

2019 Fall

**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).

- Print-out period: admission result announcement date-last day of tuition payment

STEP 2. Enrollment

■ Payment Procedure

Tuition Invoice Print Out	Print out is available from 15:00, Jul. 05 (Fri), 2019 on the international student admission website <ul style="list-style-type: none"> ■ The amount of scholarship is indicated on the tuition invoice.
Enrollment	Jul. 08 (Mon) ~ Jul. 12 (Fri), 2019 <ul style="list-style-type: none"> ■ If student fails to make payment by due, admission will be automatically cancelled.
Entrance Disclaimer	<ul style="list-style-type: none"> ■ If student decides to withdraw registration after the tuition payment, student is asked to fill out [Attachment 3. Entrance Disclaimer] and send the scanned file to undergrad@skku.edu by Aug. 28 (Wed), 17:00 PM ■ The email should be sent with the title [Entrance Disclaimer and Request of Refund] ■ If student decides to withdraw registration after the semester started, student is placed under the category 'drop out' and tuition fee refund amount will be determined according to the school regulation Article 28 and section 9(par. 2).

■ Tuition Fee : Stated on tuition invoice (scholarship* is also stated)

Optional Fee	Health Insurance Fee + Student Council Fee [Reference 1. Tuition Invoice] <ul style="list-style-type: none"> ■ 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. ※ F visa (F-4, F-5) holders are registered for National Health Insurance. Please check your status. ■ If a student buys an individual health insurance or registers for the National Health Insurance, one does not need to pay optional fee (health insurance) indicated on the tuition invoice. However, an insurance certificate must be submitted within the given period (to be informed).
Payment Method	① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer <ul style="list-style-type: none"> ■ Please be informed that the registration process will not be completed unless the exact amount has been transferred. When making an overseas transfer, please consider the exchange rate and the transaction fee. ※Bank information is stated on Tuition Invoice. ■ If the paid amount exceeds the invoiced amount, the difference will be refunded after enrollment.
Payment Confirmation	SKKU Website(www.skku.edu) > login> GLS > Academics/Student section > Tuition <ul style="list-style-type: none"> ■ Confirmation is available within 10 minutes after payment via online 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.

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** : Admitted students applying for a Student Visa (D-2)
- **Application Period** : Jul. 8 (Mon) ~ Jul. 12 (Fri), 2019
 - ※ Students applying via email: Certificate of Admission will be issued and sent via email by the order of application from Jul. 17 (Wed), 2019.

Individual Applicants

Application Method	<ul style="list-style-type: none"> ■ Visit: Issued on site ■ E-mail: Scanned version of certificate will be sent by the order of application via email from Jul. 17, 2019
Address to Visit for Application	<ul style="list-style-type: none"> ■ Office of International Student Services, Humanities and Social Sciences Campus(Seoul) #90212, 2nd floor of International Hall, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul ■ Office of International Student Services, Natural Sciences Campus(Suwon) #03101, 1st floor of Student Center, Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon
E-mail Application Method	<ul style="list-style-type: none"> ■ Instruction <ul style="list-style-type: none"> ① All application documents should be scanned in color and sent in jpg. or pdf. file <ul style="list-style-type: none"> ※ File name: Application no_(KOR)Name of Student_Name of Document <i>ex) B00000001_John Smith_Application000</i> ② E-mail address for submission: visa@skku.edu <ul style="list-style-type: none"> ※ Email title: [Undergraduate]Application No_Department_(KOR)Name <i>ex) [Undergraduate]B00000001_Engineering_John Smith</i> ■ Note <ul style="list-style-type: none"> - Certificate is sent by the order of application via email from Jul. 17 (Wed), 2019. - If one does not follow the application instructions, certificate will not be issued.

