Fall 2017

Notification for Newly Admitted International Students
(Undergraduate Freshman)

성균관대학교
SUNG KYUN KWAN UNIVERSITY

ATTACHMENT

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Attachment 2. Example of Tuition Bill

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Attachment 6. How to fill in Certificate of Admission

Attachment 7. How to register Kingo ID

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1. Process for Enrollment

STEP 1. Issue of Acceptance Certificate

▪ Acceptance Certificate can be issued at SKKU admission website by filling in applicant's name, application number and date of birth(YY/MM/DD).
  ○ Applicants who applied online can check again the application number after login at www.uwayapply.com
  ○ Applicants who applied Off-line can check the application number after sending an e-mail at undergrad@skku.edu
    - In case of inquiry please indicate applicant's name, date of birth, major.

STEP 2. Enrollment

▪ **Tuition bill print out : 2017. 7. 19(WED) 10:00**
  Tuition bill can be printed out after checking the announcement posted on the international student admission webpage.

▪ **Payment Amount : Indicated on tuition bill**
  ○ Student can pay ①only tuition (mandatory) OR ②tuition (mandatory) + optional Fee (student council+health insurance). More details see **[Attachment 2. Example of Tuition Bill].**

> ※ Health Insurance Fee
>   ○ Registering health insurance is mandatory while studying in Korea. If health insurance fee is paid with tuition fee, the university will buy group health insurance for students.
>   ○ If students buy individual health insurance or registers at National Health Insurance, they do not need to pay the optional fee (health insurance) indicated in the tuition bill. However, they are requested to submit insurance certificate when applying for Certificate of Admission.

  ○ Scholarship is indicated individually on the tuition bill.

▪ **Payment Period : 2017. 7. 19(WED) 10:00 ~ 7. 26(WED) 16:00**

▪ **Payment Method : By visiting the Woori bank in Korea, or bank transfer (On/Off-line), or overseas transfer.**
  ○ Please be informed that the registration process will not be completed if the exact amount has not been transferred. When performing overseas transfer, please consider the exchange rate and the transaction fee.
    ※ If less amount is transferred, the student will not be registered until the difference is covered by additional transfer. If more amount is paid, the difference will be given back to individuals after enrollment.

> ※ Overseas Transfer
> Bank Name: WOORI BANK
> Bank Address: 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul KOREA (03063)
> Account Holder: SUNGKYUNKWAN UNIV.
> Swift Code: HVBKKRSEXXX

■ **Payment Confirmation : Kingo ID registration – Kingo Portal log-in - GLS –**
           Academics/Student section - Tuition
 ○ Confirmation is available within 10 minutes after payment through internet banking/transfer.
 ○ For overseas transfer, confirmation is available after 5 days.
 ○ KINGO ID registration : Please refer to Attachment 7. How to register Kingo ID

■ **Note**
 ○ **Applicant who are willing to withdraw admission** for fall semester must submit **'Admission withdrawal Form[Attachment 3]'** and copy of passport until **17:00 July 26(Wed), 2017.**
  ※ Submission by : visit or e-mail(ishootar@skku.edu) or fax(82-2-760-0030)
 ○ If you fail to complete payment during payment period, your admission will be automatically cancelled.

STEP 3. Applying Certificate of Admission

■ **Target Group :** All newly admitted international students
 ○ Students with **foreign nationality** regardless of visa status.
 ○ Please refer to p.5~6 for details.

■ **Application Period :** 2017. July. 21(Fri) ~ July.26(Wed)

STEP 4. Applying for VISA

■ **Target Group : Students who need D-2 VISA**
 ○ Students who are F-4, F-5 visa holder do not need to change visa type.
 ○ Please refer to p.7 for details.

STEP 5. KINGO ID Registration

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

- **Registration Period :** After tuition payment

- **How to register :** Please refer to Attachment 7. How to register Kingo ID

STEP 6. Dormitory Application

- **Application Schedule :** In early August

- **Application Method :** Via GLS system

- **Please visit dormitory website for further notice on dormitory registration and facilities information **in early August**. (https://dorm.skku.edu/)

STEP 7. Course Registration

- **Registration Period :** August 22(TUE)~ 23(WED), 2017
  - ○ Please check the procedure for course registration in the attachments available on August 16 (Wed). The notice will be posted on official webpage (http://oiss.skku.edu/) of Office of International Student Services (OISS).

