

2022 Fall (1st Round)

Admitted International Student Guide

(Undergraduate Freshman)

1 Process for Enrollment

STEP 1. Issuance of Acceptance Certificate	1
STEP 2. Enrollment	1
STEP 3. Applying for Certificate of Admission	2
STEP 4. Applying for VISA	3
STEP 5. KINGO ID (SKKU Website) Registration	4
STEP 6. Dormitory Application	4
STEP 7. Course Registration	4
STEP 8. International Student Orientation	4
STEP 9. Beginning of Semester	4

2 Important Notices 5

3 Contact Information 6

Appendix

- Appendix 1. Example of Tuition Invoice
- Appendix 2. How to Register Kingo ID
- Appendix 3. Application for Certificate of Admission

ATTACHMENT

- Attachment 1. Entrance Disclaimer
- Attachment 2. Application for Updating Contact Information

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: April 22 (Fri) – June 10 (Fri), 2022

STEP 2. Enrollment

■ Payment Procedure

Invoice Print Out	<p>[Fall 1st Round] print out available from May 16 (Mon), 2022</p> <ul style="list-style-type: none"> ■ International student admissions website > Admissions result announcement
Enrollment	<p>[Fall 1st Round] June 2 (Thu) – June 10 (Fri), 2022</p> <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 fore@skku.edu by 17:00 PM, August 12 (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 will not be included in the SKKU tuition invoice and payment is not made to SKKU. Personal insurance such as traveler's insurance is recommended before alien registration.
Student Council Fee (Optional)	<ul style="list-style-type: none"> ■ Please refer to [Appendix 1. 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>SKKU Website(www.skku.edu) > login> GLS > Academics/Student section > Tuition</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 can download the scanned version of the issued certificate.

※ 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
 - Fall 1st Round: June 2 (Thu) – June 17 (Fri), 2022

Application: [SKKU GLS System \(application via email is not accepted\)](#)

Application Process	<ul style="list-style-type: none"> ■ GLS System Application: Students can download the scanned version of the issued certificate from the following dates by the order of application <ul style="list-style-type: none"> – Fall 1st Round: from June 2 (Thu), 2022 ※ Due to the COVID-19 outbreak, visit to the office for application is not available ■ Instruction <ol style="list-style-type: none"> ① 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) 2021000000_John Smith_Application000 ② Upload application documents on GLS system > Application/Graduation > CoA Issuance Apply ③ Online submission of consent form ■ Note <ul style="list-style-type: none"> – Issued certificate will be processed by the order of application. – If you don't follow the above method, it won't be accepted. – 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.
----------------------------	--

Application Documents

Required	Color Copy of Passport (Personal Information page)	Submit scanned file
	Certificate of Financial Statement	<p>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.</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
	Certificate of Immunization for COVID-19 (Vaccination Series 2, 3)	Submission required for students who has been vaccinated against COVID-19 (to be notified)
<p>※ All documents must be submitted in A4 size with Application no./Dept./Name written on the right bottom, and arranged in order as above.</p>		

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. 28 (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 (please confirm with the embassy) – <u>Additional documents may be requested depending on the embassy/student</u>
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
	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) <i>or</i> 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 Aug. 28 (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 after registering, so please check the email 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**: 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**: 10:00 ~ 22:59 August 22 (Mon), 2022
 - Please visit OISS website (<http://oiss.skku.edu/>) for more information.
- **<English Track> Course Registration**: 10:00 ~ 22:59 August 22 (Mon), 2022
 - 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 29 (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 (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 12:00, September 2 (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. (Related any matters must be notified in advance.)
 - Major/application number/Applicant's name must be indicated at the bottom right of documents.
- Students who were asked to submit additional documents must submit the document by the designated date.
- The student must notify OISS of any change in email address or phone number by submitting "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 / Acting for Theatre·Film·TV / School of Convergence (Global 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

☎ 02-760-0024~6 ✉ oisshs@skku.edu

- Students of Natural Sciences Campus: Engineering / Natural Sciences / Electronic and Electrical Engineering / Sport Science / Software / Architecture / Global Biomedical Engineering

Natural Sciences Campus, Office of International Student Services

📍 #03101, Student Center 1st floor, Sungkyunkwan University, 2066 Seobu-ro, Jangan-gu, Suwon, 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 선택하여, 반드시 총액을 한번에 입금하셔야 등록 처리가 됩니다.