Documents for Submission	Required	
	Personal Information Usage Agreement	Refer to [Attachment 4]
	Certificate of Admission Application Form	Refer to [Attachment 5]
	Color Copy of Passport (Personal Information page)	Color copy
	Certificate of Financial Statement	Balance: more than 20,000 USD Issuance: by Korean or overseas bank Account holder: student or parents Certificate must be Issued within 30 days of the submission date. *Issuance of 2 original copies required: 1 copy for the Korean Embassy for visa application, and 1 copy for SKKU
	Optional	
	Color Copy of Visa page	Submission required for visa holders in Korea
	Copy of Alien Registration Card	Submission required for Alien Registration Card Holder
※ All documents must be submitted in A4 size with Application no./Dept./Name written on the right bottom, and arranged in order as above.		

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 **Jul. 17 (Wed), 2019.**

■ Notice

- ① Student list (Application No./Department/Name), name of coordinator, contact information should be submitted in a 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 4. Applying for VISA

■ 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 Sep. 01 (Sun), 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
Change of Visa to D-2 in Korea	Required Documents	<p>①Certificate of Admission ②Passport ③TB test report ④Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean or overseas bank / student or parents' account) ⑤High School Graduation Certificate (Apostille or confirmation from the consul at Korean Embassy is required)</p> <p>–Graduates from schools in China: 'Verification Report of China Secondary Education Qualification Certificate (中国中等教育学历验证报告)' should be submitted instead of graduation certificate (please confirm with the embassy)</p> <p>–Additional documents may be requested depending on the embassy/student</p>
	Who	Students who reside in Korea and need to change visa status to D-2
	How	Visit the immigration office *Reservation through www.hikorea.go.kr is required
Extension of D-4 Visa Before Enrollment	Required Documents	<p>①Certificate of Admission ②Application form ③Passport ④Alien Registration Card ⑤Confirmation of Tuition Payment ⑥Photo(1 Copy) ⑦Document proof of residence ⑧Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean bank / student's account) ⑨High School Graduation Certificate (Apostille or confirmation from the consul at Korean Embassy is required)</p> <p>–Graduates from schools in China: 'Verification Report of China Secondary Education Qualification Certificate (中国中等教育学历验证报告)' should be submitted instead of graduation certificate</p>
	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.
	Who	Students who need to extend D-4 VISA due to interval between the end date of language courses and the date of admission
	Requirement	<p>–one can extend D-4 visa up to three months provided requirements are met</p> <p>Students who satisfy either of requirements below:</p> <p>① those who have completed the course of Sungkyun Language Institute</p> <p>② those who have TOPIK level 3 or above and stayed in Korea more than a year and six months</p>
	Required Documents	<p>①Application Form ②Passport ③Alien Registration Card ④Fee</p> <p>⑤Document proof of admission ⑥Korean language proficiency document</p> <p>⑦Document proof of residence ⑧Photo(1 Copy)</p> <p>⑨Language Institute certificate and transcript</p>
	Notice	<p>–Application should be made within 15 days from the end date of language course, and change to D-2 should be completed by Sep. 01 (Sun), 2019. If not, he/she shall be fined.</p> <p>–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.)</p> <p>– 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.</p>

STEP 5. 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) 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 6. Dormitory Application

- **Application Schedule**: **July (subject to change)**
- Please visit dormitory website for further notice on dormitory registration and information on facilities in July. (<https://dorm.skku.edu/>)

STEP 7. Course Registration

- **<Korean Track> Course Registration**: **Aug. 22 (Thu), 2019 (subject to change)**
 - Please visit OISS website (<http://oiss.skku.edu/>) for more information.
- **<English Track> Course Registration**: **Aug. 22 (Thu), 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 8. 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: 13:30~16:30, Aug. 28 (Wed), 2019 Venue: 33B301, 3 rd basement floor, Business School Bld.
Admission Unit	Humanities, Social Sciences, Natural Sciences, Engineering, Film, Television and Multimedia, Fashion Design, Business Administration, Electronic & Electrical Engineering, Architecture, Sports Science

■ <English Track> General Orientation

Time/Venue	Time: 13:30~15:00, Aug. 20 (Tue), 2019 Venue: Creative Learning Room, 7 th floor, Samsung Library
Admission Unit	Engineering, Software, Electronic & Electrical Engineering

