

**2019 Spring ( 1<sup>st</sup>, 2<sup>nd</sup> Round)**

**Admitted International Student Guide  
(Undergraduate Freshman)**

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## 1. Process for Enrollment

### STEP 1. Issuance of Acceptance Certificate

Acceptance Certificate can be issued on the SKKU admission website by filling in applicant's name, application number, and date of birth (YY/MM/DD).

- Acceptance Certificate print-out period : Dec. 27 (Thu), 2018 ~ 16:00, Jan. 11 (Fri), 2019

### STEP 2. Application for International Freshmen Welcome Program

※Only available for students admitted in the 1<sup>st</sup> Round

- The International Freshmen Welcome program (IFWP) provides interesting and useful packages that help newly admitted students become accustomed to the university before entrance.  
Students with TOPIK Level 4~5 or those who hope to improve in communicating in Korean regardless of TOPIK level are highly encouraged to join the program.
- The program consists of different levels of Korean language classes, mentoring sessions with SKKU students, and cultural activities.
- Students completed with the program can earn 2 credits if he/she enters SKKU.

Program Period	Jan. 7 (Mon) ~ Feb. 25 (Mon), 2019
Application	Nov. 9 (Fri) ~ Nov. 26 (Mon), 2018 ■ Program fee payment should be completed within the given period for registration
Program Fee	KRW 100,000 or USD 100 ■ Tuition, accommodation, cultural activities, and insurance fee are included
Program	■ Preparatory Korean language class ■ Cultural activities and mentoring session with SKKU students
Application & Fee Payment	Please visit the website ( <a href="http://welcome.skku.edu">http://welcome.skku.edu</a> ) for application and payment
Registration Confirmation	Email will be sent individually upon confirmation of payment
Remark	■ Students will hold D-4 visas during the program, and visa status will change to D-2 in February, 2019. More information will be provided in early February.

### STEP 3. Enrollment

#### ■ Payment Procedure

Print out tuition bill		<b>Admission Result&amp;Tuition Bill</b> is available from <b>15:00, Jan. 02 (Wed), 2019</b> on the international student admission website <ul style="list-style-type: none"> <li>The amount of scholarship is indicated in the Tuition Bill.</li> </ul>
Enrollment	Admission Deposit	<b>Jan. 03 (Thu) ~ Jan. 11 (Fri), 2019 [Payment Hours: 9:00 ~ 16:00]</b> <ul style="list-style-type: none"> <li>If student fails to pay the Enrollment Deposit and Tuition fee within the given periods, the enrollment acceptance is automatically cancelled.</li> </ul>
	Tuition	<b>Feb. 2019</b>
Entrance Disclaimer		<ul style="list-style-type: none"> <li>If student decides to withdraw registration after payment of Tuition fee, student is asked to complete <b>[Attachment 3. Entrance Disclaimer]</b> and send it to <a href="mailto:ishootar@skku.edu">ishootar@skku.edu</a> by <b>Feb. 28, 11:00AM</b></li> <li>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).</li> </ul>

#### ■ 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
	<ul style="list-style-type: none"> <li><b>Registering health insurance is mandatory while studying in Korea.</b> If health insurance fee is paid with tuition fee, the university will buy group health insurance for students.</li> <li>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.</li> </ul>
Payment Method	① Visit Woori bank in Korea ② (On/Off-line)bank transfer ③ Overseas transfer
	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Payment Confirmation	SKKU Website( <a href="http://www.skku.edu">www.skku.edu</a> ) > login> GLS > Academics/Student section > Tuition
	<ul style="list-style-type: none"> <li>Confirmation is available within 10 minutes after payment through internet banking/transfer.</li> <li>For overseas transfer, confirmation is available after 5 days.</li> <li>KINGO ID registration : Please refer to <b>[Attachment 7. How to register Kingo ID]</b></li> </ul>

#### STEP 4. 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.

Original document of the certificate can be issued on site when students apply by visiting the SKKU OISS office, or the scanned version of the certificate may be sent to those who applied via email.

※ Visa application is available with the copy of the Certificate of Admission as of March, 2018.

■ Target Group : All newly admitted international students

■ Application Period : 2019. 01. 07 (MON) ~ 01. 11 (FRI)

※ Certificate of Admission will be issued and sent in order of application by email from Jan. 16 (Wed), 2019 to those who applied via email.