납부방법	납부금액	해당학생	비고
(기본)납부	8,911,900	전체 신입생 필수납부 금액	
(기본+신체검사비)납부	8,957,000	전체 신입생 신체검사비 납부 희망자	※ 신체검사비/학생회비는 선택 납부사항이며, 납부희망시 반드시 좌측에 안내된 합산금액(기본+선택납부금)으로 납부하시기 바랍니다.
(기본+학생회비)납부	8,921,000	전체 신입생 학생회비 납부 희망자	
(기본+신체검사비+학생회비)납부	8,947,000	신체검사비/학생회비 납부 희망자	

필수수납

2021학년도 1학기 등록금 고지서(은행용)

경영학			납입금액		3,911,900	
과정	학사	수험번호			성명	
			입학금	수업료	기타	합계
납입내역			355,000	4,436,000		4,391,000
영 수 내 역	국가등록(유일1)					
	국가등록(다자녀)					
	■여학생장학금(국가)					
	그 외 장학	35,500	443,600			479,100

등록기간 : 2021년 02월 03일(수) ~ 2021년 02월 18일(목)

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

2021학년도 1학기 등록금 고지서(학생용)

과정	학사	수험번호	성명	납입금액	3,911,900
			입학금	355,000	
			수업료	4,436,000	
			합계		4,391,000
			감면금액	479,100	
			장학금종류	외국인,교포장학금	
			장학금액 확인		

등록기간 : 2021년 02월 03일(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)

경영학	과정	학사	수험번호	성명	납입금액	36,000
			신체검사비	26,000		
			학생회비	10,000		
			합계			36,000

※ 위 선택수납금은 선택 납부사항이며, 납부희망 시 고지서 상단의 납부방법을 참고하셔서 등록금액에 합산하여 한번에 납부하셔야 합니다.

성균관대학교 총무처장

2021학년도 1학기 선택수납금 고지서(학생용)

과정	학사	수험번호	성명	납입금액	36,000
			신체검사비	26,000	
			학생회비	10,000	
			합계		36,000

※ 위 선택수납금은 선택 납부사항이며, 납부희망 시 고지서 상단의 납부방법을 참고하셔서 등록금액에 합산하여 한번에 납부하셔야 합니다.

성균관대학교 총무처장

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 : HMBKRS33XXX
- 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 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

The screenshot shows the SKKU website with a blue header. In the top right corner, there is a red box highlighting the 'KINGO ID LOGIN' link. Below the header, there is a navigation bar with links for '대학정보' (University Information), '입학' (Admission), '교육' (Education), '연구' (Research), '산학' (Industry-Academia), '국제화' (Internationalization), and '대학생활' (University Life). The main content area features a section titled '코로나19 방역에 따른 안내사항' (Guidelines for COVID-19 Prevention). This section includes a photo of a classroom with a '착석금지' (No Seating) sign and a list of guidelines. The guidelines are as follows:

- 실내외 구분없이 항상 마스크 착용 (교와 일을 모두 가릴 것)
- 교내 건물 출입시 안전인식카메라 및 QR코드(킹고M 어플)를 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 교내건강센터 신고
- 수시로 손씻기 및 소독 생활화

Below the list, there is a button labeled '홈페이지 바로가기' (Go to Homepage).

Kingo Registration STEP 2


성균관대학교
SUNGKYUNKWAN UNIVERSITY(SKKU)

☒ Korean
 ☐ English

☐ ID 저장

로그인

성균인 가입


ID 찾기

비밀번호 찾기

회원탈퇴

로그인 도움말 (?)

IT공센터 TEL 031-299-6119 E-Mail itservice@skku.edu
 COPYRIGHT © SUNGKYUNKWAN UNIVERSITY ALL RIGHTS RESERVED. Contact us



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 제공
 을 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
 COPYRIGHT © SUNGKYUNKWAN UNIVERSITY ALL RIGHTS RESERVED. Contact us

Kingo Registration STEP 3

STEP1 > **STEP2** > STEP3 > STEP4

본인 확인

회원 구분

☒ 학생/졸업생
 ☐ 교직원
 ☐ 과제참여연구원

회원구분 (국적)

☐ 내국인
 ☒ 외국인

개인 식별

☐ 이름
 ☐ 이메일 주소
 ☒ 수험번호

이름

성

이메일 주소

수험번호

생년월일

YYMMDD 형식으로 입력해주세요.