STEP 9. Beginning of Semester

- Semester starts on **September 02 (Mon), 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, Aug. 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

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

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 ✉ oisshs@skku.edu

Students of Natural Sciences Campus

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

Natural Sciences Campus, Office of International Student Services

☎ #03101, Student Center 1st floor, Sungkyunkwan University, 2066 Seobu-ro, Jangan-gu,
Swuon, Gyeonggi-do, Korea

☎ 031-290-5026~8 ✉ oisns@skku.edu

Website & SNS

- Office of International Student Services : <http://ois.skku.edu>
- Facebook : <https://www.facebook.com/skkuoiss>
- YouTube Channel : @Sungkyunkwan SKKU Global
- Kakaotalk Plus: 성균관대학교 외국인유학생지원팀

Appendix 1. Example of Tuition Invoice

2017학년도 1학기 등록금 고지서

■ 납부방법 : 아래 4가지 납부방법(금액) 중 하나를 선택하여, 반드시 총액을 한번에 입금하여야 등록 처리가 됩니다.

납부방법	납부금액	해당학생
(기본)납부		전체 신입생 필수납부 금액
(기본+학생회비/성균지)납부		총학생회 학생회비, 성균지 납부 희망자
(기본+유학생보험료)납부		유학생보험료 납부 희망자
(기본+학생회비/성균지+유학생보험료)납부		학생회비/성균지, 유학생보험료 납부 희망자

국민건강보험 가입자/의료비 해외정부 지원
학생 선택 부분

학교 보험에 가입하는 학생 선택 부분

2017학년도 1학기 등록금 납입통지서(수납은행용)

사회과학계열	납입금액	
과정 학사 수험번호	성명	
입학금	수업료	기타
합계		
납입내역	991,000	3,651,000
합계		4,668,000
관 면 내 역		
국가장학(유형1)		
국가장학(다자녀)		
능력충격자금융자		
그 외 장학	99,100	365,100
합계		464,200

등록기간 : 2017년01월25일(수) ~ 2017년02월03일(금)

등록장소 : **합격자 본인 이름으로 된 가상계좌번호**

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

기본 납부금액

성균관대학교 총무처장

2017학년도 1학기 등록금 납입영수증(학생용)

과정	학사	사회과학계열
수험번호	성명	
입학금	991,000	
수업료	3,651,000	
신체검사비	26,000	
합계		4,668,000
잔액금액		
납입금액		
장학금종류	외국인,교포장학금	최종 기본 납부금액

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

위 금액을 영수합니다.

성균관대학교 총무처장

2017학년도 1학기 유학생보험료 납입통지서(수납은행용)

사회과학계열	납입금액	58,500
과정 학사 수험번호	성명	
유학생보험료		
합계		
납입내역	58,500	
합계		58,500

등록기간 : 2017년01월25일(수) ~ 2017년02월03일(금)

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

유학생 보험료

* 유학생보험료는 교육부 의무 사항으로 2017.6.30.기준으로 유효한 보험(국민건강보험 등 다보험사 상해보험)을 가입한 학생은 납부하지 않아도 됩니다.
납부희망시 반드시 등록금과 합산하여 입금하여야 합니다.

성균관대학교 총무처장

2017학년도 1학기 유학생보험료 납입영수증(학생용)

과정	학사	사회과학계열
수험번호	성명	
유학생보험료	58,500	
합계		58,500

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

위 금액을 영수합니다.

성균관대학교 총무처장

2017학년도 1학기 학생회비/성균지 납입통지서(수납은행용)

사회과학계열	납입금액	11,500
과정 학사 수험번호	성명	
학생회비	성균지	
합계		
납입내역	10,000	1,500
합계		11,500

등록기간 : 2017년01월25일(수) ~ 2017년02월03일(금)

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

학생회비/성균지

* 학생회비/성균지는 회費자만 납부하여도 되는 선택사항입니다.
납부희망시 반드시 등록금과 합산하여 입금하여야 합니다.

