Spring 2019

Admission Guide for Undergraduate Int'l Students

(Transfer to 2nd Year)



성균관대학교
SUNG KYUN KWAN UNIVERSITY

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▶ Forms

- 1. Application Form
- 2. Personal Statement
- 3. Study Plan
- 4. Letter of Consent
- 5. Letter of Request

1 Application Schedule

Category	Date
Application Submission	10:00, Jan. 14 (Mon), 2019 ~ 17:00, Jan. 18 (Fri), 2019
Document Submission	9:00, Jan. 14 (Mon), 2019 ~ 17:30, Jan 25 (Fri), 2019
Admission Announcement	15:00, Feb. 07 (Thu), 2019
Beginning of Semester	Mar. 4 (Mon), 2019

※ Schedule is subject to change.

- Document submission is due the last day of the application period at 17:00
  Only the documents that arrived within the application period by person or postal are to be considered for evaluation.
- Address for Document Submission

Postal Code : 03603
Address : Office of International Student Services,
#90212, International Hall 2nd Floor, Sungkyunkwan University,
25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

- Applicant cannot withdraw or modify application once submitted.

- **Contact Information**

Office of International Student Services, SKKU
<Chinese> ☎ +82-2-760-0025 ✉ skkucn@skku.edu
<English> ☎ +82-2-760-0026 ✉ skkuen@skku.edu

2 Admission Units

1. Admission Units

Campus	College	Department
Humanities and Social Sciences	Confucian studies and Eastern Philosophy	■ Confucian and Oriental Studies
	Liberal Arts	■ Korean Language and Literature ■ English Language and Literature ■ French Language and Literature ■ German Language and Literature ■ Russian Language and Literature ■ History ■ Library and Information Science ■ Philosophy ■ Korean Literature in Classical Chinese
	Social Sciences	■ Public Administration ■ Political Science and Diplomacy ■ Sociology ■ Social Welfare
	Economics	■ Economics ■ Statistics
Natural Sciences	Science	■ Biological Sciences ■ Mathematics ■ Physics ■ Chemistry
	Information and Communication Engineering	■ Electronic and Electrical Engineering
	Engineering	■ Chemical Engineering/Polymer Science & Engineering ■ Advanced Materials Science and Engineering Mechanical Engineering ■ Civil/Architectural Engineering and Landscape Architecture ■ Systems Management Engineering
	Biotechnology and Bioengineering	■ Food Science and Biotechnology ■ Bio-Mechatronic Engineering ■ Department of Integrative Biotechnology

2. Number of Students to be Admitted

– Optimal number determined by each admission unit

3 Admission Requirements

1. Nationality Requirements

International students whose both parents are foreign national. (Non-Korean nationality)

- Applicant with dual nationality is not eligible.
- Applicant and parents should hold foreign nationalities by the time of application
  - If any of the parents hold Korean nationalities due to naturalization by the time of application, applicant is not eligible.
  - If an applicant cannot submit documents of one of the parents due to divorce or death, supporting documents issued by the government should be submitted.
- If an applicant or parent abandons their Korean citizenships, the applicant must submit proof of denationalization (loss of nationality) of both the applicant and parents and proof of acquisition of the foreign nationality before entering high school.

2. Academic Requirements

- Completed (or expected) at least the 1st year (2 semesters) and earned credits from Korean or international 4-year university
- Required Credits

  Departments of Humanities & Social Sciences Campus: minimum 30 credits

  Departments of Natural Sciences Campus: minimum 32 credits

Required credits for academic eligibility should be earned by February 28, 2019.