본인 인증 방법

☐ 학교에 등록된 휴대전화로 인증
 ☐ 학교에 등록된 이메일로 인증
 ☒ 본인명의 휴대전화로 인증

이름, 이메일주소, 수험번호 중 1가지 선택하여 아래 작성

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 chara

Confirm Password

External Email

Mobile phone number

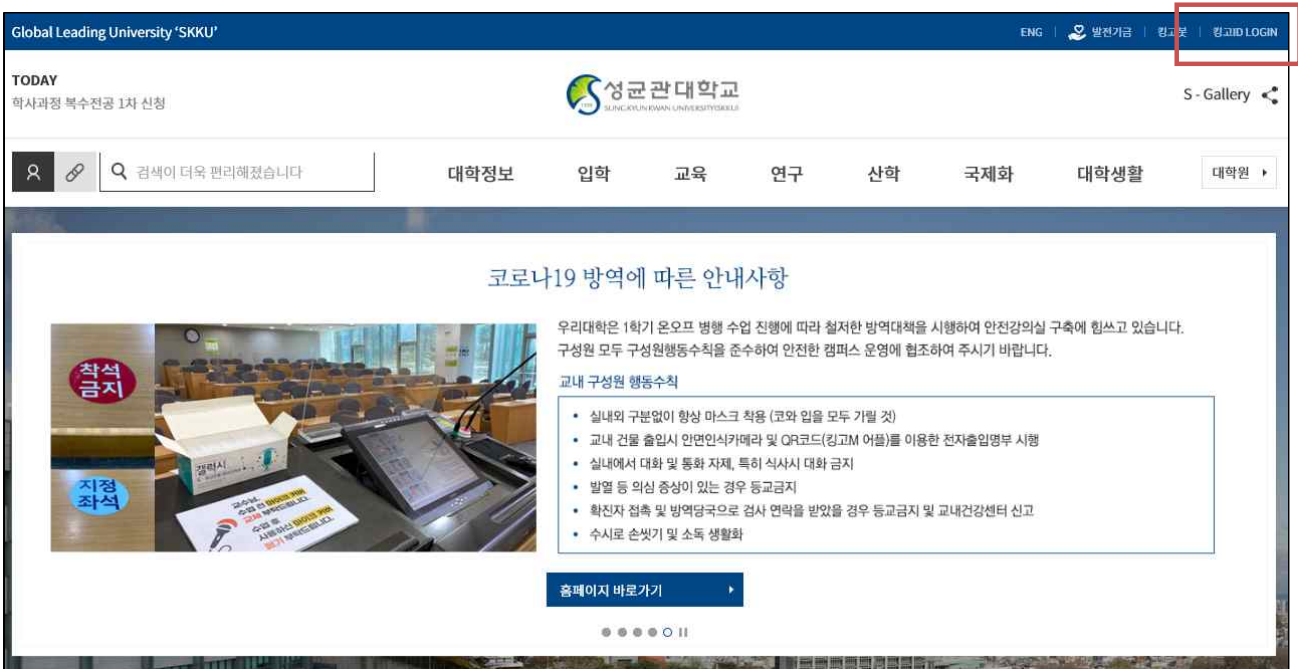
Numbers Only.

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:** Download on SKKU system GLS
- **Application Period:** (Fall 1st Rnd) Jun. 2 (Thu) – Jun. 17 (Fri)
 - It takes 7 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 02-760-0025~6 / ✉ oisshs@skku.edu

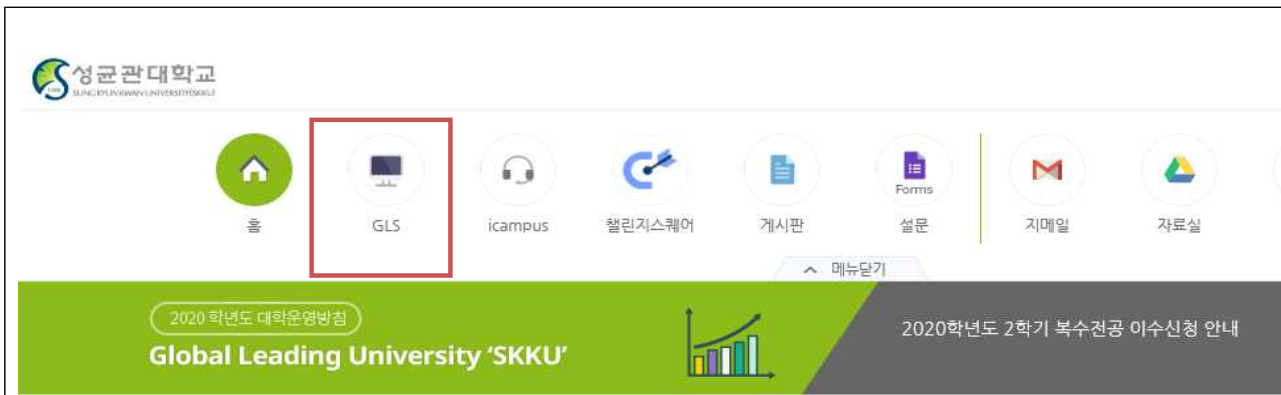
STEP 1



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'

The screenshot shows the "CoA Issuance Apply" form. The form is divided into several sections: Detailed Admission Information, Application Form, Attached File, and Application Status. The "Detailed Admission Information" section includes fields for Candidate No., Name in Korean, Name in English, Type of Admission, and Unit of Admission. The "Application Form" section includes fields for Alien Registration No., Nationality, Korean-Chinese checkbox, Passport No., Cellular Phone, E-mail(1), Emergency Contact No., Agency Contact No., and E-mail(2). The "Attached File" section includes a table with columns for File Name, File Size, and Search File/Delete buttons. The "Application Status" section shows the current status as "Processing steps: Application Ongoing" and a "Submission of application" button.