

- Students who have been accepted to SKKU as student expected to graduate must submit the graduation certificate and transcript from the last semester until 11:00, September 3 (Fri), 2021 (with Apostille or Embassy Legalization).
  - If the student fails to graduate and receive his/her diploma by due, the admission and enrollment to SKKU will be canceled.
  - Major/application number/Applicant's name must be indicated at the bottom right of documents.

- Students asked to submit additional documents must submit by due to the OISS.

- The student must notify OISS of any change in e-mail address or phone number by submitting [Attachment 1. Application for Updating Contact Information].
  - If the student does not notify changes in contact information, one might not be informed of important notices from the university. In this case the student bears the whole responsibility for disadvantages created.
  - If OISS is notified with the email addresses and phone numbers of teacher-in-charge from Studying Abroad Institutions, the student must urgently update the contact information.

3. Contact Information

Certificate of Admission, Visa, Orientation

- **Students of Humanities and Social Sciences Campus: Humanities / Social Sciences / Business Administration / Film, TV and Multimedia / Fashion Design / Theatre / Global Business Administration / Global Economics**

Humanities and Social Sciences Campus, Office of International Student Services

#90212, International Hall 2nd floor, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
☎ 02-760-0024~6 ✉ oisshs@skku.edu

- **Students of Natural Sciences Campus: Engineering / Natural Sciences / Electronic and Electrical Engineering / Software / Sport Science / Architecture / Global Biomedical Engineering**

Natural Sciences Campus, Office of International Student Services

#03101, Student Center 1st floor, Sungkyunkwan University, 2066 Seobu-ro, Jangan-gu, Swuon, Gyeonggi-do, Korea
☎ 031-290-5026~8 ✉ oissns@skku.edu

SKKU OISS Webiste & SNS

- Office of International Student Services : http://oiss.skku.edu
- Facebook : https://www.facebook.com/skkuoiss
- YouTube Channel : @성균관대학교SKKU
- Kakaotalk Plus: 성균관대학교 외국인유학생지원팀

Appendix 1. Example of Tuition Invoice

2021학년도 1학기 등록금 고지서

■ 납부방법 : 아래 납부방법(금액) 중 하나를 선택하여, 반드시 총액을 한번에 입금하셔야 등록 처리가 됩니다.

납부방법	납부금액	해당학생	비고
(기본)납부	3,911,900	은행 신입생 등록금납부 금액	※ 신체검사비/학생회비는 선택 납부사항이며, 납부희망시 반드시 좌측에 안내된 합산금액(기본+선택납부금)으로 납부하시기 바랍니다.
(기본+신체검사비)납부	3,957,900	신체검사비 납부 희망자	
(기본+학생회비)납부	3,921,900	학생회비 납부 희망자	
(기본+신체검사비+학생회비)납부	3,967,900	신체검사비/학생회비 납부 희망자	

필수수납

2021학년도 1학기 등록금 고지서(은행용)

경영학 — 납입금액 3,911,900

과정	학사	수험번호		성명	
	입학금	수업료	기타		합계
납입내역	355,000	4,436,000			4,391,000
감면내역					
그 외 합계	35,500	443,600			479,100

등록기간 : 2021년02월03일(수) ~ 2021년02월18일(목)
등록장소 : 등록전용계좌(우리은행-가상계좌)
우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

2021학년도 1학기 등록금 고지서(학생용)

과정	학사	경영학	
수험번호		성명	
입학금	355,000		
수업료	4,436,000		
합계			4,391,000
감면금액	479,100	납입금액	3,911,900
장학금종류	외국인,교포장학금	장학금액 확인	

등록기간 : 2021년02월03일(수) ~ 2021년02월18일(목)
등록장소 : 등록전용계좌(우리은행-가상계좌)
우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

선택수납

2021학년도 1학기 선택수납금 고지서(은행용)

경영학 — 납입금액 36,000

과정	학사	수험번호		성명	
신체검사비	26,000				
학생회비	10,000				
합계					36,000

※ 위 선택수납금은 선택 납부사항이며, 납부희망 시 고지서 상단의 납부방법을 참고하셔서 등록금액에 합산하여 한번에 납부하셔야 합니다.

