

---

# Fall 2018, SKKU Graduate School

# Guide for New International Students

---

1	Following the Announcement of Successful Applicants .....	1
2	Notice .....	4
3	Enquiries .....	4
4	Contact information of each Administration Office .....	5
5	Attachment 1. STEM Scholarship Student Enrollment Confirmation	
	Attachment 2. Personal Information Usage Agreement	
	Attachment 3. Certificate of Admission Application Form	
	Attachment 4. Admission Withdrawal & Refund Application	
	Attachment 5. How to fill in Application Form for Certificate of Admission	
	Attachment 6. How to register Kingo ID	
	Attachment 7. Transportation	

## 1 Following the announcement of Successful Applicants

### STEP 1. Print out Acceptance Certificate

- SKKU admission website(<https://admission-global.skku.edu/>)>the Announcement page
  - > Input Application No., Birth date(YY/MM/DD)> Print out 「Acceptance Certificate」
  - Check on Application No. : [intlgrad@skku.edu](mailto:intlgrad@skku.edu), 82-31-290-5028
    - On the inquiry email, write down Name/Birth date/Department/Degree

### STEP 2. Tuition Payment

- **Procedure:** Considering VISA process, payment is divided into twice, Pre&Final Enrollment.

① Deposit Payment	<b>May 14(Mon) ~ May 18(Fri) 16:00</b> - Print out tuition bill: <b>From May 10(Thu) 10:00</b> Admission website>Acceptance Announcement
② Final Enrollment	<b>July 2(Mon) ~ July 9(Mon) 16:00</b> - Print out tuition bill: <b>From July 2(Mon) 10:00</b> Admission website>Acceptance Announcement
STEM Scholarship Student	Fill out [Attachment 1 STEM Scholarship Student Enrollment Confirmation] > <b>Submit to <a href="mailto:intlgrad@skku.edu">intlgrad@skku.edu</a> by June 29(Fri)</b> -If not, considered as withdrawal, acceptance shall be cancelled.
Sungkyun Korean Writing Contest Scholarship Student	Contact to ( 82-2-760-0158, <a href="mailto:cilee@skku.edu">cilee@skku.edu</a> ) and complete the enrollment.
Withdrawal	- If each payment is not made within the date, students shall be considered to withdraw, whose acceptance will be cancelled automatically. - If he/she would withdraw after payment, fill out [Attachment 3 Admission Withdrawal & Apply refund] and submit to <a href="mailto:heumha@skku.edu">heumha@skku.edu</a> by <b>Aug. 24, 2018</b> - Withdrawal after starting the semester is defined as 'dropout', and tuition fee shall be refunded based on Article 28 of the school statutes and Asterisk 9-2.

- **Tuition Fee:** Check on tuition bill(Scholarship is also stated on the bill)

Optional Fee in Enrollment	<b>Health Insurance Fee + Student Council Fee</b> - <b>Health Insurance is obligatory during studying in Korea.</b> Paying for the insurance fee with the tuition fee, students can join the group health insurance designated by the school. - Students could join the health insurance individually, but make sure to submit the certificate of health insurance to Office of International Student Services.
	<b>①Visit Woori bank in Korea ②(On/Off-line)bank transfer ③Overseas transfer</b> - If the fee is insufficient, enrollment won't be completed. So, make sure to make the payment considering exchange rate and bank charges. - If the payment exceeds the fee, students could get back the extra amount after entrance.
Payment Method	

## Guide for New International Students, Fall 2018

### STEP 3. Apply for Certificate of Admission

○ Only students who make the deposit payment and submit all required documents properly can be issued Certificate of Admission.

■ Who: Successful applicants in Fall, 2018 who need to obtain D-2 visa

※ Students who have F visa do not have to apply for visa, but shall submit all documents below as others.

■ Application period: (visit/post) July 4(Wed) ~ July 10(Tue), 2018

(E-mail) July 9(Mon) ~ July 10(Tue) ※Sent in order of applying from July 18, 2018.