STEP 8. Orientation for Newly Admitted International Students

- **Target group :** All newly admitted international students
  - ○ 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.

Successful Candidates at Korean Track	▪ **Date/Time** : 2017. August 26 (Sat) starting 13:00 ▪ **Venue** : ChoByungDoo Int'l Conference Hall, 5th Floor, 600th anniversary Hall ▪ **Language** : Korean (some materials can be explained in Chinese)
Successful Candidates at English Track	▪ **Date/Time** : To be announced. ▪ **Venue** : To be announced. ▪ **Language** : English

SUNG KYUN KWAN UNIVERSITY

STEP 9. Class Start Date

■ Please note that class starts on August 28th (MON).

2. Important Notice

■ Admission of students who fail to register during the Enrollment Period will be canceled.

■ When offered admission to more than one university including SKKU in the same semester(including teacher's college, industrial university, community college), one should enroll at only one university (Enrollment Deposit Payment included).

■ Accepted students (including those from the additional admission) cannot apply for Regular Admission and Additional Admission regardless of whether they have enrolled or not.

■ The acceptance and the admission of students who violated any rules regarding the enrollment and the application will be canceled.

■ 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 many other forms will be canceled.

■ Students who got accepted to SKKU as student expected to graduate must submit the graduation certificate and transcript from the last semester until Aug 25 (Fri), 2017 17:00 (with additional Embassy Confirmation OR Apostille).
 ※ If the student fails to graduate and get his/her diploma by that date then the admission and enrollment to SKKU is canceled.

■ Students asked to submit additional documents must meet the deadline Aug 25 (Fri), 2017 17:00.

■ All important notices will be sent to email address after registering KINGO ID (or personal email address) or the student might be notified by phone indicated in the application form for Certificate of Admission. See [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 the email addresses and phone numbers of teacher-in-charge from language institutes the student must urgently update the contact information.

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 status. Holders of double citizenship (one Korean) are exempted from this regulation.

Certificate of Admission can be used as a proof document for student's acceptance at 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 : 2017 July 21(Fri) ~ July 26(Wed)

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

No.	Documents	Notice
1	Personal Information Usage Agreement	○ Refer to [Attachment 4].
2	Application form for the Certificate of Admission	○ Refer to [Attachment 5]. Choose from either Korean-English or Korean-Chinese
3	Color Copy of Passport -personal Information Page	○ Only Color copy ○ Write down application number, major, name at the right bottom
4	[Optional] Color Copy of Passport - visa Page	
5	[Optional] Color Copy of Alien Registration Card (front/back)	○ Alien Registration Card Holder only ○ Black and White not accepted ○ Write down application number, major, name at the right bottom
6	[Optional] Copy of Health Insurance Registration Certificate ※ The requirements for Health Insurance registration have been changed. Please check the Notice(on the right).	○ 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 that all medical expenses are covered by the sponsor institute.)

■ Application Method

Visit at Office of International Student Services

○ Where to submit : Humanities and Social Sciences Campus (Seoul),
Office of International Student Services
※ 90212, 2nd floor of International Building, Sungkyunkwan University
25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea
○ Student can receive a Certificate of Admission right after submission

Apply through E-mail

○ Only when 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: [Undergraduate]Applicant No._Name
ex) [Undergraduate]C00000001_John Smith
③ Important Remarks
※ Please write the (English) address where you will receive the certificate, zip code, phone number and recipient name. Only applicants who prefer to receive the certificate in Korea can write the address in Korean.

4. VISA

Extension for visa before Enrollment

■ **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 :** Certificate of Admission, Language Institute transcript including attendance, curriculum), TOPIK certificate

■ **Extension Period :** 3 months from previous deadline of visa
  - After enrollment and receiving the Certificate of Admission, changing visa status is compulsory

■ **Notice**
  ① Apply in 15 days after the completion of Language course
  ② 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)
  ③ If you plan to change visa status to D-2, there is a possibility to require certificate of completion or/and transcripts of language course in order to check students' absence. So, make sure to attend until the completion of course.

Change Visa status after Enrollment

■ **Required documents :** Application form, Passport, Alien Registration Card, Photo(1 Copy), Fee, Certificate of Admission

■ **Note:** Change of visa status to D-2 must be completed before the Fall semester starts (August 28th).

