

2018 Fall

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 **July 13 (Friday) 16:00.**

STEP 2. Enrollment

■ Payment Procedure

Print out tuition bill	Available from July 6(Fri) 15:00 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.
Enrollment	July 9(Mon) ~ July 13(Fri) [Payment Hours: 9:00 ~ 16:00] - If student fails to pay the Enrollment Deposit and Tuition fee within admitted periods the enrollment acceptance is automatically cancelled.
Entrance Disclaimer	- If student decides to withdraw registration after payment of Tuition fee, student is asked to complete [Attachment 3. Entrance Disclaimer] and send it to ishootar@skku.edu by 2018. 8. 24 17:00. - If student decides to withdraw registration after semester started, 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).

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

- If student fails to pay the Tuition fee within admitted periods the enrollment acceptance is automatically cancelled.

Optional Fee	Health Insurance Fee + Student Council 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 student buy individual health insurance or register at National Health Insurance, one do not need to pay optional fee (health insurance) indicated in the tuition bill. However, they must submit insurance certificate when applying for Certificate of Admission.
Payment Method	①Visit Woori bank in Korea ②(On/Off-line)bank transfer ③Overseas 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. ※ 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	SKKU Website(www.skku.edu) registration – 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]

STEP 3. Applying for Certificate of Admission

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

- **Target Group** : All newly admitted international students
- **Application Period : (Visit/Post Office) 2018. 7. 9(MON) ~ 7. 13(FRI)**
 ※ post office service available only to applicants who lives in Korea reside outside Seoul
(E-mail) 2018. 7. 12(THU) ~ 7. 13(FRI)
 ※ issuance of certificates starting 7. 18(WED) in the order of application

Individual Applicants

Applying Method	1) Visit : Issued on site 2) Post : Available only to applicants who lives in Korea reside outside Seoul/Suwon 3) E-mail : Residents overseas, F-4 or F-5 etc F type Visa holders	
Submission Address for Visit/Post Applicant's	Humanities and Social Sciences Campus(Seoul)	Office of International Student Services, 90212, 2 nd floor of International Building, Sungkyunkwan Univ. 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul (postal code: 03063)
	Natural Sciences Campus(Suwon)	Office of International Student Services, 27125, Engineering Building 1 st floor, Sungkyunkwan Univ., 2066, Seobu-ro, Jangan-gu, Suwon (postal code: 16419)
E-mail Application Method	E-mail Address	visa@skku.edu
	Instructions	※ Email title: [Undergraduate]Application No_Dpt_Name <i>ex) [Undergraduate]C00000001_Engineering_John Smith</i> ※ Email must contain below information in English: Address, Zip code, Phone no., Recipient to receive the Certificate ※ All documents shall be scanned as one jpg or pdf file ※ File name: Application no_Department_Name of Student_Name of Document <i>ex) C00000001_John Smith_000Dpt_Health Insurance</i>
	Notice	- It is issued from 2018. 7. 18(WED) in the order of application. - If one do not follow the application instructions, certificate is not issued. When the application is successful, we will send confirmation e-mail.
Required Documents	※ All documents must be submitted in A4 format 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	Refer to [Attachment 4]
	2. Certificate of Admission Application Form	Refer to [Attachment 5]
	3. Color Copy of Passport(Personal Info. page)	
	[Optional] 4. Color Copy of Visa page	Only those who have
	[Optional] 5. Copy of Alien Registration Card	Both side , Only for Alien Registration Card Holder
	[Optional] 6. Copy of Health Insurance Registration Certificate	Only those who did not pay health insurance fee along with tuition fee need to submit proof of document of Insurance For Korean National Health Insurance holders , please submit the 'Insurance Certificate' issued by NHIS (Refer to http://minwon.nhis.or.kr)

Application through Studying Abroad Institute

Students who applied at SKKU through language institutes are advised to apply for Certificate of Admission through language institute coordinator.

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.

※ **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(visa@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 **2018. 7. 18(Wed)**

○ 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*

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.