성균관대학교 총무처장

2021학년도 1학기 선택수납금 고지서(학생용)

과정	학사	경영학	
수험번호		성명	
신체검사비	26,000		
학생회비	10,000		
합계			36,000

※ 위 선택수납금은 선택 납부사항이며, 납부희망 시 고지서 상단의 납부방법을 참고하셔서 등록금액에 합산하여 한번에 납부하셔야 합니다.

성균관대학교 총무처장

■ 안내사항

1) 우리은행 가상계좌 입금가능시간 : 09:00~17:00
2) 입금금액이 고지금액과 다른 경우 입금이 되지 않으며, 송금자는 합격자 본인이 아니어도 됩니다.
3) 등록완료 후 안내 SMS가 발송되며, 등록사실확인서는 증명발급 홈페이지(http://icert.skku.edu)에서 성균인 가입 후 출력 가능합니다.

※ 해외에서 등록금 송금 시 은행정보 (우리은행)
- SWIFT CODE : HVBKKRSEXXX
- 은행지점 및 주소 : SKKU Branch, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
- 유의사항
1) KRW로 송금해야하며, 송금수수료와 입금수수료는 모두 송금인 부담입니다.
2) 송금액이 등록금액과 정확히 일치하지 않으면 가상계좌에 입금 불가하며 반환 처리될 수 있습니다.

成 均 館 大 學 校

成 均 館 大 學 校

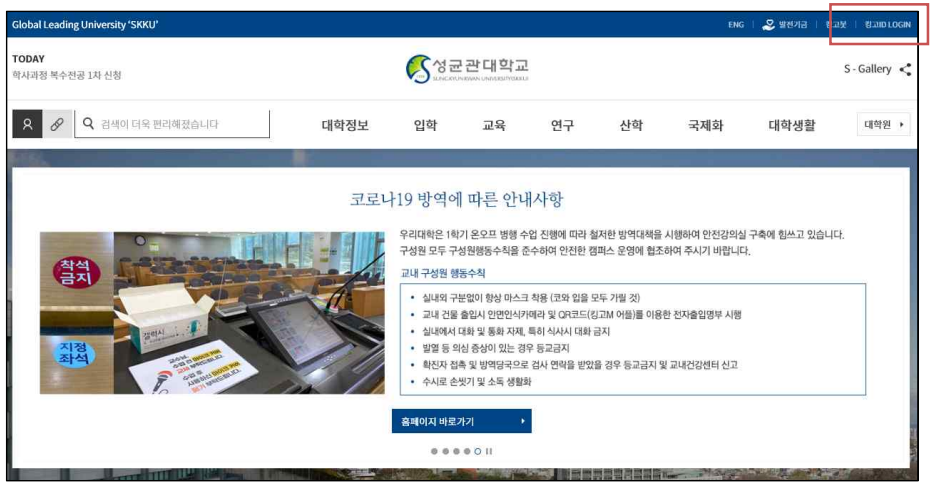
Appendix 2. How to Register Kingo ID

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.