Apply Visa Abroad

■ **Required documents :** Certificate of Admission, Passport, Tuberculosis medical report and other required documents
  - Additional documents could be requires as to local Embassy's condition and students' personal situation.

5. Contact Information

Enrollment, Certificate of Admission

Office of International Student Services

☎ 02-760-0025   ✉ undergrad@skku.edu

VISA, Orientation

Humanities and Social Sciences Campus

→ Humanities/Social Sciences/Business Administration/Fashion Design/Film, Television & Multimedia

Seoul Office of International Student Services

🏢 90212, 2nd floor of International Hall, Sungkyunkwan University,
   25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

☎ 02-760-0024   ✉ oisshs@skku.edu

Natural Sciences Campus Student

→ Engineering/Natural Sciences/Electrical Computer Engineering/Software

Suwon Office of International Student Services

🏢 27125, 1st floor, Engineering building 2,
   2066, SEOBU-RO, JANGAN-GU, SUWON-SI, GYEONGGI-DO, KOREA

☎ 031-290-5026   ✉ oissns@skku.edu

Website

■ Office of International Student Services : http://oiss.skku.edu

■ Facebook : https://www.facebook.com/skkuintlstudents

■ Dormitory : http://dorm.skku.edu

■ Please contact us by e-mail if possible because there are so many calls.
   We will respond immediately.

■ If you have any questions, please let us know your application number and name.

Application for Change of Contact information

Name	Korean	
	English	
Application No.		
Contact info.	Mobile Phone	
	E-mail	
	ect.	

I hereby apply for the change of contact information as written above.

Application Date : 　2017.　　.　　.　(YYYY/MM/DD)

Name of Applicant :

Attachment 2. Example of Tuition Bill

Tuition Invoice : Spring Semester 2017

■ Select one from the options below and transfer the total amount of the tuition fee at once.

Options	Total Amount	Description	Note
Mandatory Fee	▨▨▨	Mandatory fee for all freshmen	※ Student Council/Newsletter/Intl. Student Insurance fee is optional. Students who are willing to pay the optional fees should transfer the total amount along with mandatory fee at once.
Mandatory + Student Council Fee	▨▨▨	Optional fee for Student Council/Newsletter	
Mandatory + Intl. Student Insurance	▨▨▨	Optional fee for Intl. Student Insurance	
Mandatory + Student Council + Intl. Student Insurance Fee	▨▨▨	Optional fee for Student Council/Newsletter/Intl. Student Insurance	

Tuition Invoice : Spring Semester 2017(for Bank)

Business Administration			Total Amount to be paid	₩4,203,800
Degree	Bachelors	Application No.	D72-7101-0015	Name

	Entrance Fee	Tuition	Other		Total
Description	991,000	3,651,000	26,000		4,668,000
Reduction	–				
	–				
	–				
Scholarship	99,100	365,100			464,200

Payment Period : January 25, 2017 ~ February 3, 2017

Vertual Account Number

Payment Method : ... al account(Woori bank)

Virtual Account No. : ▨▨▨ (Beneficiary: ▨)

Vice President of the General Affairs Division, SKKU

Tuition Invoice : Spring Semester 2017(for Student)

Degree	Bachelors		Business Administration
Application No.	D72-7101-0015	Name	

Entrance Fee	991,000	
Tuition	3,651,000	
Medical Ch...	26,000	
		4,668,000
Reduction	▨▨	Amount of Payment ▨▨
Scholarship	International Student Scholarship	

Scholarship

Virtual Account No. : ▨▨▨ (Beneficiary: ▨)
We hereby acknowledge the receipt of payment with the amount indicated above.

Mandatory Fee

Vice President of the General Affairs Division, SKKU

Spring Semester 2017 Intl. Student Insurance Fee Receipt(For Bank)

Business Administration			Total Amount to be paid	₩58,500
Degree	Bachelors	Application No.	D72-7101-0015	Name

	Intl. Student Insurance		Total
Amount	58,500		58,500

Payment Period : January 25, 2017 ~ February 3, 2017
Payment Method : Transfer total amount to the virtual account(Woori bank)
Virtual Account No. : ▨▨▨ (Beneficiary: ▨)

※Intl. Student must register for Insurance according to regulations set by the Korean Ministry of Education. If you have another insurance valid until 2017/6/30, you don't need to pay this fee. Students who are willing to pay the optional fee should transfer the total amount at once.