#### Individual Applicants

Application Method	<ul style="list-style-type: none"> <li>■ Visit : Issued on site</li> <li>■ E-mail : Scanned version of certificate will be sent in order by email from Jan. 16</li> </ul>	
Address to Visit for Application	Humanities and Social Sciences Campus(Seoul)	Office of International Student Services, #90212, 2 <sup>nd</sup> floor of International Hall, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul
	Natural Sciences Campus(Suwon)	Office of International Student Services, #03101, 1 <sup>st</sup> floor of Student Center, Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon
E-mail Application Method	<ul style="list-style-type: none"> <li>■ Instruction               <ul style="list-style-type: none"> <li>① All application documents should be scanned in color and sent in jpg. or pdf. file                   <ul style="list-style-type: none"> <li>※ File name: Application no_(KOR)Name of Student_Name of Document ex) B00000001_John Smith_Application000</li> </ul> </li> <li>② E-mail address for submission: visa@skku.edu                   <ul style="list-style-type: none"> <li>※ Email title: [Undergraduate]Application No_Department_(KOR)Name ex) [Undergraduate]B00000001_Engineering_John Smith</li> </ul> </li> </ul> </li> <li>■ Note               <ul style="list-style-type: none"> <li>– Certificate is issued and sent in order of application by email from Jan. 16 (Wed), 2019.</li> <li>– If one does not follow the application instructions, certificate is not issued.</li> </ul> </li> </ul>	

Documents for Submission	※ All documents must be submitted in A4 size with Application no./Dpt./Name written on the right bottom, and arranged in order as below:		
	Required	1. Personal Information Usage Agreement	Refer to [Attachment 4]
	Required	2. Certificate of Admission Application Form	Refer to [Attachment 5]
	Required	3. Color Copy of Passport(Personal Info. page)	
	Required	4. Certificate of Financial Statement	Balance of more than 20,000 USD issued by domestic or overseas bank. Account holder must be student him/herself or one of his/her parents. Certificate must be Issued within 30 days of the submission date.
	Optional	5. Color Copy of Visa page	Submission required for visa holders in Korea
	Optional	6. Copy of Alien Registration Card	Submission required for Alien Registration Card Holder

### Application through Studying Abroad Institute

Students who applied at SKKU through Studying Abroad Institute are advised to apply for Certificate of Admission through the institute coordinator.

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

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

#### ■ Application Method

- ① Application by visiting: Certificate is issued on site
- ② Application by E-mail: Scanned version of the certificate will be sent by email from **Jan. 16 (Wed), 2019.**

#### ■ Notice

- ① Student list (Application No./Department/Name), name of coordinator, contact information should be submitted in separate paper with application documents.
- ② Title of e-mail : [Application Certificate of Admission] ○ ○ studying abroad institute\_00students
- ③ Attachment name : *B00000001\_John Smith\_Application*

## STEP 5. Applying for VISA

### Students Taking International Freshmen Welcome Program

Visa status of a student taking International Freshmen Welcome Program will be changed to D-2 late February. More information will be provided in early February.

### Students Not Taking International Freshmen Welcome Program

#### ■ Target Group : Students who need D-2 VISA

- Students who are F-4, F-5 visa holders do not need to change visa type.
- Students must obtain D-2 visa by Mar. 01 (Fri), 2019, otherwise he/she will be fined.
- Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea. Please be sure to enter Korea with D-2 visa issued by Korean embassy.

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 may be requested depending on the embassy/student
Change of Visa to D-2 in Korea	Who	Students who reside in Korea and need to change visa status to D-2
	How	Visit the immigration office ※Reservation through <a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a> is required
	Required Documents	Certificate of Admission, Confirmation of Tuition Bill Payment, Application form, Passport, Alien Registration Card, Photo(1 Copy), Fee, Document proof of residence
	Notice	Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea.
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
	Requirement	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 a year and six months
	Required Documents	Application Form, Passport, Alien Registration Card, Fee, Document proof of residence, Photo(1 Copy), Language Institute certificate and transcript, Certificate of Admission
	Notice	—Application should be made within 15 days from the end date of language course, and <b>change to D-2 should be completed by Mar. 01 (Fri), 2019</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.) — As changing to D-2, students may be required to submit a certificate/transcript of language courses. So students are advised to complete courses properly.

