

2018 Spring (1st and 2nd round)

Admitted International Student Guide (Undergraduate Freshman)

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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).
- Acceptance Certificate is available for download until January 9 (Tuesday) 16:00.

STEP 2. Enrollment

■ Payment Procedure

- ① **Payment of Enrollment Deposit : 2018. 1. 3(WED) ~ 1. 9(TUE)** [Payment Hours : 9:00 ~ 16:00]
 - **Bill Print** : Available for download from **2018. 1. 2(TUE) 14:00** at international student admission homepage(<https://admission-global.skku.edu/eng>) 'Admission Result & Tuition Bill'
- ② **Payment of Tuition Fee : 2018. 2. 2(FRI) ~ 2. 8(THU)** [Payment Hours : 9:00 ~ 16:00]
 - **Bill Print** : Available for download from **2018. 2. 1(THU) 14:00** at international student admission homepage(<https://admission-global.skku.edu/eng>) 'Admission Result & Tuition Bill'
 - ※ The amount of scholarship is indicated in the Tuition Bill.

- The periods for payment of Enrollment Deposit and Tuition Fee have been determined with consideration to application for student visa. Enrollment Deposit announces about student's intention to officially register at SKKU; the final registration process is considered completed provided payment of Tuition Fee within admitted period.
- **Entrance Disclaimer**
 - If student fails to pay the Enrollment Deposit and Tuition fee within admitted periods the enrollment acceptance is automatically cancelled.
 - If student decides to withdraw registration from SKKU after payment of Enrollment Deposit/ Tuition fee then student is asked to complete [Attachment 3. Entrance Disclaimer] and send it at ishootar@skku.edu by **2018. 2. 27(TUE) 17:00**.
 - If student decides to withdraw registration from SKKU after the semester has started then student is placed under the category 'drop out' and refund of tuition fee unfolds according to school regulation Article 28 and section 9(par. 2).

■ Payment Amount : Indicated on tuition bill

- ① **Enrollment Deposit** : amount indicated in the Enrollment Deposit Bill
- ② **Tuition Fee** : amount (after deduction of Enrollment Deposit) + optional fee
 - * Optional Fees : health insurance+student council). More details see [Attachment 2. Example of Tuition Bill].

- Scholarship is indicated individually on the tuition bill.
- 'Health Insurance Fee' among optional fees
 - **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 register at National Health Insurance or other local (Korea) health insurance provider, they are not required to pay the optional fee (health insurance) indicated in the tuition bill. However, they are asked to submit insurance certificate when applying for Certificate of Admission.

■ **Payment Method** : By visiting the Woori bank in Korea, or bank transfer (On/Off-line), or overseas transfer at Woori bank virtual account number (Account holder: applicant' s name) indicated in the tuition bill.

- 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. ※ Bank information is displayed in Tuition Bill.
- 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.

■ **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**

- If the Enrollment Deposit has not been paid within admitted period and payment hours then the enrollment acceptance is automatically cancelled.
- Balance refund of Tuition Fee is available; if the full amount of tuition fee cannot be checked by the end of admitted period and payment hours then the enrollment acceptance is automatically cancelled.

STEP 3. Applying Certificate of Admission

- **Target Group** : All newly admitted international students
 - Please refer to p.6~7 for details.
- **Application Period** : (Visit/Post Office) 2018. 1. 3(WED) ~ 1. 9(TUE)
(E-mail) 2018. 1. 8(WED) ~ 1. 9(TUE)

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.8~9 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 payment of Enrollment Deposit
- **How to register** : Please refer to [Attachment 7. How to register Kingo ID]

STEP 6. Dormitory Application

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

STEP 7. Course Registration Orientation for Newly Admitted International Students

- <Korean Track> General Orientation

| | |
|-----------------------|--|
| Admission Unit | Humanities, Social Sciences, Business Administration, Film, Television and Multimedia, Fashion Design, Acting for Theatre Natural Sciences, Engineering, Architecture, Electronic & Electrical Engineering |
| Time/Venue | Time : 2018. 2. 28.(Wed) 14:00 Venue : 600 th Anniversary Hall B2 New Millenium Hall |

- <Korean Track> Department Orientation
 - Specific Admission Unit : **Film, Television and Multimedia, Fashion Design, Acting for Theatre**
 - Orientation Time/Venue : Mid of February, expected notification
 - ※ **Film, Television and Multimedia, Fashion Design, Acting for Theatre** admitted freshmen are required to attend **both sessions (General Orientation + Department Orientation)**.
- <Korean Track> Course Registration : **2018. 2. 22.(Thu) ~ 2. 23.(Fri)**
 - * Please visit OISS homepage (<http://oiss.skku.edu/>) and check the Notice section at the beginning of Feb to find out the method for course registration.