Vice President of the General Affairs Division, SKKU

Spring Semester 2017 Intl. Student Insurance Fee Receipt(For Student)

Degree	Bachelors	Business Administration
Application No.	D72-7101-0015	Name

Intl. Student Insurance	58,500	
Total		58,500

Virtual Account No. : ▨▨▨ (Beneficiary: ▨)
We hereby acknowledge the receipt of payment with the amount indicated above.

International Student Insurance Fee

Vice President of the General Affairs Division, SKKU

Spring Semester 2017 Student Council/Newsletter Fee Receipt(For Bank)

Business Administration			Total Amount to be paid	₩11,500
Degree	Bachelors	Application No.	D72-7101-0015	Name

	Student Council	Newsletter	Total
Amount	10,000	1,500	11,500

Payment Period : January 25, 2017 ~ February 3, 2017
Payment Method : Transfer total amount to the virtual account(Woori bank)
Virtual Account No. : ▨▨▨ (Beneficiary: ▨)

※ Student Council/Newsletter fee is optional. Students who are willing to pay the optional fee should transfer the total amount at once.

President of University Student Council, SKKU

Spring Semester 2017 Student Council/Newsletter Fee Receipt(For Student)

Degree	Bachelors	Business Administration
Application No.	D72-7101-0015	Name

Student Council	10,000	Newsletter	1,500
Total			11,500

Virtual Account No. : 265-138440-18-063(Beneficiary: ▨)
We hereby acknowledge the receipt of payment with the amount indicated above.

Student Council Fee & SKKU Newsletter Fee

President of University Student Council, SKKU

■ Notice

*Available hour for payment: 09:00 ~ 16:00
*If the deposited amount is different from the notified amount, transfer will be unsuccessful and can be returned back to the student's account.
*The transfer can be completed by a 3rd party.
*After the tuition is deposited, the student receives a text message to their mobile phone. (Korean number only)
*Medical checkup for freshmen is mandatory. (Schedule will be notified at freshmen orientation)

Bank Infermation for Overseas Transfer

*Bank Information for overseas transfer
-Bank Name: WOORI BANK
-Bank Address: 53 Myeongnyun-dong 3-ga, Jongno-gu, Seoul 110-745 KOREA
-Account Holder: SUNGKYUNKWAN UNIV.
-Swift Code: HVBKKRSEXXX
*The exact notified amount should be transferred in Korean Won and transaction fee for sending and receiving should be covered by the student.

Sungkyunkwan University(SKKU)   Sungkyunkwan University(SKKU)

Entrance Disclaimer

Division	Fall 2017 Undergraduate International Student(Freshman) □ 1st Round □ 2nd Round
Application No.	
Major	
Name	
Date of Birth	

Although I got accepted to Sungkyunkwan University for 2017 Fall semester, I am canceling the registration because of the reason below. I will take all responsibility for the future results after the admission withdrawal and my guardian will agree with this condition.

Reason for admission withdrawal	□ Entering to the another university 　− The name of the university you'll enter: 　− Major: □ Major mismatch □ Other reason( )

<div align="center">2017.   .   .</div>

Applicant's Signature: _____	Contact Info.: _____
Protector's Signature _____	Contact Info.: _____

※ Attached documents: Copy of applicant's passport

President of 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 ☐ Not consent ☐)**

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

학부 표준입학허가서 발급신청서

Certificate of Admission Application Form for Undergraduate Students

A. 개인정보 Personal Details					
성 명 Name	한글 Korean				사 진 (컬러) Color Photo
	영문 English				
생년월일 또는 외국인등록번호 Date 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 별 Gender	☐ 남(M) ☐ 여(F)	
전화번호 혹은 휴대폰번호 Phone Number or 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	학사 Bachelor's Degree	수험번호 Candidate No.	
입학유형 Type of Admission	신입학 New student		
전 공 Major	☐ 인문과학계열 ☐ 사회과학계열 ☐ 경영학 ☐ 글로벌경제학 ☐ 글로벌경영학	☐ 영상학 ☐ 의상학 ☐ 연기예술학 ☐ 자연과학계열 ☐ 전자전기·컴퓨터공학계열	☐ 소프트웨어학 ☐ 공학계열 ☐ 건축학(5년) ☐ 글로벌바이오메디컬엔지니어링 ☐ 스포츠과학

C. 학비조달 계획 Source of Funding	
☐ 본인부담 Self-funding ☐ 성균관대학교 장학생 SKKU Scholarship	☐ 대한민국 정부초청 Korea Government Scholarship Program (KGSP) ☐ 해외정부파견 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 제출일 Submission Date   201 .   .   .