### STEP 6. KINGO ID(SKKU Website) Registration

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

- **Registration Period** : After Enrollment
  - Payment can be confirmed in 1~2 hours after virtual account payment, 3~5 days after international transaction
- **Registration Instruction** : Please refer to [Attachment 7. How to Register Kingo ID]

### STEP 7. Dormitory Application

- **Application Schedule** : **Late January**
- Please visit dormitory website for further notice on dormitory registration and information on facilities mid-January. (<https://dorm.skku.edu/>)

### STEP 8. Course Registration

- **<Korean Track> Course Registration** : **Feb. 21, 2019 (subject to change)**
  - Please visit OISS website (<http://oiss.skku.edu/>) early February for more information.
- **<English Track> Course Registration** : **Feb. 21, 2019 (subject to change)**
  - Please note that curriculum of Korean Track and English Track are different. It is mandatory to check with each department during orientation on available courses and registration process and register within the 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 9. International Student Orientation

Students **not attending the orientation** will be considered that he/she will not enter Korea and **visa and Certificate of Admission will be canceled** accordingly. Please be sure to arrive in Korea no later than the day before the orientation.

### ■ <Korean Track> General Orientation

Time/Venue	Time : <b>Feb. 26 (Tue), 2019</b> Venue : 33B301, 3 <sup>rd</sup> basement floor, Business School Bld.
Admission Unit	Humanities, Social Sciences, Business Administration, Film, Television and Multimedia, Fashion Design, Natural Sciences, Engineering, Electronic & Electrical Engineering, Architecture, Sports Science

### ■ <English Track> General Orientation

Time/Venue	Time : <b>Feb. 19 (Tue), 2019</b> Venue : 31214, Natural Sciences 31 Bld.
Admission Unit	Global Economics, Global Business Administration, Global Biomedical Engineering, Software, Engineering, Electronic & Electrical Engineering

## STEP 10. Beginning of Semester

- Semester starts on **March 01 (Fri), 2019** - the first day to join 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 **11:00, Feb. 28 (Wed), 2019** (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 with the email addresses and phone numbers of teacher-in-charge from Studying Abroad Institutions, the **student must urgently update the contact information.**

### 3. Contact Information

#### International Freshmen Welcome Program

 <http://welcome.skku.edu>


 02-740-1790       [welcome@skku.edu](mailto:welcome@skku.edu)

#### Enrollment, Certificate of Admission, Visa, Orientation

### Students of Humanities and Social Sciences Campus

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

 02-760-0024~6       [oiss@skku.edu](mailto:oiss@skku.edu)

### Students of Natural Sciences Campus

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

#### Natural Sciences Campus, Office of International Student Services

 #03101, Student Center 1<sup>st</sup> floor, Sungkyunkwan University, 2066 Seobu-ro, Jangan-gu, Suwon,  
Gyeonggi-do, Korea

 031-290-5026~8       [oiss@skku.edu](mailto:oiss@skku.edu)

#### Website & SNS

- Office of International Student Services : <http://oiss.skku.edu>
- Facebook : <https://www.facebook.com/skkuintlstudents>
- Kakaotalk Plus: 성균관대학교 외국인유학생지원팀

## Attachment 1. Application for Updating Contact Information

# Application for Change of Contact Information

- Notice
  - Copy of personal identification should be submitted with the application
  - Please submit the scanned version with signature
- Submission
 

Submission in person or by email([undergrad@skku.edu](mailto:undergrad@skku.edu))

Name		
Application No.		
Department/ College		<input type="checkbox"/> Humanities <input type="checkbox"/> Social Sciences <input type="checkbox"/> Business Administration <input type="checkbox"/> Film, Tv and Multimedia <input type="checkbox"/> Fashion Design <input type="checkbox"/> Acting for Theatre, Film and TV <input type="checkbox"/> Global Economics <input type="checkbox"/> Global Business Administration <hr/> <input type="checkbox"/> Engineering <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Architecture <input type="checkbox"/> Electronic and Electrical Engineering <input type="checkbox"/> Software <input type="checkbox"/> Sport Science <input type="checkbox"/> Global Biomedical Engineering
Contact info.	Mobile (Korea)	
	Mobile (Abroad)	
	E-mail	
	Address	

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

Application Date :    20    .    .    (YYYY/MM/DD)

Name of Applicant :

Staff in Charge	Name	
	Date of Receipt	
	Date of Change	

## 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 200.00	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 200.00	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 200.00	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 Student	66.000		
<b>Scholarship</b>			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	W58,500
Degree	Bachelors	Application No.	072-7101-0015	Name	
		Intl. Student Insurance		Total	
Amount		58,500		58,500	

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

Payment Method : Transfer total amount to the virtual account(Woori bank)

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

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

Vice President of the General Affairs Division, SKKU

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

Degree	Bachelors	Business Administration	
Application No.	D72-7101-0015	Name	
Intl. Student Insurance	58,500		
Total			58,500