■ <English Track> General Orientation

| Department/Unit | Time/Venue |
|-------------------------------------|--|
| Global Economics | 2018. 2. 21.(Wed) 10:00 Humanities and Social Sciences Campus(HSC), International Hall, 2 nd Floor, 90212 |
| Global Business Administration | |
| Engineering | 2018. 2. 21.(Wed) 10:00 Natural Sciences Campus(NSC), Engineering Building 2(26), 26119A |
| Software | |
| Electronic & Electrical Engineering | |

■ <English Track> Department Orientation

| Department/Unit | Time | Venue / Teacher-in-charge |
|-------------------------------------|---|---|
| Global Economics | 2018. 2. 19.(Mon) ~ 21.(Wed) Contact the teacher-in-charge for details | <ul style="list-style-type: none"> ◦ HSC, International Hall, 2nd Floor, 90206 ◦ Mr.Hwang Sun-Seong(officer) |
| Global Business Administration | | <ul style="list-style-type: none"> ◦ HSC, International Hall, 2nd Floor, 90206 ◦ Mr.Min Kyeong-Seung(section manager) |
| Engineering | | <ul style="list-style-type: none"> ◦ NSC, General Studies, 1st Floor, 51113 ◦ Mr.Kim Seon-Ho(Sungkyun Mentor) |
| Software | | <ul style="list-style-type: none"> ◦ NSC, General Studies, 1st Floor, Administrative Office of Information and Communication Engineering/Software ◦ Mr.Bong Ji-Su(officer) |
| Electronic & Electrical Engineering | | |

■ <English Track> Course Registration : 2018. 2. 22.(Thu) ~ 2. 23.(Fri)

- Students are asked to pay attention that curriculum of Korean Track and English Track are different. It is mandatory to check course registration method during orientation and to apply accordingly within registration 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. Class Start Date

- Please note that class starts on **March 2 (Fri)** - the first day with SKKU family!

2. Important Notice

- Admission of **students who fail to register during Enrollment Deposit and Tuition Fee payment period** will be canceled.
- **When offered admission to more than one university including SKKU** in the same semester one should **enroll at only one university** (Enrollment Deposit Payment included). When enrolled at another university the student is required to cancel enrollment at that institution and then continue the enrollment process at SKKU.
- 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 February 23 (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.**
 - ※ Major/application number/Applicant's name must be indicated bottom right of documents.
- **Students asked to submit additional documents** must meet the deadline set by the OISS.
- The student must notify OISS of any **change in e-mail address or phone number**. 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.

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 (enrollment deposit) has been completed and required documents for the certificate have been submitted. Please prepare and submit all documents in due time.

■ **Target Group** : All newly admitted international students

■ **Application period**

(Visit/Post Office) 2018. 1. 3(WED) ~ 1. 9(TUE)

※ post office service available only to applicants who lives in Korea reside outside Seoul

(E-mail) 2018. 1. 8(MON) ~ 1. 9(TUE) ※ issuance of certificates starting 1. 15(Mon) in the order of application

■ **Required Documents** ※When you submit documents by visiting, please prepare documents in order written below.
All documents of A4 size must have indicated application number/major/applicant's name on right bottom.

| 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 | |
| 4 | [Optional] Color Copy of Passport - visa Page | ○ Copy of Visa page (if available) ○ Only Color copy, Black and White not accepted |
| 5 | [Optional] Color Copy of Alien Registration Card (front/back) | ○ Mandatory for Alien Registration Card Holder ○ Only Color copy, Black and White not accepted |
| 6 | [Optional] Copy of Health Insurance Registration Certificate | ○ Choose from either ① If you pay health insurance fee along with tuition fee - tuition fee + optional fee (health insurance) payment - 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.) |

■ Important Remarks

- All documents must be submitted in **A4 format**.
- The Certificate of Admission is issued provided the application fee (tuition fee) is paid and all documents are submitted within application period.
- Students applying overseas must consider visa application process to avoid missing the Freshmen Orientation.