지원자 서명 _____ (자필기재)

학부 표준입학허가서 발급신청서
学部(本科)生标准入学许可书发行申请书

A. 개인정보 个人信息

성 명 姓 名	한글 韩文		사 진 (컬러) 彩色照片
	영문 英文		
생년월일 혹은 외국인등록번호 出生日期或外国人登录号码			
국 적 国籍		☐ 한국계 중국인 朝鲜族 ☐ 대만 화교 臺灣華僑	
여권번호 护照号码		성 별 性別 ☐ 남(男) ☐ 여(女)	
휴대폰번호 手机号码			
이메일 E-mail	1) 2)		

비상연락처 紧急联络处	가족 家人	성 명 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 学位	학사 学士	수험번호 考号	
입학유형 入学类别	신입학 新生		

전 공 合格专业	☐ 인문과학계열	☐ 영상학	☐ 소프트웨어학
	☐ 사회과학계열	☐ 의상학	☐ 공학계열
	☐ 경영학	☐ 연기예술학	☐ 건축학(5년)
	☐ 글로벌경제학	☐ 자연과학계열	☐ 글로벌바이오메디컬엔지니어링
	☐ 글로벌경영학	☐ 전자전기·컴퓨터공학계열	☐ 스포츠과학

C. 학비조달 계획 经费来源

☐ 본인부담 自费	☐ 대한민국 정부초청 韩国政府奖学金 (KGSP)
☐ 성균관대학교 장학생 成均馆大学奖学生	☐ 해외정부파견 申请人本国政府奖学金

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 제출일 申请书提交日期   201 .   .   .

합격자 자필 서명 合格者本人亲笔签名 _____

Attachment 6. How to fill in Certificate of Admission

No.	Notice
<1>	Name in passport(including space)
<2>	Foreign Registration No. or Fill in your birth date YYYY-MM-DD
<3>	Chinese Korean / Korean Chinese / Korean Russian
<4>	Attach Color Photo
<5>	Mobile phone no. in Korea (If not, please fill in the mobile no. in your country)
<6>	E-mail currently in use
<7>	Emergency contact person such as parents and relatives
<8>	Fill in the information of your agency if any
<9>	You can find it from the UWAY(online application) website.
<10>	Financial source for your tuition fee and living expense
<11>	Your signature (You can sign in any language)
<12>	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
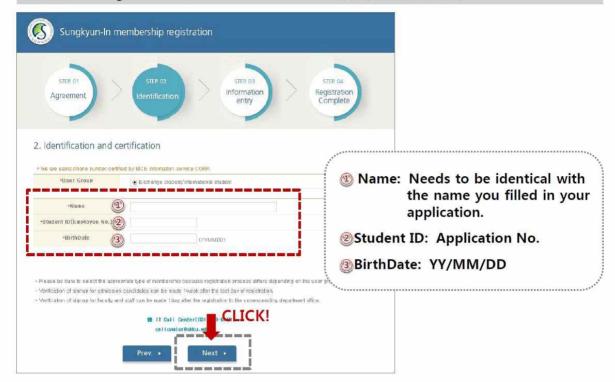
- **IT CALL CENTER : callcenter@skku.edu**

STEP 2

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

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

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.

A. Humanities and Social Sciences Campus (Seoul)

❶ Take subway line No.4 and get off at Hyehwa station
   - by walk : Exit No.4 → Sungkyunkwan Univ.(15min)
   - by shuttle bus : Exit No.1 → shuttle bus(KRW 300) → Sungkyunkwan Univ.(5min)

❷ 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)

❸ Take a bus to Changkyung 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)

❶ Subway - Seoul station (line No.1) → Sungkyunkwan Univ. station(50min)
          - Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)

❷ 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

❸ Bus   - 62-1, 82-2, 39, 7790, 7800, 3003