성균관대학교 총학생회장

2017학년도 1학기 학생회비/성균지 납입영수증(학생용)

과정	학사	사회과학계열
수험번호	성명	
학생회비	10,000	성균지
합계		1,500
합계		11,500

우리은행 입금(가상계좌) : 265-138456-18-359(예금주:)

위 금액을 영수합니다.

성균관대학교 총학생회장

■ 안내사항

- 1) 우리은행 가상계좌 입금가능시간 : 09:00~16:00
- 2) 입금금액이 고지금액과 다른 경우 입금이 되지 않으며, 송금자는 합격자 본인이 아니어도 됩니다.
- 3) 등록완료 후 안내 SMS가 발송되며, 등록사실확인서는 홈페이지 성균인 가입 후 출력 가능합니다.
- 4) 신입생 신체검사(건강검진)는 필수이며, 일정은 추후 안내

해외 송금 시 필요한 은행 정보

- * 해외에서 등록금 송금 시 은행정보 (우리은행)
- SWIFT CODE : HVBKRSXXXX
 - 은행지점 및 주소 : SKKU Branch, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
 - 유의사항
 - 1) KRW로 송금해야하며, 송금수수료와 입금수수료는 모두 송금인 부담입니다.
 - 2) 송금액이 등록금액과 정확히 일치하지 않으면 가상계좌에 입금 불가하여 반환 처리될 수 있습니다.

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 韩文		사진 (컬러) 彩色照片
	영문 英文 <1>		
생년월일 혹은 외국인등록번호 出生日期或外国人登录号码	<2>		
국적 国籍	<3>	<input type="checkbox"/> 한국계 중국인 韩族 <input type="checkbox"/> 대만 화교 韩僑	
여권번호 护照号码		성별 性别	<input type="checkbox"/> 남(男) <input type="checkbox"/> 여(女)
휴대폰번호 手机号码	<5>		
이메일 E-mail	<6>	1) 2)	
비상연락처 紧急联络处	가족 家人	성명 姓名	본인과의 관계 与本人的关系
	유학원 留学机构	휴대폰번호 手机号码	집전화번호 宅电号码
		유학원명칭 名称	전화번호 电话号码
		담당자성명 负责人姓名	이메일 E-mail
B. 입학정보 入学信息			
학위과정 学位	학사 学士	수험번호 入学申请号码	<9>
입학유형 入学类别	신입학 新生		
전공 合格专业	<input type="checkbox"/> 인문과학계열 <input type="checkbox"/> 융합학 <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 <10>			
<input type="checkbox"/> 본인부담 自費 <input type="checkbox"/> 대한민국 정부조청 韩国政府奖学金 (KGSP) <input type="checkbox"/> 해외정부파견 申請人本国政府奖学金			
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, 予以发行标准入学许可书.			
신청서 제출일 申请书提交日期 201 . . .			
지원자 서명 <11> (자필기재)			
신청서 대리제출자 申请书代理提交人信息	대리인 연락처 代理人联系方式:		합격자와의 관계 合格者的关系:
<12>			

No.	Notice
<1>	Name in passport(including space) 
<2>	Foreign Registration No. or Fill in your birth date YYYY-MM-DD
<3>	Chinese Korean / Korean Chinese / Korean Russian
<4>	Attach Color Photo
<5>	Mobile phone no. in Korea (If not, please fill in the mobile no. in your country)
<6>	E-mail currently in use
<7>	Emergency contact person such as parents and relatives
<8>	Fill in the information of your agency if any
<9>	You can find it from the UWAY(online application) website.
<10>	Financial source for your tuition fee and living expense
<11>	Your signature (You can sign in any language)
<12>	Only applicable when you apply for it by your substitute

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) and receive school's notice through email.

