2020 Fall (1st, 2nd Round)

Admitted International Student Guide

(Undergraduate Freshman)

성균관대학교
SUNG KYUN KWAN UNIVERSITY

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ATTACHMENT

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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: Apr. 10 (Fri) – Apr. 30 (Thu), 2020

STEP 2. Enrollment

■ Payment Procedure

Tuition Invoice Print Out	Print out is available from 15:00, Jul. 13 (Mon), 2020 on the international student admission website ■ The amount of scholarship is indicated on the tuition invoice.
Enrollment	Jul. 2020 (To be notified)
Entrance Disclaimer	■ 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 17:00 PM, Aug. 26 (Wed), 2020 ■ 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)

○ Admission of student whose payment is not completed by due will be automatically cancelled

Health Insurance Fee (Mandatory)	■ Registering health insurance is mandatory while studying in Korea. Students should make the payment for health insurance fee with the tuition by due, and will be registered at the insurance company designated by the university. ■ Student who purchases an individual health insurance or registers for the National Health Insurance can request for refund of the paid insurance fee within the refund period informed by the university. Certificate of health insurance should be submitted.
Student Council Fee (Optional)	[Reference 1. Tuition Invoice]
Payment Method	① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer ■ 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 ■ 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 [Appendix 3. 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.

Students should apply for the Certificate of Admission by email and the scanned version of the issued certificate will be sent to the email of the applicant.
※ Visa application is available with the copy of the Certificate of Admission as of March, 2018.

- **Applicant : Admitted students applying for a Student Visa (D-2)**
- **Application Period : Jul. 20 (Mon) – Jul. 29 (Wed), 2020**
  ※ Certificate of Admission will be sent via email by the order of application from Jul. 27 (Mon), 2020.

Application by Email (Visit to the Office for application is not available)

<table>
<tr>
<td>Individual Applicant</td>
<td>
■ E-mail application (visa@skku.edu): Scanned version of the issued certificate will be sent via email from Jul. 27 (Mon) by the order of application
※ Due to the COVID-19 outbreak, visit to the office for application is not available
※ Students will be notified if any changes are made to the application method

■ Instruction
① All application documents should be scanned in color and sent in jpg. or pdf. file
※ File name: Application no__Name of Student_Name of Document
ex) B00000001_John Smith_Application000
② Email submission with all the documents (visa@skku.edu)
※ Email title: [Undergraduate]Application No_Department_Name
ex) [Undergraduate]B00000001_Engineering_John Smith

■ Note
– Certificate is sent by the order of application via email from Jul. 27 (Mon), 2020.
– Certificate will only be issued for students who applied by the instructions.
</td>
</tr>
<tr>
<td>Application Through Institute</td>
<td>
■ E-mail application (visa@skku.edu): Scanned version of the issued certificate will be sent via email from Jul. 27 (Mon)
※ Due to the COVID-19 outbreak, visit to the office for application is not available

■ Instruction
Students who applied at SKKU through Studying Abroad Institute may 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.

■ Note
① Student list (Application No./Department/Name), name of coordinator, contact information should be submitted in a separate file with application documents.
② Email Title : [Application Certificate of Admission] ○○studying abroad institute_00students
③ Attachment Title : B00000001_John Smith_Application
</td>
</tr>
</table>

Application Documents

Required	Certificate of Admission Application Form	Fill in [Attachment 1] Refer to [Appendix 2. How to fill in Certificate of Admission
	Personal Information Usage Agreement	Fill in [Attachment 2]
	Color Copy of Passport (Personal Information page)	Submit scanned file
	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. ※ Notes – Issuance of 2 original copies required: 1 copy for the Korean Embassy for visa application, and 1 copy for SKKU – Family Relationship Certificate is required when submitting parents' Financial Statement (copy of the certificate is acceptable)
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.		

STEP 4. Applying for VISA

■ Applicant : 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 Aug. 30 (Sun), 2020, otherwise the student 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	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) -Graduates from schools in China: 'Vertification 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) -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 www.hikorea.go.kr is required
	Required Documents	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) -Graduates from schools in China: 'Vertification 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
	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 all the 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	①Application Form ②Passport ③Alien Registration Card ④Fee ⑤Document proof of admission ⑥Korean language proficiency document ⑦Document proof of residence ⑧Photo(1 Copy) ⑨Language Institute certificate and transcript
	Notice	-Application should be made within 15 days from the end date of language course, and change to D-2 should be completed by Aug. 30 (Sun), 2020. Otherwise, the student shall be fined. -Students can leave Korea only after receiving D-2 visa.(If a student leave Korea before the change is finalized, the 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 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 [Appendix 3. How to Register Kingo ID]

STEP 6. Dormitory Application

- **Application Schedule**: Jul. 2020 (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. 2020 (subject to change)
  - Please visit OISS website (http://oiss.skku.edu/) for more information.

- **<English Track> Course Registration**: Aug. 2020 (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

- Orientation for Korean Track and English Track will be notified

STEP 9. Beginning of Semester

- Semester starts on August 31 (Mon), 2020 – the first day for you to join SKKU family!