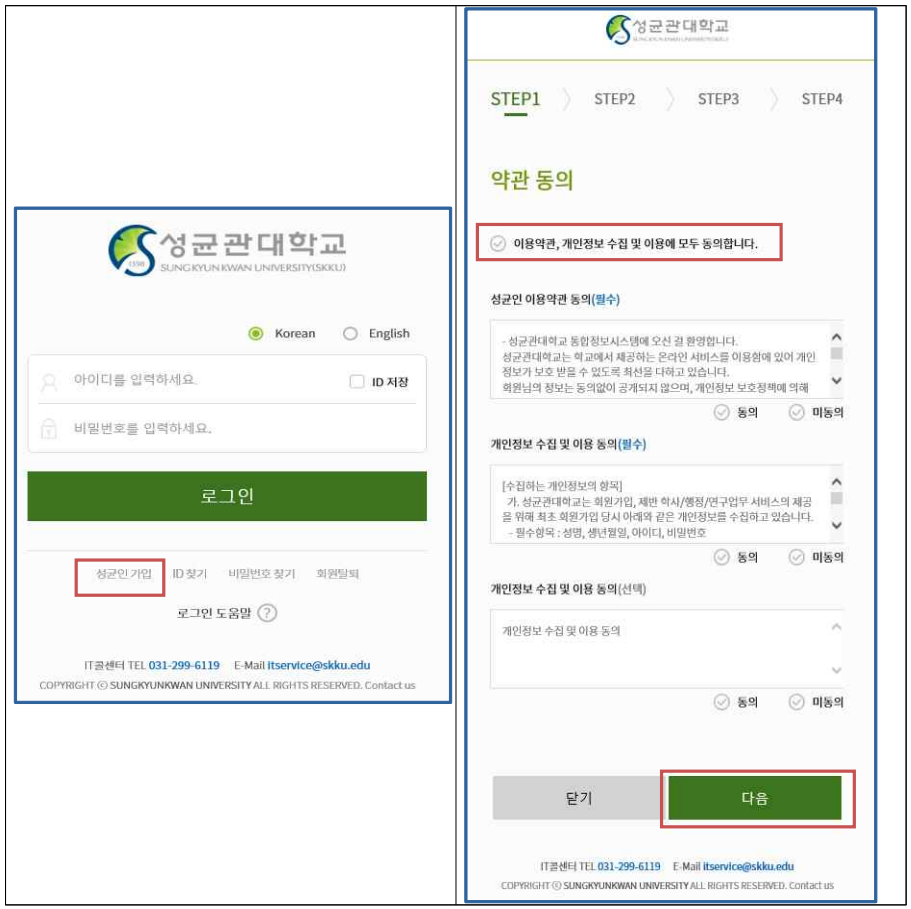
All school notice will be sent to the Kingo email address once registered.

- **Registration Period : After enrollment**
- **Contact : IT CALL CENTER**
  ☎ 031-299-6119 ✉ itservice@skku.edu