Applying for D-2 Visa from Overseas	Who	Students who reside overseas and need to obtain D-2 visa
	How	Visit the Korean Embassy in the student's nation
	Required Documents	Certificate of Admission, Passport, TB test report and other required documents - Additional documents will differ depending on the Embassy/the student
Change of Visa to D-2 in Korea	Who	Students who reside in Korea and need to obtain D-2 visa
	How	Visit the immigration office ※ Make reservation at www.hikorea.go.kr in advance.
	Required Documents	Application form, Passport, Alien Registration Card, Photo(1 Copy), Fee, Certificate of Admission, Confirmation of Tuition Bill Payment, Document proof of residence
Extension of D-4 Visa before enrollment	Who	Students who need to extend D-4 VISA due to interval between the end date of language courses and the date of admission - one can extend D-4 visa up to three months provided requirements are met. - Change to D-2 visa until Aug. 31st is obligatory after receiving Certificate of Admission
	Requirements	Students who satisfy either of requirements below ① those who have completed the course of Sungkyun Language Institute ② those who have TOPIK level 3 or above and stayed in Korea more than 18months

	Required Documents	Application Form, Passport, Acceptance Certificate, Alien Registration Card, Photo(1 Copy), Fee, Language Institute certificate and transcript, Document proof of residence
	Notice	-Application shall be within 15 days from the end date of language course, and change to D-2 shall be completed by Aug. 31, 2018 . 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.) - As changing to D-2, students may be required to submit a certificate/transcript of language courses. So students are recommended to complete courses properly.
Admission at SKKU after drop out at another University in Korea	Who	Students who dropped out from another Univ. in Korea and entered SKKU - Change of Univ. must be reported to Immigration Office until Aug. 31st
	How	Visit the immigration office ※ Make reservation at www.hikorea.go.kr in advance.
	Required Documents	Application Form, Passport, Color photo, Certificate of Admission, Receipt of tuition payment, last university's proof of documents for drop out, Proof of residence, fee

STEP 5. KINGO ID(SKKU Website) 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 Enrollment
- tachment 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 & Orientation for 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, Electronic & Electrical Engineering
Time/Venue	Time : 2018. 8. 31.(FRI) 13:30 Venue : 33B301, 3 rd basement floor, Business School Bld.

■ <Korean Track> Course Registration : 2018. 8. 22.(WED) ~ 8. 24.(FRI)

- * Please visit OISS homepage (<http://oiss.skku.edu/>) and check the Notice section at the beginning of Aug. to find out the method for course registration.

■ <English Track> General Orientation

Department/Unit	Time/Venue
Engineering	2018. 7. 21.(TUE) 10:00 Natural Sciences Campus(NSC), Engineering Building 2(26), 26119A
Software	
Electronic & Electrical Engineering	

■ <English Track> Course Registration : 2018. 8. 22.(WED) ~ 8. 24.(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 **September 3rd (MON)** - 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 August 24 (Fri), 2018 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. 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

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

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 oisshs@skku.edu

Students of Natural Sciences Campus

Affiliated College/Department

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

Natural Sciences Campus, Office of International Student Services

03101 Student Center, Sungkyunkwan University 2066 Seobu-ro, Jangan-gu, Swuon,
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>

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	₩4,203,800	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	₩4,211,300	Optional fee for Student Council/Newsletter	
Mandatory + Intl. Student Insurance	₩4,266,800	Optional fee for Intl. Student Insurance	
Mandatory + Student Council + Intl. Student Insurance Fee	₩4,274,300	Optional fee for Student Council/Newsletter/Intl. Student Insurance	

Tuition Invoice : Spring Semester 2017(for Bank)						Tuition Invoice : Spring Semester 2017(for Student)							
Business Administration					Total Amount to be paid	₩4,203,800	Degree Bachelors Business Administration						
Degree	Bachelors	Application No.	D72-7101-0015	Name		Application No.					D72-7101-0015	Name	
		Entrance Fee	Tuition	Other	Total	Entrance Fee		991,000					
Description		991,000	3,651,000	26,000	4,668,000	Tuition		3,651,000					
Reduction	-					Medical Checkup		26,000					
	-					Scholarship					4,668,000		
	-					Reduction			Amount of Payment				
	Scholarship	99,100	365,100		464,200	Scholarship		International Student Scholarship					
Payment Period : January 25, 2017 ~ February 3, 2017						Virtual Account No. : (Beneficiary:)							
Payment Method : Virtual Account Number (Beneficiary:)						We hereby acknowledge the receipt of payment with the amount indicated above.							
Virtual Account No. : (Beneficiary:)						Mandatory Fee							
Vice President of the General Affairs Division, SKKU						Vice President of the General Affairs Division, SKKU							