■ Application Method

Individual Applicants

| | | |
|---------------------|--|---|
| Visit / Post Office | Humanities and Social Sciences campus majors | 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 |
| | Natural Sciences campus majors | Natural Sciences Campus, Office of International Student Services 27126 Engineering Building 2, Sungkyunkwan University 2066 Seobu-ro, Jangan-gu, Suwon, Gyeonggi-do, Korea |
| | <ul style="list-style-type: none"> ○ Visit : Certificate of Admission available on site <ul style="list-style-type: none"> – Please refer to [Attachment 8. Transportation] ○ Post Office : only applicants who reside outside Seoul, Korea (overseas applicants cannot apply) | |
| E-MAIL | <ul style="list-style-type: none"> ○ Target Group <ul style="list-style-type: none"> ① Student-holder of F-4, F-5 etc F visa type ② Only accepted applicants who reside overseas and have no substitutes in Korea ○ How to apply <ul style="list-style-type: none"> ① Scan all documents with jpg or pdf files in color format <ul style="list-style-type: none"> ※ Document Title needs to be like following: Applicant No._Name_Name of document ex) C00000001_John Smith_Application ② Email to the visa@skku.edu <ul style="list-style-type: none"> ※ Email Title needs to be like following: [Undergraduate]Applicant No._Application Unit_Name ex) [Undergraduate]C00000001_Humanities_John Smith ③ Important when writing the e-mail <ul style="list-style-type: none"> ※ Please write the (English) address where you will receive the certificate, zip code, phone number and recipient name. ○ Important Remarks <ul style="list-style-type: none"> – Certificate of Admission is issued starting 2018. 1. 15(MON) in the order of application. – If the above-mentioned ‘application methods’ are not available then student cannot apply for Certificate of Acceptance. When the application is successful the students receive a confirmation e-mail. | |

Application through **Studying Abroad Institute**

Students who applied at SKKU through language institutes are advised to apply for Certificate of Admission in the same way.

The coordinator from studying abroad institute is asked to prepare the student list & the package of documents and apply for Certificate of Admission as follows.

- * Attachment 4. Personal Information Usage Agreement
- * Attachment 5. Certificate of Admission Form

※ **Personal Information Usage Agreement and Certificate of Admission Form MUST be signed personally by the student.**

○ **Application Method**

(Domestic Studying Abroad Institutes) Application by visit/ via post office

(Overseas Studying Abroad Institutes) Application via E-MAIL(ishootar@skku.edu)

○ **Method of Certificate Issuance** : Select between issuance by visit/ via post office

- Visit : certificate issuance available on the day of application
- Post Office : certificate issuance available after 2017. 1. 15(Mon)

○ **Important Remarks during Application**

- The coordinator from studying abroad institute is asked to prepare student list (application number/ admission unit/ name) on a separate page. In addition the list must contain coordinator' s name and contact information.
- Title of e-mail : [Application Certificate of Admission] ○○studying abroad institute_00students
- Attachment name : *B00000001_John Smith_Application*

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 Spring semester starts (March 2nd).

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.

Admission at SKKU after drop out at another Korean University

- **Application Method** : Visit the Immigration Office and report school change
 - ※ make online reservation at www.hikorea.go.kr
- **Required documents** : Application form, Passport, 1 color photo, Certificate of Admission, Confirmation of Tuition Bill Payment, Document proof of residence, Fee
- **Application Period** : Changes must be reported until 2018. 2. 28(WED). Registration after the due date results in penalty for the student.

5. Contact Information

- When the connection is unsuccessful because of several phone calls the student is asked to send the questions by e-mail. The reply is given after the e-mail has been checked.
- When sending questions by e-mail the students are asked to indicate their application number and full name.

Enrollment, Certificate of Admission, Visa, Orientation

※ Please note that contact number/ e-mail is different for admission and enrollment issues.

Students of Humanities and Social Sciences Campus

Affiliated College/Department

Humanities / Social Sciences / Business Administration /
Film, Tv and Multimedia / Fashion Design / Acting for Theatre, Film and Tv /
Global Economics / Global Business Administration

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 ✉ oiasshs@skku.edu

Students of Natural Sciences Campus

Affiliated College/Department

Engineering / Natural Sciences / Architecture / Electronic and Electrical Engineering
/ Software / Sport Science / Global Biomedical Engineering

Natural Sciences Campus, Office of International Student Services

📍 27126 Engineering Building 2, Sungkyunkwan University 2066 Seobu-ro, Jangan-gu,
Swuon, Gyeonggi-do, Korea
☎ 031-290-5026 ✉ oiassns@skku.edu

Website

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

Attachment 1. Application for Updating Contact Information

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 : 20 . . . (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 | RM 100.00 | 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 | RM 150.00 | Optional fee for Student Council/Newsletter | |
| Mandatory + Intl. Student Insurance | RM 200.00 | Optional fee for Intl. Student Insurance | |
| Mandatory + Student Council + Intl. Student Insurance Fee | RM 250.00 | Optional fee for Student Council/Newsletter/Intl. Student Insurance | |

Tuition Invoice : Spring Semester 2017(for Bank)

| | | | | | | | |
|-------------------------|-------------|-----------------|---------------|-------------------------|--|------------|-----------|
| Business Administration | | | | Total Amount to be paid | | W4,203,800 | |
| 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

| | | |
|----------------|------------------------|------------------------|
| Payment Method | Virtual Account Number | al account (Wooribank) |
|----------------|------------------------|------------------------|

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 | 66.000 | | | |
| Scholarship | | | 4.668.000 | |
| Reduction | | Amount of Payment | | |
| Scholarship | International Student Scholarship | | | |

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

We hereby acknowledge the receipt of payment with the amount indicated above.

