

2022 Spring(1st, 2nd Round) Admitted International Student Guide (Undergraduate Freshman)

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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).

○ (Spring 1st Round) Print-out period: Oct 29 (Fri), 2021 ~ Feb. 11 (Fri), 2022

STEP 2. Enrollment

■ Payment Procedure

Invoice Print Out	Dec 28 (Tue) 2021 <ul style="list-style-type: none"> International student admissions website > Admissions result announcement The amount of scholarship is indicated on the tuition invoice
Enrollment(Tuition)	Jan 10 (Mon) ~ Jan 14 (Fri) 2022 <ul style="list-style-type: none"> Admission will automatically be cancelled if payment is not completed by due
Entrance Disclaimer	<ul style="list-style-type: none"> If student decides to withdraw registration after the tuition payment, student should fill out [Attachment 1. Entrance Disclaimer] and send the scanned file to undergrad@skku.edu by 17:00 PM, Feb 11 (Fri), 2022 The email should be sent with the title [Entrance Disclaimer and Request of Refund] If student decides to withdraw registration after the semester starts, 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	<ul style="list-style-type: none"> All international students will be registered to the mandatory Korean National Health Insurance Services (NHIS) by the national regulation starting from March 2021. Insurance fee <u>will not be included in the SKKU tuition invoice</u> and payment is not made to SKKU.
Student Council Fee (Optional)	[Appendix 1. Example of Tuition Invoice]
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	Please sign-up on SKKU Website(www.skku.edu) > <ol style="list-style-type: none"> SKKU Website(www.skku.edu) > Campus Life / IT Services / Certificate Issuing Services > login > Certificate Issuance > Enrollment Receipt SKKU Certificate Issuing Services Website(icert.skku.edu) > login > Certificate Issuance > Enrollment Receipt <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 [Appendix 2. 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 on SKKU system, GLS, and the scanned version of the issued certificate can be downloaded on GLS.

※ 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: Jan. 10(Mon) - Jan. 21(Fri), 2022

Application: SKKU GLS System (application via email is not accepted)

Application Process	<ul style="list-style-type: none"> GLS System Application: Scanned version of the issued certificate can be downloaded on GLS, from Jan. 10 (Mon), 2022 by the order of application <ul style="list-style-type: none"> Due to the COVID-19 outbreak, visit to the office for application is not available Instruction <ol style="list-style-type: none"> Login to SKKU system with Kingo ID > Apply on GLS system <ul style="list-style-type: none"> All application documents should be scanned in color and sent in pdf. file File name: Student ID no_Name of Student_Name of Document ex) 2022000000_John_Smith_Application000 Upload application documents on GLS system > Application/Graduation > CoA Issuance Apply Online submission of consent form Note <ul style="list-style-type: none"> Issued certificate can be downloaded by the order of application on GLS from Jan. 10 (Mon), 2022 Certificate of Admission is not available after the semester begins. Certificate will only be issued for students who applied by the instructions and completed tuition payment.
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Application Documents

Required	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 <ul style="list-style-type: none"> 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	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 Feb. 20 (Sun), 2022, 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
Change of Visa to D-2 in Korea	Required Documents	① Certificate of Admission ② Passport ③ TB test report ④ Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean or overseas bank / student or parents' account) ⑤ High School Graduation Certificate (Apostille or confirmation from the consul at Korean Embassy is required) - 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 (For details, please confirm with the embassy) - Additional documents may be requested depending on the embassy/student
	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) or stayed in Korea more than a year and six months
	Required Documents	① Application Form ② Passport ③ Alien Registration Card ④ Fee ⑤ Document proof of admission ⑥ Korean language proficiency document ⑦ Document proof of residence ⑧ Photo(1 Copy) ⑨ Language 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 Feb. 20 (Sun), 2022. 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 2. How to Register Kingo ID]

STEP 6. Dormitory Application

■ Application Schedule: to be notified

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

STEP 7. Course Registration

■ <Korean Track> Course Registration: to be notified

- Please visit OISS website (<http://oiss.skku.edu/>) for more information.

■ <English Track> Course Registration: to be notified

- 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 Feb 21 (Mon), 2022 - 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 enroll at only one university](#). 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 [12:00, February 25 \(Fri\), 2022](#) (with Apostille or Embassy Legalization).
 - If the student fails to graduate and receive his/her diploma by due, the admission and enrollment to SKKU will be canceled.(Any related matters must be notified in advance)
 - 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 2. 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 / Theatre / Global Business Administration / Global Economics / School of Convergence](#)

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
 ☎ 02-760-0025~7 ✉ oisshs@skku.edu

- [Students of Natural Sciences Campus: Engineering / Natural Sciences / Electronic and Electrical Engineering / Software / Sport Science / Architecture / Global Biomedical Engineering](#)

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 : [@성균관대학교SKKU](#)
- Kakaotalk Plus: [성균관대학교 외국인유학생지원팀](#)

Appendix 1. Example of Tuition Invoice

2021학년도 1학기 등록금 고지서

■ 납부방법 : 아래 납부방법 (금액) 중 하나를 선택하며, 반드시 총액을 입금하셔야 등록 처리가 됩니다.