3. Language Requirement

TOPIK (Test of Proficiency in Korean) level 4

4 Required Documents

1. All applicants MUST submit the following documents:

<table>
<tr><th colspan="2">Documents</th><th>Note</th></tr>
<tr><td rowspan="4">Application</td><td>Application Form</td><td rowspan="3">■ Print and submit the application after completing the online registration
■ Note
① Consistency between the contents of the application form, personal statement, and submitted documents
– If any of the contents in the application form, personal statement are inconsistent with submitted documents, it is considered false information and the applicant will be rejected.
– Please write the official English name of the university. Unofficial name wil be considered false information.
② Personal statement
– Statement should be written in Korean or English.
– Please read the instruction carefully and answer the question.</td></tr>
<tr><td>Personal Statement</td></tr>
<tr><td>Study Plan</td></tr>
<tr><td>Letter of Consent</td><td rowspan="2">■ Fill out the form with the information of the graduated school (or expected to graduate) and put signature for submission
– Please write the official English name of the university. Unofficial name will be considered false information.</td></tr>
<tr><td>Letter of Request</td></tr>
<tr><td rowspan="3">Nationality Confirmation Documents</td><td>Copy of Passport (Applicant, Parents)</td><td rowspan="3">■ In case applicant’s parents do not possess a passport, national ID card (translated to Korean or English then notarized) can be submitted instead
■ Renunciation of Korean citizenship documents for both applicant and parents (applicant must have acquired the foreign citizenship before entering high school)
■ For Chinese applicants, he/she can choose between family relationship certificate and household registration(Hukoubu) to submit
– In case of Hukoubu submission, householder must be one of the parents and all family members must be in one Hukoubu.</td></tr>
<tr><td>Copy of Applicant’s Alien Registration Card
(Only for Applicants who are residing in Korea)</td></tr>
<tr><td>Family Relationship Certificate</td></tr>
</table>

Documents		Note
Language Test Score		▪ TOPIK level 4 or above
Academic Certificates	Certificate of Enrollment/ Completion of Prior University	▪ Notes – The following must be included in the transcript : ① Required credits in total for graduation ② Average GPA of all courses taken ③ Average GPA of courses of major ※In case the average GPA of courses of major is not included in the transcript, an official certificate of the average GPA should be issued and sealed by the school – In case the applicant has a double major, only the courses of the major conforming with the one applying to SKKU should be counted – If the applicant has been enrolled in more than one university, transcripts of all prior universities should be submitted – Applicant graduated (or expected) from an international university should submit additional document explaining the evaluation/grading system – All academic certificates should be confirmed through Apostille or from the consul at Korean Embassy
	Transcript(s) (required credits remaining for graduation should be included)	

2. Optional Documents

Documents (Optional)		Note
Language Institute	Certificate of Completion	▪ Certificate of completion of Korean level 4 or above issued by language institutes affiliated with Korean university – Transcript must include the attendance rate. – Additional points may be added if the document is submitted. – Proof of Enrollment is not accepted.
	Transcript	

Documents (Optional)	Note
Other official language test score	▪ Official Test Scores of language other than the applicant's own native language e.g.: TOEFL, TOEIC, TEPS, IELTS, HSK, JLPT, DELF, DELE, TestDaF, TORFL, Celpe Bras etc. ※ Test score report should be valid
Proof of documents for extracurricular activities	▪ Awards, team activities, overseas academic experience, volunteering activities, license, portfolio etc. – Additional points may be added if the documents are submitted – Only certificates obtained while in university are accepted – In case of group activities, the confirmation from the head of the organization must be submitted – Volunteering Certificates certifying of more than 30 hours of volunteering activity are accepted – Translation is needed if the document is not in English or Korean

3. Notes

- Applicants must submit original documents. Copies of original documents should be authorized by issuing institutions or SKKU Office of International Student Services.
- Documents must be translated and notarized if they are not originally in Korean or English.
- Application number, admission unit applied, and applicant's name should be written on all documents at the bottom right corner each page.
- Additional documents may be requested for evaluation and applicant should fully cooperate.
- Submitted documents will not be returned regardless of admission result.

5 Application Fee

KRW 100,000 or USD 100

※ SKKU is in charge of other related fees for the admissions process.
※ Application fee is not refundable.

6 Evaluation

Document Evaluation (evaluations are based on academic transcripts, study plan, language proficiency, and other activities overall)

※ Interview may be held if needed.

7 Enrollment

1. Enrollment: Wire transfer to the virtual bank account stated on the tuition invoice
2. Payment Period : February, 2019
3. Amount of Payment : amount indicated on the tuition invoice
4. Tuition and Fees (Year 2018)

※ Payment must be received by due, otherwise admission will be canceled.