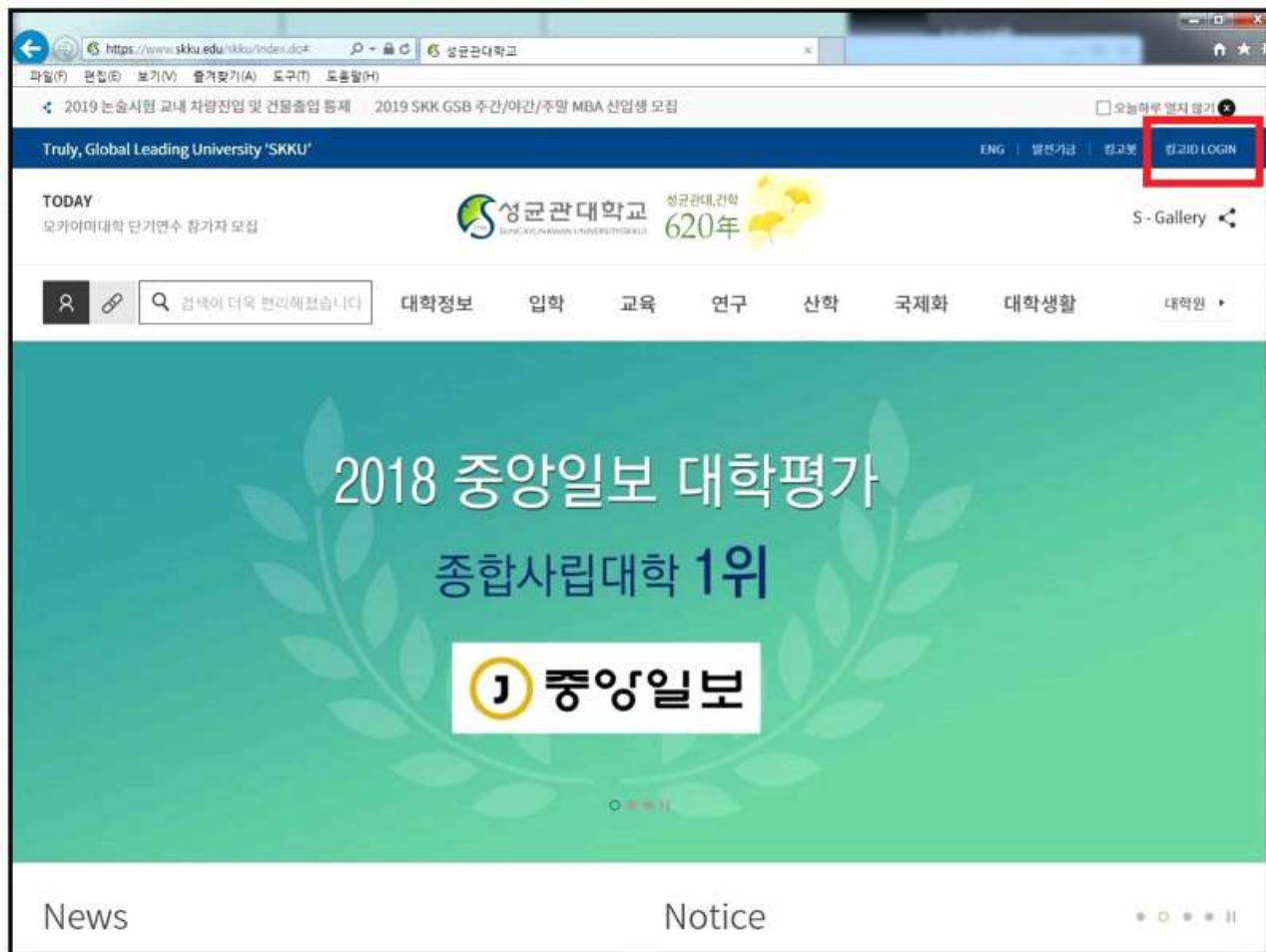
All school notice will be sent to this school email address before beginning of semester.

■ Registration Period : **After enrollment**

■ Contact : IT CALL CENTER

☎ 031-299-6119 ✉ itservice@skku.edu

Register Kingo ID STEP 1



Register Kingo ID STEP 2

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) itservice@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)
itservice@skku.edu

Prev. > Next >