2. Important Notice

- Admission of students who fail to register during Enrollment Deposit and Tuition Fee payment period will automatically be canceled.

- When offered admission to more than one university including SKKU in the same semester, student should should enroll at only one university (Enrollment Deposit Payment included). When enrolled at another university the student is required to cancel enrollment at the institution prior to the enrollment process at SKKU.

- The acceptance and the admission of students who violated any rules regarding the enrollment and the application (e.g. student who failed to graduate from high school) will be canceled at any time.

- 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 any other ways will be canceled at any time.

- Students who have been accepted to SKKU as student expected to graduate must submit the graduation certificate and transcript from the last semester until 11:00, Aug. 28 (Fri), 2020 (with additional Embassy Legalization or Apostille).
  - ○ If the student fails to graduate and receive his/her diploma by due, the admission and enrollment to SKKU will be canceled.
  - ○ Major/application number/Applicant's name must be indicated at the bottom right of documents.

- Students asked to submit additional documents must submit by due to the OISS.

- The student must notify OISS of any change in e-mail address or phone number by submitting [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

Certificate of Admission, Visa, Orientation

■ Students of Humanities and Social Sciences Campus: Humanities / Social Sciences / Business Administration, Film, TV and Multimedia, Fashion Design

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, 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 ✉ oissns@skku.edu

SKKU OISS Webiste & SNS

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

Appendix 1. Example of Tuition Invoice

2020학년도 1학기 등록금 고지서

■ 납부방법 : 아래 2가지 납부방법(금액) 중 하나를 선택하여, 반드시 총액을 한번에 입금하셔야 등록 처리가 됩니다.

납부방법	납부금액	해당학생	비고
(기본)납부	4,819,000	전체 신입생 필수납부 금액	※ 학생회비는 선택 납부사항이며, 납부희망 시 반드시 좌측에 안내된 합산금액(기본+선택 납부금)으로 납부하시기 바랍니다.
(기본+학생회비)납부	4,829,000	총학생회 학생회비 납부 희망자	

필수수납

2020학년도 1학기 등록금 납입통지서(수납은행용)

사회과학계열 | 납입금액 | 4,819,000

과정	학사	수험번호			성명	
		입학금	수업료	기타		합계
납입내역		514,000	4,225,000	80,000		4,819,000
감면내역	국가장학(유형1)					
	국가장학(다자녀)					
	농어촌학자금융자					
	그 외 장학					

등록기간 : 2020년02월

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

2020학년도 1학기 등록금 납입영수증(학생용)

과정	학사	사회과학계열	
수험번호		성명	
입학금	514,000		
수업료	4,225,000	유학생보험료	54,000
신체검사비	26,000		
합계			4,819,000
감면금액		납입금액	4,819,000
장학금종류	장학생으로 선발된 학생은 장학금액 확인		

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

위 금액을 영수합니다.

성균관대학교 총무처장

선택수납

2020학년도 1학기 학생회비 납입통지서(수납은행용)

사회과학계열 | 납입금액 | 10,000

과정	학사	수험번호		성명	
		학생회비			합계
납입내역		10,000			10,000

등록기간: 2020년02월

등록장소: 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

※ 학생회비는 희망자만 납부하여도 되는 선택사항입니다.
납부희망시 반드시 등록금과 합산하여 입금하여야 합니다.

성균관대학교 총학생회장

2020학년도 1학기 학생회비 납입영수증(학생용)

과정	학사	사회과학계열	
수험번호		성명	
학생회비	10,000		
합계			10,000

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

위 금액을 영수합니다.

성균관대학교 총학생회장

■ 안내사항

1) 우리은행 가상계좌 입금가능시간 : 09:00~17:00
2) 입금금액이 고지금액과 다른 경우 입금이 되지 않으며, 송금자는 합격자 본인이 아니어도 됩니다.
3) 등록완료 후 안내 SMS가 발송되며, 등록사실확인서는 증명발급 홈페이지(http://icert.skku.edu)에서 성균인 가입 후 출력 가능합니다.

※ 해외에서 등록금 송금 시 은행정보 (우리은행)
- SWIFT CODE : HVBKKRSEXXX
- 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.

成均館大學校

成均館大學校

Appendix 2. 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				
성 명 姓 名	한글 韩文			사 진 (컬러) 彩色照片 <4>
	영문 英文 <1>			
생년월일 혹은 외국인등록번호 出生日期或外国人登录号码	<2>			
국 적 国籍		<3> ☐ 한국계 중국인 朝鲜族 ☐ 대만 화교 臺灣華僑		
여권번호 护照号码		성 별 性别	☐ 남(男) ☐ 여(女)	
휴대폰번호 手机号码 <5>				
이메일 E-mail <6>	1)	2)		
비상연락처 紧急联络处	가족 家人 <7>	성 명 姓 名	본인과의 관계 与本人的关系	
		휴대폰 번호 手机号码	집 전화 번호 电话号码	
	유학원 留学机构 <8>	유학원 명칭 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 入学申请号码 <9>	
입학유형 入学类别	신입학 新生		
전 공 合格专业	☐ 인문과학계열 ☐ 사회과학계열 ☐ 경영학 ☐ 글로벌경제학 ☐ 글로벌경영학	☐ 영상학 ☐ 의상학 ☐ 연기예술학 ☐ 자연과학계열 ☐ 전자전기·컴퓨터공학계열	☐ 소프트웨어학 ☐ 공학계열 ☐ 건축학(5년) ☐ 글로벌바이오메디컬엔지니어링 ☐ 스포츠과학