- Entrance Fee (payment only in the 1st semester) : KRW 1,092,000
- Tuition (amount per semester in Year 2018, subject to change

College	KRW	USD	CNY
College of Confucian studies and Eastern Philosophy College of Liberal Arts College of Social Sciences	3,904,500	3,460	24,000
College of Economics	3,931,500	3,480	24,200
College of Science	4,545,500	4,025	28,000
College of Information and Communication Engineering College of Engineering College of Biotechnology and Bioengineering	5,094,500	5,100	31,300

8 Scholarship for International Students

Admission Scholarship (first semester only)

– 50%, 10% tuition waiver based on admission evaluation result
(academic transcripts, study plan, language proficiency, and other activities overall)

9 Attention

1. General

1) SKKU students currently enrolled or on leave of absence, or graduates cannot apply for transfers.
2) Required credits for academic eligibility should be earned by February 28, 2019.
3) Admission evaluation results will not be disclosed.
4) Applicants who do not meet the admission requirements will be rejected regardless of the quota.
5) Details not specified in the Admission Guide are subject to SKKU's criteria.

2. Application

1) Applicants must submit the application form online.
2) Applications are accepted by the University only after the application fee payment is completed and an application number is assigned.
3) Applicants cannot withdraw or modify applications once the application fee is paid. Refund of application fee is determined according to SKKU regulations.
4) Evaluation is based on the submitted documents, and revision is not allowed after submission (payment of application fee).
5) Applicants are responsible for all disadvantages caused by ommission of information such as contact information or lack of documents, etc.
6) Applicants are not allowed to change the department they applied for after the applications are accepted.
7) Personal Information
   - Personal information is collected under applicant's consent, and collected information is not used for any other purpose other than admissions and related services in accordance with SKKU's regulations.
   - SKKU outsources the online application to 'UWAY APPLY' and some personal information can be used and collected by 'UWAY APPLY' for application processing.
   - Collected Personal Information:
     Alien registration number, passport number, name, application number, type of application, admission unit applied, name of graduated school/date of graduation, applicant's addresses and phone numbers, e-mail address,

emergency contacts, bank account for fee/tuition refund, guardian's name and nationality, personal details, etc.

3. Submission of Documents

1) Applicants must submit original documents. Copies of original documents should be authorized by issuing institutions or SKKU Office of International Student Services.
2) Applicants who failed to submit all required documents to SKKU Office of International Student Services by due will be disqualified and rejected for admission.
3) Applicants who submitted false, forged or falsified documents will be rejected, even after acceptance has been announced.
4) Application number, admission unit applied, and applicant's name should be written on all documents at the bottom right corner each page.
5) Documents must be translated and notarized if they are not originally in Korean or English.
6) Additional documents may be requested for evaluation and applicant should fully cooperate.
7) Submitted documents will not be returned regardless of admission result.

4. Others

1) Admitted students will be transferred to second year students regardless of their year of study at the prior university.
2) Transfer students are not allowed to change departments nor take plural majors.
3) The credits earned at the prior university will be transferred according to SKKU's policies. Although admitted as a third year student, the length of study until graduation may be prolonged when additional courses/credits to take are required.
4) If the academic records does not comply with submitted documents after verification, or an academic institution does not reply to the verification inquiry within six months after enrollment, acceptance by the University may be cancelled.
5) Applicants should check and confirm the details related to admissions on the SKKU Admissions website.

10 Contact Information

Office of International Student Services

1. Admission

※ Only the Office of International Student Services (OISS) on Humanities and Social Sciences Campus (Seoul) is in charge of the admission process.