납부방법	납부금액	해당학생	비고
(가) (기본) (기본)	8,811,800	신입생	신입생
(가) (기본) (신입생)	8,857,800	신입생	신입생
(가) (기본) (재학생)	8,821,800	재학생	재학생
(가) (기본) (재학생)	8,847,800	재학생	재학생

※ 신제검사비/학생회비는 선택 납부사항이며, 납부회당 시 반드시 좌측에 안내된 학생금액 (기본+선택납부금)으로 납부하시기 바랍니다.

필수수납

2021학년도 1학기 등록금 고지서(은행용)

과목	학사	수납번호	입금금액	성명
입학금			391,900	
수업료			355,000	
기타			4,436,000	
합계			4,391,000	

입금내역

과목	학사	수납번호	입금금액	성명
입학금			355,000	
수업료			4,436,000	
합계			4,391,000	

입금내역

과목	학사	수납번호	입금금액	성명
입학금			355,000	
수업료			4,436,000	
합계			4,391,000	

등록기간 : 2021년 02월 09일 (수) ~ 2021년 02월 18일 (목)

등록장소 : 등록전용계좌 (우리은행-가상계좌)

우리은행 입금 (가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

2021학년도 1학기 등록금 고지서(학생용)

과목	학사	수납번호	입금금액	성명
입학금			355,000	
수업료			4,436,000	
합계			4,391,000	

등록기간 : 2021년 02월 09일 (수) ~ 2021년 02월 18일 (목)

등록장소 : 등록전용계좌 (우리은행-가상계좌)

우리은행 입금 (가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

선택수납

2021학년도 1학기 선택수납금 고지서(은행용)

과목	학사	수납번호	입금금액	성명
입학금			36,000	
수업료			26,000	
기타			10,000	
합계			36,000	

입금내역

과목	학사	수납번호	입금금액	성명
입학금			36,000	
수업료			26,000	
기타			10,000	
합계			36,000	

등록기간 : 2021년 02월 09일 (수) ~ 2021년 02월 18일 (목)

등록장소 : 등록전용계좌 (우리은행-가상계좌)

우리은행 입금 (가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

2021학년도 1학기 선택수납금 고지서(학생용)

과목	학사	수납번호	입금금액	성명
입학금			36,000	
수업료			26,000	
기타			10,000	
합계			36,000	

등록기간 : 2021년 02월 09일 (수) ~ 2021년 02월 18일 (목)

등록장소 : 등록전용계좌 (우리은행-가상계좌)

우리은행 입금 (가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

■ 안내사항

- 1) 우리은행 가상계좌 입금가능시간 : 09:00~17:00
- 2) 입금금액이 고지금액과 다른 경우 입금이 되지 않으며, 송금자는 할증처 분이 아니므로 됩니다.
- 3) 등록기간 후 안내 SMS가 발송되며, 등록사실확인서는 증명발급 홈페이지 (http://icert.skku.edu)에서 성균관 가입 후 출력 가능합니다.

※ 해외에서 등록금 송금 시 은행정보 (우리은행)
- SWIFT CODE : HMBK33XXX
- 은행지점 및 주소 : SKKU Branch, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
- 유의사항
1) KRW로 송금해야하며, 송금수료와 입금수료는 모두 송금인 무렵입니다.
2) 송금액이 등록금액과 정확히 일치하지 않으면 가상계좌에 입금 불가능하여 환불 처리될 수 있습니다.

成均館大學校

Appendix 2. 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

Global Leading University 'SKKU'

ENG | [발령지급](#) | [한국어](#) | [한국어 LOGIN](#)

TODAY

학사과정 복수전공 1차 신청

[성균관대학교](#)

S-Gallery

검색이 더욱 편리해졌습니다

대학정보 입학 교육 연구 산학 국제화 대학생활 대학원

코로나19 방역에 따른 안내사항

우리대학은 1학기 온오프 병행 수업 진행에 따라 철저한 방역대응을 시행하여 안전한 학습 환경에 힘쓰고 있습니다. 구성원 모두 구성원행동수칙을 준수하여 안전한 캠퍼스 운영에 협조하여 주시기 바랍니다.

교내 구성원 행동수칙

- 실내외 구분없이 항상 마스크 착용 (교과 입출 모두 가릴 것)
- 교내 건물 출입시 인면면식기 부착 및 QR코드(입출) 어플을 이용한 전자출입명부 시행
- 실내에서 대화 및 통화 자제, 특히 식사시 대화 금지
- 발열 등 의심 증상이 있는 경우 등교금지
- 확진자 접촉 및 방역당국으로 검사 연락을 받았을 경우 등교금지 및 교내건장센터 신고
- 수시로 손씻기 및 소독 생활화

홈페이지 바로가기

Kingo Registration STEP 2



성균관대학교
SUNGKYUNKWAN UNIVERSITY(SKKU)

Korean English

아이디를 입력하세요. ID 저장

비밀번호를 입력하세요.

로그인

성균인 가입 ID 찾기 비밀번호 찾기 회원탈퇴

로그인 도움말 ?