Applying Method	1) Visit: Receipt available right after submitting 2) Post: Only residents in a city except Seoul/Suwon in Korea 3) E-mail: Residents overseas	
Submitted Address (Campus of each Dpt.)	Humanities and Social Sciences Campus(Seoul)	Office of International Student Services in Seoul Campus 90212, 2 <sup>nd</sup> floor of International Building, Sungkyunkwan Univ. 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul
	Natural Sciences Campus(Suwon)	Office of International Student Services in Suwon Campus 27125, Engineering Building 1 <sup>st</sup> floor, Sungkyunkwan Univ., 2066, Seobu-ro, Jangan-gu, Suwon
Required matters	- All documents shall be scanned as one pdf file ※ file name: Application no_Department_Name of Student_Name of Document <i>ex) C00000001_John_000Dpt_Health Insurance</i> - Submit to <a href="mailto:visa@skku.edu">visa@skku.edu</a> with files attached ※ Email title: [Graduate]Application No_Dpt_Name <i>ex) [Graduate]C00000001_John</i> - Write on email: English address to receive the Certificate, Zip code, Phone no., Recipient	
Required Documents	※ All documents shall be the size of A4 with Application no./Dpt./Name written on the right bottom, and make sure to arrange the documents in order below.	
	1. Personal Information Usage Agreement	[Attachment2]
	2. Certificate of Admission Application Form	either one of [Attachment3]
	3. Color Copy of Passport(Personal Info. page)	
	[Option]4. Color Copy of Visa page	Only those who have
	[Option]5. Color Copy of Alien Registration Card(both side)	Only those who have

### STEP 4. Apply for Visa

Apply for D-2 Visa 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	Certificate of Admission, Passport, Additional Documents required -Additional documents could be required depending on the Embassy/the student
Change of Visa for D-4 visa holders	Who	Students who satisfy either of requirements below ① those who have completed the course of Sungkyun Language Institute ② those who have TOPIK level 2 or above ③ those who have stayed in Korea more than a year and six months
	Required Documents	Application Form, Passport, Certificate of Admission, Alien Registration Card, Photo, Fee, Language Institute certificate and transcript
	Extension of D-4	In case a student has an interval between the end date of language courses and the date of admission, he/she can extend D-4 visa up to three months provided he/she meets the requirements. - Change to D-2 visa is obligatory after receiving Certificate of Admission
	Notice	-Application shall be within 15 days from the end date of language course, and

## Guide for New International Students, Fall 2018

		<b>change to D-2 shall be completed by Aug 31, 2018.</b> If not, he/she shall be fined. -Students can leave Korea only after receiving D-2 visa.(If a student leave Korea before the change is finalized, her/his application shall be cancelled.) - <b>As changing to D-2, students may be required to submit a certificate/transcript of language courses, recommended to complete the courses properly.</b>
<b>Students who graduated from university in Korea</b>	<b>Who</b>	Students who would graduated from undergraduate school or graduate school in Korea and enter our school for further studying.
	<b>How</b>	Visit the immigration office ※ Make a reservation on <a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a> in advance.
	<b>Required Documents</b>	Application Form, Passport, Color photo, Certificate of Admission, Receipt of tuition payment, Proof of residence, fee
	<b>Due date</b>	<b>by Aug. 31, 2018.</b> If not, he/she shall be fined.

### STEP 5. Register KINGO ID

Students can use SKKU's internet services(Kingo portal, GLS, etc.) through this process. After registering, school email address will be formed(ex: [ID@skku.edu](mailto:ID@skku.edu)), and students will receive school notices.

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

- **Available date** : After the tuition payment is confirmed and registration in school system is finalized .
- **How** : Refer to [Attachment6 How to register Kingo ID]
- **Inquiry** : IT service center [callcenter@skku.edu](mailto:callcenter@skku.edu)

### STEP 6. Apply for Dormitory

- **Application period** : early in August, the exact schedule will be announced later.
- **How** : Apply on GLS
  - For details about dormitory, refer to <https://dorm.skku.edu/>

### STEP 7. Sign up for classes

- **Schedule for new students** : **announced later**
- **Additional period** : **announced later**
  - Make inquiries on classes to each department, referring to the contact address on p.5~6

### STEP 8. Orientation for New Students

- **For whom** : Recommended for all new students

- Students can obtain necessary information about course registration, academic policies, and staying in Korea. Students are responsible for their absence.