- Admissions Website

  Korean/Chinese : https://admission-global.skku.edu/chn

  English : https://admission-global.skku.edu/eng

- Contact

  <Chinese> ☎ +82-2-760-0025 ✉ skkucn@skku.edu

  <English> ☎ +82-2-760-0026 ✉ skkuen@skku.edu

- Address : (03063) Office of International Student Services, #90212, International Hall 2nd Floor, Sungkyunkwan University, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

2. Student Life and Visa

※ Please contact the office at the campus of your department

Humanities and Social Sciences Campus

- ☎ +82-2-760-0024 ✉ oisshs@skku.edu
- Location: #90212, International Hall 2nd Floor, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

Natural Sciences Campus

- ☎ +82-31-290-5026 ✉ oissns@skku.edu
- Location: 1st Floor, Student Center, 2066 Seobu-ro, Jangan-gu, Suwon, Gyeonggi-do, Korea

<서식1> "온라인 입력 후 출력"

※ 인터넷 접수를 위한 견본양식입니다.

2019학년도 전기 외국인 2학년 편입학

입 학 원 서

2019 전기 외국인 편입학(2학년) 특별전형
(인문사회과학캠퍼스)

수험번호	

지원학과	유학대학	☐ 유학·동양학과	사 진 (4cm×5cm)
	문과대학	☐ 국어국문학과 ☐ 영어영문학과 ☐ 프랑스어문학과 ☐ 독어독문학과 ☐ 러시아어문학과 ☐ 사학과 ☐ 문헌정보학과 ☐ 철학과 ☐ 한문학과	
	사회과학대학	☐ 행정학과 ☐ 정치외교학과 ☐ 사회학과 ☐ 사회복지학과	
	경제대학	☐ 경제학과 ☐ 통계학과	

성 명	<한글>				
	<영문(여권)>				
생년월일			국 적		
전 화			휴대전화		
이 메 일			학사학위 등록번호 (졸업자만 기재)		
주 소	( )				

부 모 연락처	부	성명		국적		전화번호	
		주소					
	모	성명		국적		전화번호	
		주소					

학 력	년	월	고등학교	졸업
	년	월 대학교	과(전공)	입학
	년	월 대학교	과(전공)	( )학년 편입학
	년	월 대학교	과(전공)	( )학기 수료(예정)
	년	월 대학교	과(전공)	학위수여(예정)
	총 평균 ( )점 / 100점 만점		전공과목 평균 ( )점 / 100점 만점	
	총 취득학점 ( )점 / 졸업기준 총 학점 ( )점		전공과목 취득학점 ( )점	

어학능력 자격요건	☐ TOPIK 6급 ☐ TOPIK 5급 ☐ TOPIK 4급	( )어학원 ☐ 4급 ☐ 5급 ☐ 6급

위 본인은 귀 대학교에 편입학하고자 소정의 서류를 갖추어 지원합니다.

201 년 월 일

지 원 자 : (인)

성균관대학교 총장 귀하

전형료 납부 확인

※학번은 추후 확정됩니다.

학 번	※

<서식1> "온라인 입력 후 출력"

※ 인터넷 접수를 위한 견본양식입니다.

2019학년도 전기 외국인 2학년 편입학

입 학 원 서

2019 전기 외국인 편입학(2학년) 특별전형
(인문사회과학캠퍼스)

수험번호	

지원학과	자연과학대학	☐ 생명과학과 ☐ 수학과 ☐ 물리학과 ☐ 화학과	사 진 (4cm×5cm)
	정보통신대학	☐ 전자전기공학부	
	공과대학	☐ 화학공학/고분자공학부 ☐ 신소재공학부 ☐ 기계공학부 ☐ 건설환경공학부 ☐ 시스템경영공학과	
	생명공학대학	☐ 식품생명공학과 ☐ 바이오메카트로닉스학과 ☐ 융합생명공학과	
성 명	<한글>		
	<영문(여권)>		

생년월일		국 적	
전 화		휴대전화	
이 메 일		학사학위 등록번호 (졸업자만 기재)	
주 소	( )		

부 모 연락처	부	성명		국적		전화번호	
		주소					
	모	성명		국적		전화번호	
		주소					

학 력	년	월	고등학교	졸업
	년	월	대학교	과(전공) 입학
	년	월	대학교	과(전공) ( )학년 편입학
	년	월	대학교	과(전공) ( )학기 수료(예정)
	년	월	대학교	과(전공) 학위수여(예정)
	총 평균 ( )점 / 100점 만점			전공과목 평균 ( )점 / 100점 만점
	총 취득학점 ( )점 / 졸업기준 총 학점 ( )점			전공과목 취득학점 ( )점

어학능력 자격요건	☐ TOPIK 6급 ☐ TOPIK 5급 ☐ TOPIK 4급	( )어학원 ☐ 4급 ☐ 5급 ☐ 6급

위 본인은 귀 대학교에 편입학하고자 소정의 서류를 갖추어 지원합니다.