Spring Semester 2017 Intl. Student Insurance Fee Receipt(For Bank)						Spring Semester 2017 Intl. Student Insurance Fee Receipt(For Student)							
Business Administration					Total Amount to be paid	₩58,500	Degree Bachelors Business Administration						
Degree	Bachelors	Application No.	D72-7101-0015	Name		Application No.					D72-7101-0015	Name	
		Intl. Student Insurance			Total	Intl. Student Insurance		58,500					
Amount		58,500			58,500	Total					58,500		
Payment Period : January 25, 2017 ~ February 3, 2017						Virtual Account No. : (Beneficiary:)							
Payment Method : Transfer total amount to the virtual account(Woori bank)						We hereby acknowledge the receipt of payment with the amount indicated above.							
Virtual Account No. : (Beneficiary:)						International Student Insurance Fee							
Vice President of the General Affairs Division, SKKU						Vice President of the General Affairs Division, SKKU							

Spring Semester 2017 Student Council/Newsletter Fee Receipt(For Bank)						Spring Semester 2017 Student Council/Newsletter Fee Receipt(For Student)							
Business Administration					Total Amount to be paid	₩11,500	Degree Bachelors Business Administration						
Degree	Bachelors	Application No.	D72-7101-0015	Name		Application No.					D72-7101-0015	Name	
		Student Council	Newsletter	Total		Student Council		10,000	Newsletter		1,500		
Amount		10,000	1,500	11,500		Total					11,500		
Payment Period : January 25, 2017 ~ February 3, 2017						Virtual Account No. : 265-138440-18-063(Beneficiary:)							
Payment Method : Transfer total amount to the virtual account(Woori bank)						We hereby acknowledge the receipt of payment with the amount indicated above.							
Virtual Account No. : (Beneficiary:)						Student Council Fee & SKKU Newsletter Fee							
President of University Student Council, SKKU						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 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: HVBK3RSEXXX
- *The exact notified amount should be transferred in Korean Won and transaction fee for sending and receiving should be covered by the student.

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.

[illegible]

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			
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.					
<div style="text-align: right;">신청서 제출일 Submission Date 201 . . .</div> <div style="text-align: right;">지원자 서명 _____ (자필기재)</div>					

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			
	영문 英文 <1>			
생년월일 혹은 외국인등록번호 出生日期或外國人登錄號碼		<2>	사 진 (컬러) 彩色照片 <4>	
국적 國籍		<3>		
여권번호 護照號碼		<input type="checkbox"/> 한국계 중국인 韓族 <input type="checkbox"/> 대만 화교 臺灣僑胞 <input type="checkbox"/> 성별 性別 <input type="checkbox"/> 남(男) <input type="checkbox"/> 여(女)		
휴대폰번호 手機號碼	<5>			
이메일 E-mail		<6>		
비상연락처 緊急聯絡處	가족 家人 <7>	성명 姓 名	본인과의 관계 與本人的關係	
	유학원 留學機構 <8>	휴대폰 번호 手機號碼	집 전화 번호 宅電號碼	
		유학원 명칭 留學機構 名稱	전화번호 電話號碼	
		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 新入學		
전 공 學科專業	<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"/> 글로벌경영학 <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 정부조청 韓國政府獎學金 (KGSP) <input type="checkbox"/> 해외정부파견 申請人本國政府獎學金				
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。				
신청서 제출일 申請書提交日期 201 . . .				
지원자 서명 <11> (자필가재)				
신청서 대리제출자 申請書代提提交人信息	대리인 연락처 代理人联系方式 :		합격자와의 관계 與合格者的關係 :	

No.	Notice
<1>	<p>Name in passport(including space)</p>
<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

*Name:

Student ID(Employee No.):

☐ Mobile certification ☐ I-PIN certification

- 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:

*Student ID(Employee No.):

*BirthDate: (YY/MM/DD)

IT Call Center(02-312-6110) **CLICK!**
callcenter@sksu.ac.kr

Prev. > **Next >**

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

② Student ID: Application No.

③ BirthDate: YY/MM/DD

STEP 3

Sungkyun-In membership registration

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

3. Information entry

*Criteria indicated as * required criteria.

*Name:

*User ID: first character of ID should be a letter, ID should consist of 4~10 lowercase latin letters or numbers and hyphen ☐ Check existing ID

Existing ID Check:

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

*e-type password:

*Alternate email: 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