<b>Seoul Campus</b>	<ul style="list-style-type: none"> <li>■ <b>Date/Time</b> : Announced later</li> <li>■ <b>Venue</b> : Announced later</li> <li>■ <b>Language</b> : Korean</li> </ul>
<b>Suwon Campus</b>	<ul style="list-style-type: none"> <li>■ <b>Date/Time</b> : Announced later</li> <li>■ <b>Venue</b> : Announced later</li> <li>■ <b>Language</b> : English</li> </ul>

### 2 Notice

- Students who do not submit certificates of degree and transcripts without Apostille or confirmation at Embassy shall submit those documents with **Apostille or confirmation at Embassy by Aug. 31, 2018**. If not, the documents will be considered as forgery, so the acceptance can be cancelled.
  - Students who applied as **prospected-graduation** shall submit complete certificate of graduation and transcript to Office of International Student Services **by Aug. 31, 2018**
    - If a student does not meet the due date and his/her graduation isn't confirmed, his/her acceptance can be cancelled even after the entrance.
  - Students admitted by English proficiency shall satisfy minimum requirement of **Korean language ability** before applying for thesis examination. If not, graduation is not accepted.
    - Choose and submit one of the followings.
      - ① result of TOPIK level 1 or above
      - ② Certificate of completion of Korean course level 1 or above in language institute affiliated with domestic university
      - ③ Certificate of completion of Korean language courses more than 120 hours.(Free classes for our students)
- ※ Acceptable Korean language course: All on/off-line Korean classes which are conducted by central/local governments, institutions, NGOs.
- Students who apply for visa abroad should be in hurry not to be late for joining the school, and make sure to arrive in Korea at least the day before opening day of **Sep. 3, 2018**
  - Please write down your Dpt./Degree/Application No./Name at the bottom of submitted documents.

### 3 Enquiries

#### Enrollment, Certificate of Admission, Orientation

**Office of International Student Services** ☎ 82-31-290-5028 ✉ [intlgrad@skku.edu](mailto:intlgrad@skku.edu)

#### Visa, school things

**Seoul Campus Student** → Seoul Office of International Student Services

📍 90212, 2<sup>nd</sup> floor of international Building, Sungkyunkwan Univ. 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea  
☎ 82-2-760-0024 ✉ [oiss@skku.edu](mailto:oiss@skku.edu)

**Suwon Campus Student** → Suwon Office of International Student Services

📍 27125, 1<sup>st</sup> floor, Engineering building 2, Sungkyunkwan Univ., 2066, Seobu-ro, Jangan-gu, Suwon, Korea  
☎ 82-31-290-5026 ✉ [oissns@skku.edu](mailto:oissns@skku.edu)

#### Course Registration, Classes, Curriculum

**Administrative Office of each dpt.** refer to p.5~6

#### Website of school

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

## 4 Administrative Office and Department Office

### ■ Administrative Office

Major	Administrative Office	Contact No.
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

## ■ Department Office

Department	Contact No.	Department	Contact No.
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. STEM Scholarship Student Enrollment Confirmation

# Fall, 2018 SKKU Graduate School International Student Admission

# STEM Scholarship Student Enrollment Confirmation

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

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

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

※ Only for applicants who are willing to withdraw admission.

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

201 . . .

Name : \_\_\_\_\_ (signature)

E-mail Address : \_\_\_\_\_

※ 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. - <b>Necessary Information (Consent <input type="checkbox"/> Not consent <input type="checkbox"/></b> )

### 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 3. Application Form for Certificate of Admission

## 일반대학원 표준입학허가서 발급 신청서

### Certificate of Admission Application Form for General Graduate Students

※ [붙임5] 의 작성요령을 참고하여 작성 Please refer to the Guidance file(Attachment 5) before filling in the blanks below.