201 년 월 일

지 원 자 : (인)

성균관대학교 총장 귀하

전형료 납부 확인

※학번은 추후 확정됩니다.

학 번	※

<서식2> "온라인 입력 후 출력"

※ 인터넷 접수를 위한 견본양식입니다.

2019학년도 전기 외국인 2학년 편입학

자 기 소 개 서

수 험 번 호		지 원 학 과	
성 명	(인)	생 년 월 일 (YYYY-MM-DD)	

※ 본인의 성장과정, 고교생활 및 전적 대학 생활에 대해 각 항목별로 기술하시오. (한국어로 기술)

1. 성장 과정
☞ 본인의 성장 과정에 대해서 기술하시오.
2. 고교 생활
☞ 고교 재학 기간 중 학업능력 향상을 위해 기울인 노력에 대해서 기술하시오.
3. 전적 대학 생활
☞ 전적 대학에서 학업이수를 하며 느낀 점에 대해서 기술하시오.

<서식3> "온라인 입력 후 출력"

※ 인터넷 접수를 위한 견본양식입니다.

2019학년도 전기 외국인 2학년 편입학

학 업 계 획 서

수 험 번 호		지 원 학 과	
성 명	(인)	생 년 월 일 (YYYY-MM-DD)	

※ 본교 편입학 지원동기, 학업계획 및 졸업 후 진로계획 그리고 한국에 대한 이해에 대하여 항목별로 기술하시오. (한국어로 기술)

1. 편입학 지원 동기
2. 편입학 후 학업계획 및 졸업 후 진로 계획
3. 한국에 대한 이해
☞ 한국어를 배우면서 어려웠던 점과 한국어 능력을 발전시키기 위해 노력한 사례 ☞ 본인의 경험을 바탕으로 자신이 생각하는 한국 문화에 대한 정의

Spring - 2019

LETTER OF CONSENT (학력조회동의서)

SUNGKYUNKWAN UNIVERSITY
Office of International Student Services
25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

NO	

Tel: +82-2-760-0025
Fax: +82-2-760-0030
http://www.skku.edu

To Whom It May Concern:

This letter is to confirm that I attended (♣Name of school _____). I have applied to Sungkyunkwan University in Seoul, Korea for the ♣2019 academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from the schools I previously attended.

In this regard, I would like to request your full assistance when the University's Office of International Student Services contacts you regarding verification of enrollment and transcripts.

Enrolled Name: ♣_____

Student ID Number: ♣_____

Date of Birth: ♣_____

Date of Admission (transfer): ♣_____

Date of Graduation (withdrawal): ♣_____

Sincerely,

♣_____ ♣(YYYY) _ (MM) _ (DD)
Signature Date

※Applicants should write on the lines marked with ♣

Spring - 2019

LETTER OF REQUEST (학력조회의뢰서)

SUNGKYUNKWAN UNIVERSITY

Office of International Student Services
25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

NO	

Tel: +82-2-760-0025
Fax: +82-2-760-0030
http://www.skku.edu

♣Date: . . . (dd/mm/yyyy)

♣School Name:

♣Address:

♣Zip Code: ♣Tel:

♣Fax: ♣Email:

♣Student Name: ♣Student ID Number:

Subject: Requesting Student Information

Dear Sir or Madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask that you please verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, field of major, and date of graduation. Please fill in the lines below and return this document to our office. You may respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Vice President of International Affairs _____

Questions to Verify Student Information

Student's Name: _____

Degree: _____

Major: _____

Date Conferred: _____

Name of Institution: _____

Signature of University Official _____