IT공센터 TEL 031-299-6119 E-Mail itservice@skku.edu
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성균관대학교
SUNGKYUNKWAN UNIVERSITY(SKKU)

STEP1 STEP2 STEP3 STEP4

약관 동의

☒ 이용약관, 개인정보 수집 및 이용에 모두 동의합니다.

성균인 이용약관 동의(필수)

~ 성균관대학교 통합정보시스템에 오신 걸 환영합니다.
성균관대학교는 학교에서 제공하는 온라인 서비스를 이용함에 있어 개인 정보가 보호 받을 수 있도록 최선을 다하고 있습니다.
회원님의 정보는 동의없이 공개되지 않으며, 개인정보 보호정책에 의해

☒ 동의 ☐ 미동의

개인정보 수집 및 이용 동의(필수)

[수집하는 개인정보의 항목]
가. 성균관대학교는 회원가입, 재반 학사/행정/연구업무 서비스의 제공을 위해 최초 회원가입 당시 아래와 같은 개인정보를 수집하고 있습니다.
~ 필수항목 : 성명, 생년월일, 아이디, 비밀번호

☒ 동의 ☐ 미동의

개인정보 수집 및 이용 동의(선택)

개인정보 수집 및 이용 동의

☒ 동의 ☐ 미동의

닫기 다음

IT공센터 TEL 031-299-6119 E-Mail itservice@skku.edu
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Kingo Registration STEP 3

STEP1 STEP2 STEP3 STEP4

본인 확인

회원 구분

☒ 학생/졸업생

☐ 교직원

☐ 객체참여연구원

회원구분 (국적)

☐ 내국인

☒ 외국인

개인 식별

☐ 이름

☐ 이메일 주소

☒ 수험번호

이름, 이메일주소, 수험번호 중 1가지 선택하여 아래 작성

이름

성

이메일 주소

수험번호

생년월일

YYMMDD 형식으로 입력해주세요.

본인 인증 방법

☐ 학교에 등록된 휴대전화로 인증

☐ 학교에 등록된 이메일로 인증

☒ 본인명의 휴대전화로 인증

1가지 선택하여 본인 인증

STEP1 STEP2 STEP3 STEP4

Enter Information

아이디/비밀번호 생성

Name

ID

Double-check ID

Password

combination of lowercase characters, numbers and special characters

Confirm Password

External Email

Mobile phone number

Numbers Only.

Appendix 3. Application for Certificate of Admission

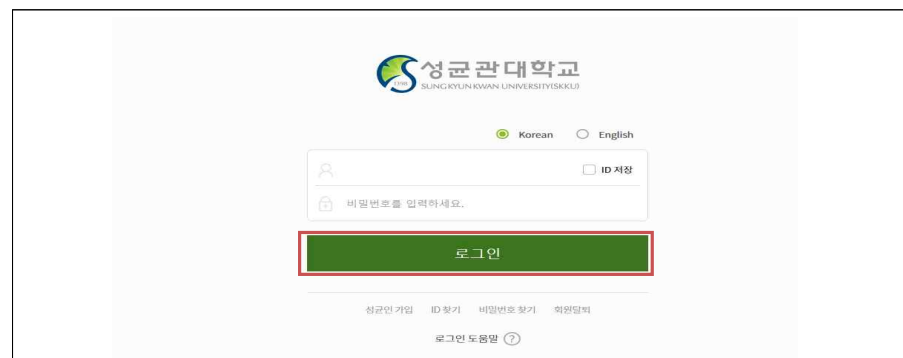
Student should apply for the Certificate of Admission on the SKKU system, GLS.

- **Application Process:** Application on SKKU system GLS
- **Certificate Receipt:** Issued certificate will be sent to applicant's email
- **Application Period:** Jan. 10 (Mon) - Jan. 21 (Fri)
 - It takes 1~2 days for certificate issuance.
 - Application will be rejected unless all required documents are submitted. Student should re-apply with all the documents.
- **Inquiry :** Office of International Student Services 02-760-0025~7 / ✉ oiss@skku.edu

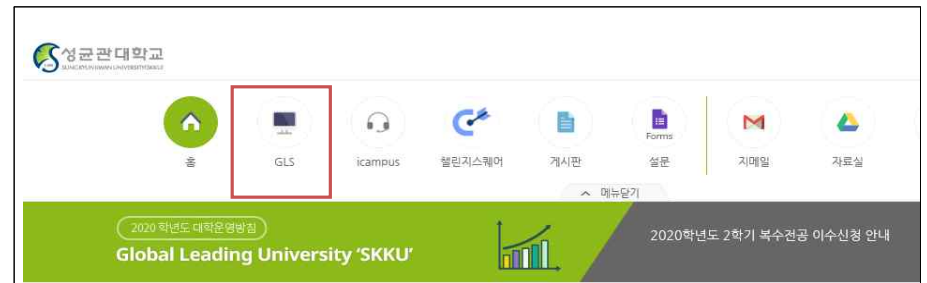
STEP 1



STEP 2



STEP 3



STEP 4

: Application/Graduation > CoA Issuance Apply



STEP 5

: Type in information, submit documents, confirm consent form >
Click 'Temporary Save' > Click 'Submission of Application'

