

2022 Spring(1st, 2nd 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).

- (Spring 1st Round) Print-out period: Oct 29 (Fri), 2021 ~ Feb. 11 (Fri), 2022
- (Spring 2nd Round) Print-out period: Jan 07 (Fri), 2022 ~ Feb. 11 (Fri), 2022

STEP 2. Enrollment

■ Payment Procedure

Invoice Print Out	Spring 1 st Round: Dec 28 (Tue) 2021	Spring 2 nd Round: 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	<p>① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer</p> <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	<p>Please sign-up on SKKU Website(www.skku.edu) ></p> <p>1) SKKU Website(www.skku.edu) > Campus Life / IT Services / Certificate Issuing Services > login > Certificate Issuance > Enrollment Receipt</p> <p>2) SKKU Certificate Issuing Services Website(icert.skku.edu) > login > Certificate Issuance > Enrollment Receipt</p> <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	<p>Balance: more than 20,000 USD</p> <p>Issuance: by Korean or overseas bank</p> <p>Account holder: student or parents</p> <p>Certificate must be Issued within 30 days of the submission date.</p> <p>※ Notes</p> <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
	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
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	① Certificate of Admission ② Application form ③ Passport ④ Alien Registration Card ⑤ Confirmation of Tuition Payment ⑥ Photo(1 Copy) ⑦ Document proof of residence ⑧ Certificate of Financial Statement (Balance of more than 20,000 USD issued by Korean bank / student's account) ⑨ 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)
	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 on the dormitory website [Information]-[Notice], mid of Jan(01.17~)
- 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](#)

Kingo Registration STEP 2

Kingo Registration STEP 3

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

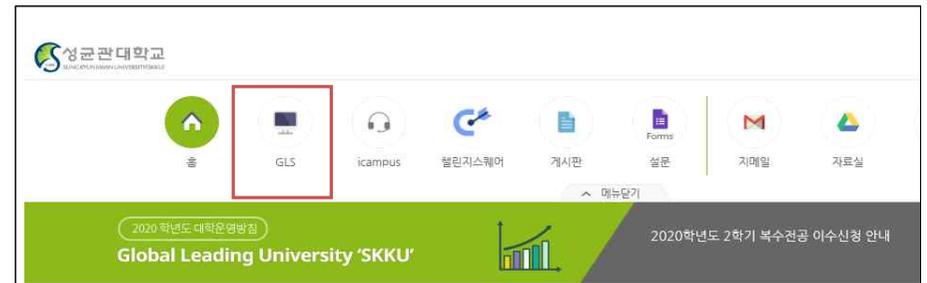
STEP 1



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'