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

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

### International Student Insurance Fee

Vice President of the General Affairs  
Division, SKKU

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

Business Administration				Total Amount to be paid		W11,500	
Degree	Bachelors	Application No.	D72-7101-0015		Name		
		Student Council	Newsletter			Total	
Amount		10.000	1.500			11.500	

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

Payment Method : Transfer total amount to the virtual account(Woori bank)

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

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

President of University Student Council, SKKU

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

Degree	Bachelors	Business Administration	
Application No.	D72-7101-0015	Name	
Student Council	10.000	Newsletter	1.500
Total			11.500

Virtual Account No. : 265-138440-18-063(Beneficiary: )

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

**Student Council Fee  
& SKKU Newsletter Fee**

President of University Student Council, SKKU

## ■ Notice

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

### Bank 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: HVBKIKRSEXXX
- \*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

## Admission Withdrawal / Request for Refund

### A. Applicant Information

Division	2019 Spring Undergraduate International Student			
Application No.				
Name	(Korean)		(English)	
Admitted Unit				

### B. Reason for Withdrawal

- ☐ Entering to another university
  - The name of the university to enter :
  - Major:
- ☐ Major mismatch
- ☐ Other reason( )

Although I have been accepted to Sungkyunkwan University for 2019 Spring semester, I am canceling the registration because of the reason above. I will take all responsibility for the future results after the admission withdrawal.

※ Attachment: Copy of applicant' s and parent' s personal identification (Alien Registration Card or passport)

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Applicant's Signature:	Contact Info.:
Guardian's Signature	Contact Info.:

Bank Account for Refund	(Bank Name)
	(Account Number)
	(Account Holder)

※ The account holder should be the applicant

## 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.

Also, I consent to the university's collection, use and provision of my personal information on medical condition, academic record and performances, in case the university regards that my parents should be informed for medical or academic reasons.

#### ■ Agreement on Collection · Use of Personal Information (Mandatory)

- ① **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
- ② **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」
- ③ **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
- ④ **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.
- ⑤ **Consent on the collection and use** : I consent to the collection and use of my personal information as above.

Consent ☐ Not consent ☐

## ■ Agreement on Providing Personal Information to a Third Party

### 1. Parents (Mandatory)

① **Receptor** : Student 's parents

② **Purpose** : Improvement in student' s academic performances

**제공하는 목적** : To provide academic guidance for improvement in student's performances

③ **Provided Items** : Information on the student registry

- Photo, Name, Date of Birth, Nationality, Address, Email, Phone Number, Mobile Phone Number, Parent' s Phone Number, Student' s Academic Record, Award and Punishment, etc.

④ **Period of Collection and Usage (Before destruction)** : From the date of consent to date of graduation

⑤ **Notice for the right to reject the agreement**: The consent is required for the issuance of Certificate of Admission and immigration and academic support while student is enrolled to the university. Certificate of Admission cannot be issued without consent.

I ( ☐ Agree ☐ Disagree ) to provide personal information to a third party

### 2. Purchase of Health Insurance (Optional)

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.

I ( ☐ Agree ☐ Disagree ) to provide personal information to a third party

I confirm that I thoroughly understood the content of this consent of collection, use and provision and filled the form.

20 . . .(YYYY.MM.DD)

Name&signature :

signature

To the 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>					
신청서 대리 제출자		성명: 합격자와의 관계: 연락처:			

접수일 :

FIMS 등록일 :

# 학부 표준입학허가서 발급신청서

## 学部(本科)生标准入学许可书发行申请书

A. 개인정보 个人信息							
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		<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 经费来源							
<input type="checkbox"/> 본인부담 自费 <input type="checkbox"/> 성균관대학교 장학생 成均馆大学奖学金 ( )%				<input type="checkbox"/> 대한민국 정부초청 韩国政府奖学金 (KGSP) <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 style="text-align: right;">신청서 제출일 申请书提交日期      201      .      .      .</p> <p style="text-align: right;">합격자 자필 서명 合格者本人亲笔签名 _____</p>							
신청서 대리 제출자 申请书代理提交人信息		성명: 합격자와의 관계: 연락처:					

접수일 :

FIMS 등록일 :