C. 학비조달 계획 经费来源 <10>

☐ 본인부담 自费
☐ 대한민국 정부초청 韩国政府奖学金 (KGSP)
☐ 해외정부파견 申请人本国政府奖学金

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， 请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 <12>	대리인 연락처 代理人联系方式 :	합격자와의 관계 与合格者的关系 :

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

Appendix 3 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 the Kingo email address once registered.

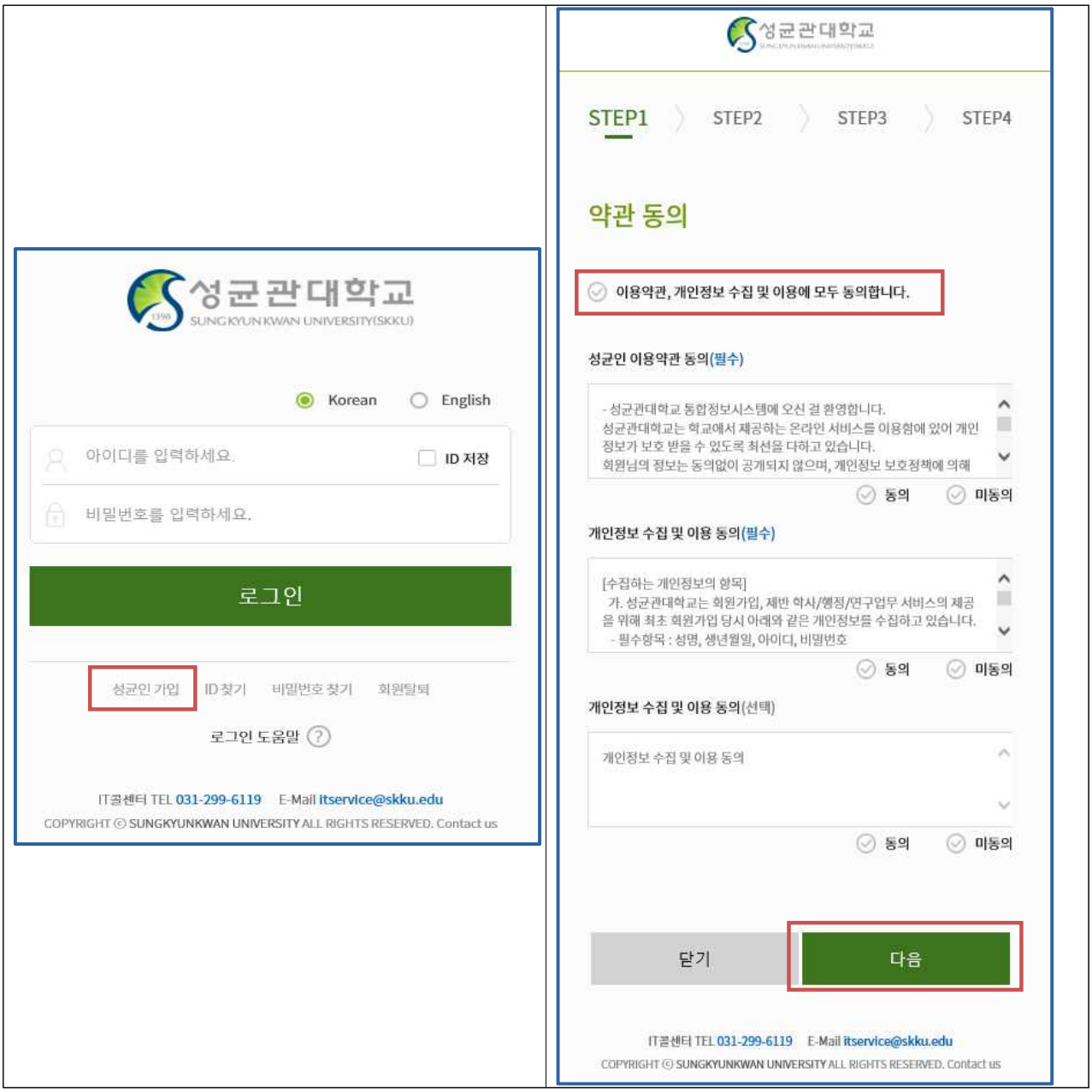
- Registration Period : After enrollment

- Contact : IT CALL CENTER
  ☎ 031-299-6119 ✉ itservice@skku.edu

Kingo Registration STEP 1



Kingo Registration STEP 2



Kingo Registration STEP 3