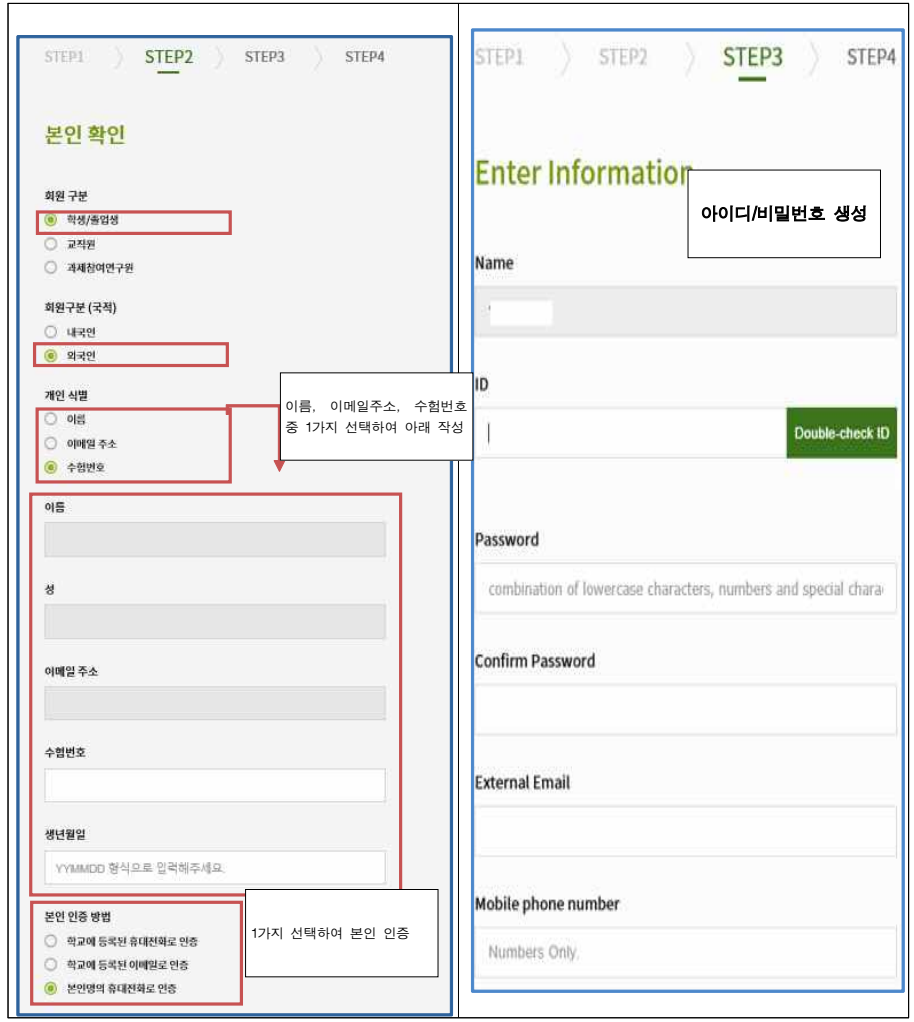
Kingo Registration STEP 1



Kingo Registration STEP 2



Kingo Registration STEP 3

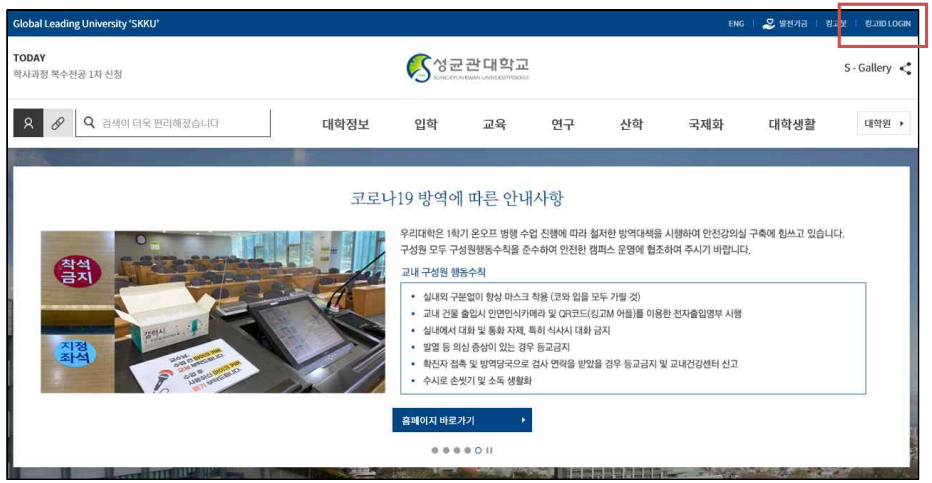


Appendix 3. Application for Certificate of Admission

Student should apply for the Certificate of Admission on the SKKU system, GLS.

- Application Process: Application on SKKU system GLS
- Certificate Receipt: Issued certificate will be sent to applicant's email
- **Application Period: (Fall 1st Rnd) Jun. 28 (Mon)-Jul. 07 (Wed) / (Fall 2nd Rnd) Jul. 12 (Mon)-Jul. 16 (Fri)**
  - It takes 1~2 days for certificate issuance.
  - Application will be rejected unless all required documents are submitted. Student should re-apply with all the documents.
- **Inquiry : Office of International Student Services** 02-760-0025~6 / ✉ oisshs@skku.edu

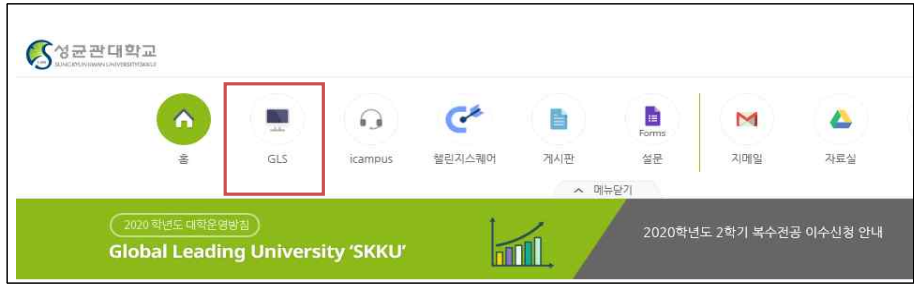
STEP 1



STEP 2



STEP 3



STEP 4

: Application/Graduation > CoA Issuance Apply



STEP 5

: Type in information, submit documents, confirm consent form >
Click 'Temporary Save' > Click 'Submission of Application'