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 | | W\$8,500 |
| 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 | |
| Int'l. 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 | [REDACTED] | |
| | | 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: [REDACTED])

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 or 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 Information 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: HYWKKRSEXXX
- *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)

Attachment 3. Admission Withdrawal Form

Entrance Disclaimer

| | |
|-----------------|--|
| Division | 2018 Spring 1sr Rnd. Undergraduate International Student |
| 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 | <input type="checkbox"/> Entering to the another university – The name of the university you' ll enter: – Major: <input type="checkbox"/> Major mismatch <input type="checkbox"/> Other reason() |
|---------------------------------|---|

20 . . .

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

※ Attached documents: Copy of applicant' s passport

President of Sungkyunkwan University

Attachment 4. Personal Information Collection · Use · Provision Consent Form

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

학부 표준입학허가서 발급신청서

Certificate of Admission Application Form for Undergraduate Students

| A. 개인정보 Personal Details | | | | | |
|---|---|---|--|--|------------------------|
| 성명 Name | 한글 Korean | | | | 사진 (컬러) Color Photo |
| | 영문 English | | | | |
| 생년월일 또는 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) | |
| 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 | | | | |
| 전공 Major | <input type="checkbox"/> 인문과학계열 <input type="checkbox"/> 영상학 <input type="checkbox"/> 소프트웨어학 <input type="checkbox"/> 사회과학계열 <input type="checkbox"/> 의상학 <input type="checkbox"/> 공학계열 <input type="checkbox"/> 경영학 <input type="checkbox"/> 연기예술학 <input type="checkbox"/> 건축학(5년) <input type="checkbox"/> 글로벌경제학 <input type="checkbox"/> 자연과학계열 <input type="checkbox"/> 글로벌바이오메디컬엔지니어링 <input type="checkbox"/> 글로벌경영학 <input type="checkbox"/> 전자전기·컴퓨터공학계열 <input type="checkbox"/> 스포츠과학 | | | | |
| 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"/> 해외정부파견 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 제출일 Submission Date 201 . . .</p> <p style="text-align: right;">지원자 서명 _____ (자필기재)</p> | | | | | |

학부 표준입학허가서 발급신청서

学部(本科)生标准入学许可书发行申请书

※ p.11의 작성요령을 참고하여 작성 填写下列空格时, 请务必阅读注意事项后再填写。

| | | | | | | | |
|--|---------------|--|--|---|--|-----------------|--|
| A. 개인정보 个人信息 | | | | | | | |
| 성명 姓名 | 한글 韩文 | | | | | 사진 (컬러) 彩色照片 | |
| | 영문 英文 | | | | | | |
| 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 | | 1) | | | 2) | | |
| 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 学位 | | 학사 学士 | | 수험번호 考号 | | | |
| 입학유형 入学类别 | | 신입학 新生 | | | | | |
| 전공 合格专业 | | <div><input type="checkbox"/> 인문과학계열 <input type="checkbox"/> 영상학 <input type="checkbox"/> 소프트웨어학 <input type="checkbox"/> 사회과학계열 <input type="checkbox"/> 의상학 <input type="checkbox"/> 공학계열 <input type="checkbox"/> 경영학 <input type="checkbox"/> 연기예술학 <input type="checkbox"/> 건축학(5년) <input type="checkbox"/> 글로벌경제학 <input type="checkbox"/> 자연과학계열 <input type="checkbox"/> 글로벌바이오메디컬엔지니어링 <input type="checkbox"/> 글로벌경영학 <input type="checkbox"/> 전자전기·컴퓨터공학계열 <input type="checkbox"/> 스포츠과학</div> | | | | | |
| C. 학비조달 계획 经费来源 | | | | | | | |
| <input type="checkbox"/> 본인부담 自费 | | | | <input type="checkbox"/> 대한민국 정부초청 韩国政府奖学金 (KGSP) | | | |
| <input type="checkbox"/> 성균관대학교 장학생 成均馆大学奖学金 | | | | <input type="checkbox"/> 해외정부파견 申请人本国政府奖学金 | | | |
| <p>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。</p> <p>신청서 제출일 申请书提交日期 201 . . .</p> <p>합격자 자필 서명 合格者本人亲笔签名 _____</p> | | | | | | | |