A. 개인정보 Personal Details																		
성명 Name	한글 Korean				사진 (컬러) Color Photo													
	영문 English																	
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>																		

접수일 :

FIMS 등록일 :

# 일반대학원 표준입학허가서 발급신청서

## 一般大学院生标准入学许可书发行申请书

※ [붙임5] 의 작성요령을 참고하여 작성 填写下列空格时, 请务必阅读[附件5]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 _____					

접수일 :

FIMS 등록일 :

## Will of Admission Withdrawal

☐ Applicant Information

Graduate Programs	Fall 2018 General Graduate School for International Student		
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

## Attachment 5. How to fill out Application Form for Certificate of Admission

- Print out the form and write down in one's handwriting

**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	한국 Korean 영문 English ②	⑤	
생년월일 혹은 외국인등록번호 Date of Birth or Alien Registration No.	③	사 전 (컬러) Color Photo	
국적 Nationality	<input type="checkbox"/> 대한 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	본연과의 관계 Relationship
	유학원 Agency (if any) ⑨	휴대폰 번호 Mobile No.	집 전화 번호 Home Tel. No.
		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 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"/> 대한민국 정부초청 Korea Government Scholarship Program (KGSP)	
<input type="checkbox"/> 성균관대학교 장학생 SKKU Scholarship ⑪		<input type="checkbox"/> 해외정부장학생 Scholarship from Government of Applicant's Home Country	
본원은 상기 내용이 사실임을 확인하여 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	

주수업 . ① IIMS 등록번호 .

① Office only.

Write down English name referring



① Passport number

② Name in academic record and the M  
'<' means spacing words. Both '<<' and '>>'  
ex) HONG<<KIL<DONG → HONG KIL DONG  
HONG<<KILDONG → HONG KIL DONG

③ Date of birth

③ If you don't have Alien Registration date(YYYY/MM/DD)

④ Chinese Korean / Korean Chinese /

⑤ Color Photo

⑥ Mobile phone no. in Korea or in your home country

⑦ Email address currently in use

⑧ Emergency contact number such as family or friend's

⑨ Fill in the information of your agency (if any)

⑩ If you don't know your application number, write '0000000000'

⑪ SKKU Writing Contest Scholarship or C

⑫ Your signature (You can sign in any

## Attachment 6. How to register Kingo ID

### STEP 1

CLICK :

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

The screenshot shows the 'Sungkyun-In membership registration' page at Step 2: Identification and certification. The progress bar at the top indicates Step 01 Agreement, Step 02 Identification, Step 03 Information entry, and Step 04 Registration Complete. The main form area has a red arrow pointing to the 'CLICK!' button. The form includes fields for 'User Group' (with a dropdown menu), 'Mobile certification' (with a radio button), 'I-PIN certification' (with a radio button), 'Name' (text input), and 'Student ID (ID/Employee No.)' (text input). Below the form, there are instructions in Korean and English, and a 'Next' button.

### STEP 2

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

This screenshot is similar to the one in Step 1, but it includes annotations. A red dashed box highlights the 'Name', 'Student ID', and 'BirthDate' fields. To the right of the form, there are three numbered callouts: ① Name: Needs to be identical with the name you filled in your application. ② Student ID: Application No. ③ BirthDate: YY/MM/DD. A red arrow points to the 'CLICK!' button. The 'Next' button is also visible.

### STEP 3

The screenshot shows the 'Sungkyun-In membership registration' page at Step 3: Information entry. The progress bar at the top indicates Step 01 Agreement, Step 02 Identification, Step 03 Information entry, and Step 04 Registration Complete. The main form area has a red arrow pointing to the 'CLICK!' button. The form includes fields for 'Name ID' (text input), 'Password' (text input), 'Email' (text input), and 'Cell phone no.' (text input). Below the form, there are instructions in Korean and English, and a 'Next' button. To the right of the form, there are three numbered callouts: 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 7. Transportation

### A. Humanities and Social Sciences Campus (Seoul)

- ① Subway line 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 Bus  
- 100, 102, 104, 106, 107, 108, 109, 140, 143, 150, 151, 160, 162, 171, 172, 272, 273, 301, 601, 710,



### B. Natural Science Campus (Suwon)

- ① Subway - Seoul station (line 1) → Sungkyunkwan Univ. station(50min)  
- Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)
- ② Shuttle bus(with fee): Infront of HomePlus mart near Sadang station Exit 4  
※ Only in week days (Contact No.: 031-290-5466)
- ③ Bus - 62-1, 82-2, 39, 7790, 7800, 3003