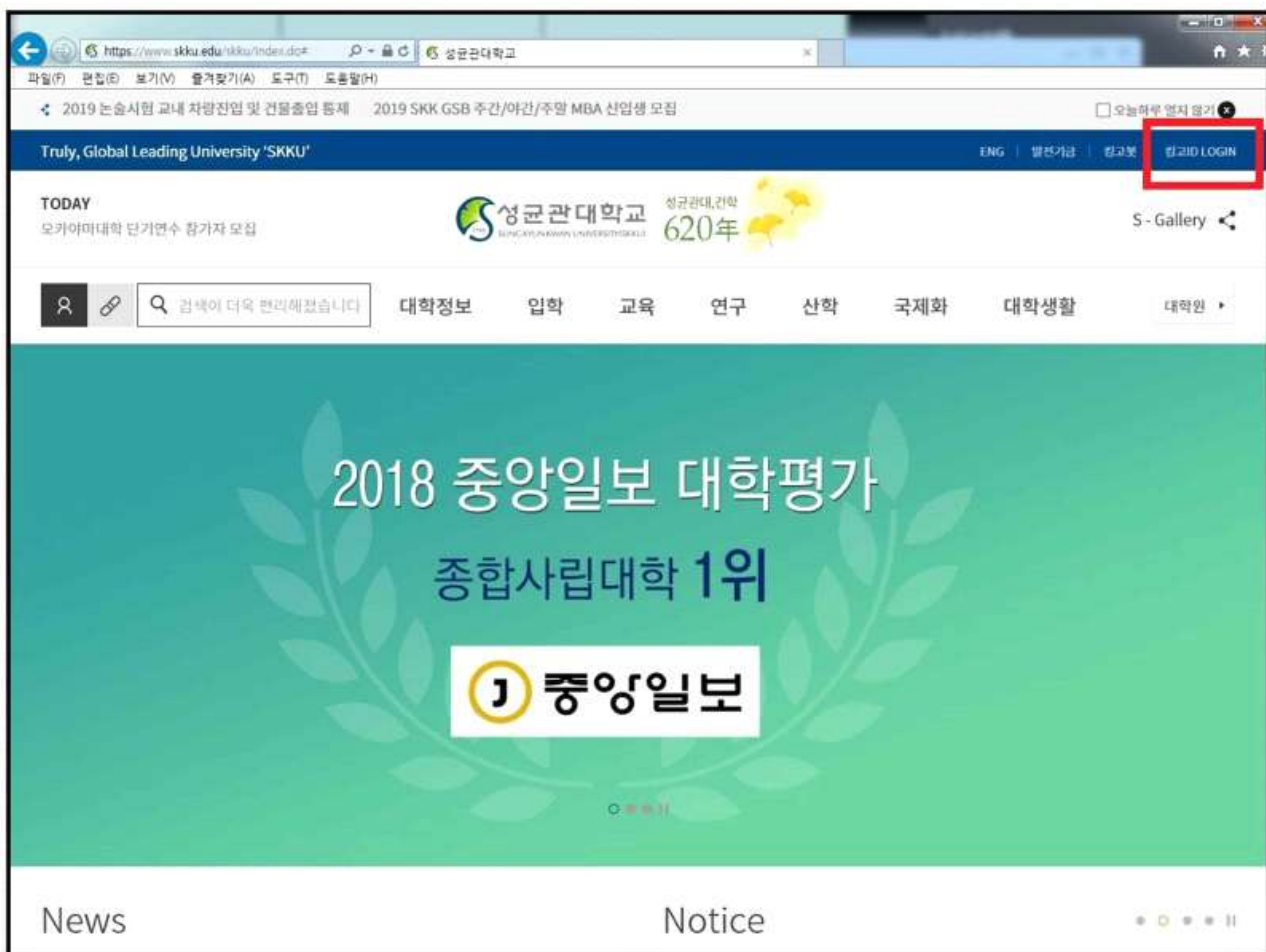
## Attachment 7. How to Register Kingo ID

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](mailto: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 enrollment**
- Contact : IT CALL CENTER  
☎ 031-299-6119    ✉ [itservice@skku.edu](mailto:itservice@skku.edu)

### Register Kingo ID STEP 1



## Register Kingo ID STEP 2

https://eportal.skku.edu/wps/portal/ut/p/z1. Sungkyunkwan University

SUNG KYUNKWAN UNIVERSITY(SKKU)

☐ Korean ☒ English

☐ Save ID

Enter your password

Log in

Registration Search For ID Reset to PW Withdrawal

## Register Kingo ID STEP 3

Sungkyun-In membership registration

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

2. Identification and certification

\*User Group ☒ Student & Alumni ☐ Faculty & Staff ☐ Researcher

\*Name

\*Birth Date  (YYMMDD)

\*Certification ☐ Mobile Certification ☐ I-PIN Certification ☒ Email Certification

Email address :  예시) ltservice@gmail.com

- 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(031-299-6119)  
 ltservice@skku.edu

Prev. Next