Attachment 6. How to fill in Certificate of Admission

학부 표준입학허가서 발급신청서
学部(本科)生标准入学许可书发行申请书

※ p.11의 작성요령을 참고하여 작성 填写下列空格时, 请务必阅读注意事项后再填写.

| | | | |
|--|---|--|--------------------------------|
| A. 개인정보 个人信息 | | | |
| 성명 姓名 | 한글 韓文 | | 사 진 (컬러) 彩色照片 |
| | 영문 英文 <1> | | |
| 생년월일 혹은 외국인등록번호 出生日期或外國人登錄號碼 | | <2> | <4> |
| 국적 國籍 | <input type="checkbox"/> 한국계 중국인 朝鮮族 <input type="checkbox"/> 대만 화교 臺灣僑胞 | <3> | |
| 여권번호 護照號碼 | 성별 性別 | <input type="checkbox"/> 남(男) <input type="checkbox"/> 여(女) | |
| 휴대폰번호 手機號碼 | <5> | | |
| 이메일 E-mail | <6> | 1) _____ 2) _____ | |
| 비상연락처 緊急聯絡處 | 가족 家人 <7> | 성명 姓名 휴대폰 번호 手機號碼 | 본인과의 관계 與本人的關係 집 전화 번호 宅電號碼 |
| | 유학원 명칭 留學機構 | 유학원 명칭 名稱 | 전화번호 宅電號碼 |
| | | 담당자 성명 負責老師 | 이메일 E-mail |
| | | | |
| B. 입학정보 詳細信息 | | | |
| 학위과정 學位 | 학사 學士 | 수험번호 入學申請號碼 | <9> |
| 입학유형 入學類別 | 신입학 新進 | | |
| 전공 선택분야 | <input type="checkbox"/> 인문과학계열 <input type="checkbox"/> 영상학 <input type="checkbox"/> 소프트웨어학 <input type="checkbox"/> 사회과학계열 <input type="checkbox"/> 의상학 <input type="checkbox"/> 공학계열 <input type="checkbox"/> 경영학 <input type="checkbox"/> 연기예술학 <input type="checkbox"/> 건축학(5년) <input type="checkbox"/> 글로벌경제학 <input type="checkbox"/> 자연과학계열 <input type="checkbox"/> 글로벌바이오메디컬엔지니어링 <input type="checkbox"/> 글로벌경영학 <input type="checkbox"/> 전자전기·컴퓨터공학계열 <input type="checkbox"/> 스포츠과학 | | |
| C. 학비조달 계획 經費來源 <10> | | | |
| <input type="checkbox"/> 본인부담 自費 <input type="checkbox"/> 대한민국 정부조성 韓國政府獎學金 (KGSP) <input type="checkbox"/> 해외정부파견 申請人本國政府獎學金 | | | |
| <p>본인은 상기 내용이 사실임을 확인하며 첨부 서류와 함께 표준입학허가서를 신청합니다. 本人確認上述內容屬實，在此提交標準入學許可書發行申請書以及學校要求的附件，請予以發行標準入學許可書。</p> <p style="text-align: right;">신청서 제출일 申請書提交日期 201 . . .</p> <p style="text-align: right;">지원자 서명 _____ <11> _____ (자필기재)</p> | | | |
| 신청서 대리제출자 申請書代理提交人信息 | 대리인 연락처 代理人聯繫方式 : | | 합격자와의 관계 與合格者的關係 : |

| 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 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

CLICK!

* We are using phone number center 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 sign-up for admission candidates can be made 1week after the last day of registration.
- Verification of sign-up for faculty and staff can be made 1 day after the registration to the corresponding department office.

IT Call Center (01-299-6119)
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: ①

*Student ID(Employee No.): ②

*BirthDate: (YY/MM/DD) ③

~ 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(02-312-6110) **CLICK!**
 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: ① first character of ID should be a letter. ID should consist of 4~10 lowercase alphabet letters or numbers and hyphen (-). ☐ Check existing ID

Existing ID Check:

*Password: ② should consist of 8~20 lowercase letters, numbers, special character combinations. ☐ e-type password

*E-mail: ③ please input an email address where you can be notified of your forgotten user ID and password. ☐ Direct input

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

IT Call Center(02-312-6110) **CLICK!**

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.

Attachment 8. Transportation

A. Humanities and Social Sciences Campus (Seoul)

- ① 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)
- 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 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)

- 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

