SKKU

Fall 2022 (1st Round)

General Graduate School International Students Admitted Student Guide



성균관대학교
SUNGKYUNKWAN UNIVERSITY

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1 Submission of Original Documents

- All original documents (hard copies) of the scanned files that were submitted online should be submitted via postal or in person
  ※ Admission may be canceled if documents are not submitted

- Address for Submission

Address :	(03063) 서울시 종로구 성균관로 25-2 성균관대학교 600주년기념관 2층 10215A 대학원팀 (03063) Office of Graduate School Affairs, #10215A, 2nd Floor, 600th Anniversary Hall, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
Recipient :	대학원팀 외국인특별전형 담당자 Graduate International Student Admissions
※ Please address to the recipient above.	
Contact :	Office of Graduate School Affairs, SKKU ☎ +82-2-740-1729 ✉ intlgrad@skku.edu ※ Admission inquiry is not available on weekends and holidays.

- Required Documents

Document	Details	Online Upload	Submit Original
④ Documents Concerning Nationality (Applicant, Parents) Documents different by eligibility type 1, 2	**1. Applicant with foreign citizenship whose parents also hold foreign citizenships** - Submit both (1) & (2) below		
	(1) Scanned files of the applicant's passport and parents' local ID cards (or passport)	④-1	×
	(2) Family relationship certificate ※ notarization within 6 months required ※ Official documents issued by the government and notarized within 6 months (embassy legalization not required) ※ If submission of one of the parent's documents is not possible due to divorce/death, a certificate issued by the government proving such reason should be submitted ※ Chinese nationality (submit ①+②): ①Family Relation Certificate, ②Family Registry Certificate (Hokoubu) (notarization required for all)	④-2	○
	2. Applicant including overseas Korean who completed the entire education outside Korea -Transcripts & Graduation Certificates for all grades (elementary, junior high, high school, and undergraduate level) (notarized+embassy legalization or apostille required) ※ If above documents are not available, a document confirming the completion of your education outside Korea should be submitted (notarized+embassy legalization or apostille required)	④-2	○

Document	Details	Online Upload	Submit Original
⑤ Certificate of Language Proficiency	English or Korean proficiency required by each department ※ SKKU graduate may submit expired TOPIK score when necessary	⑤-1	○
⑥ Graduation Certificate (or expected) & Transcript ※ Korean Embassy legalization or Apostille required	**[Applicant for Master's / Combined Master's & Ph.D.]**		
	(1) Bachelor's degree graduation certificate (or expected) (notarized+embassy legalization or apostille required) ※ Graduate from university in China (submit ①+②): ①Certificate of Graduation, ②Degree Certificate (notarization required; embassy legalization not required) - Expected to graduate: certificate of expected graduation, then submit the final graduation certificates after graduation	⑥-1	○
	(2) Official transcript (notarized+embassy legalization or apostille required) ※ Graduate from university in China: notarized+embassy legalization required - Expected to graduate: ①transcript up until the 7th semester, then submit ②final transcript with 8 semesters (both ①, ② notarized+embassy legalization required)	⑥-2	○
	[Applicant for Ph.D.]		
	(1) Bachelor's degree graduation certificate (notarized+embassy legalization or apostille required) ※ Graduate from university in China (submit ①+②): ①Certificate of Graduation, ②Degree Certificate (notarization required; embassy legalization not required)	⑥-1	○
	(2) Master's degree graduation certificate (or expected) (notarized+embassy legalization or apostille required) ※ Graduate from university in China (submit ①+②): ①Certificate of Graduation, ②Degree Certificate (notarization required; embassy legalization not required)	⑥-3	○
	(3) Official transcripts of undergraduate and graduate programs (notarized+embassy legalization or apostille required) ※ Graduate from university in China: notarized+embassy legalization required	⑥-2 ⑥-4	○ ○
	○ Transfer student should submit ①Certificate of (expected) Graduation or (expected) Completion, Enrollment (choose one) from the previous university, ②transcripts		
⑦ CREDENTIALS REPORT (Graduate from university in China)	'CREDENTIALS REPORT': 认证报告, refer to http://www.cdgdc.edu.cn (embassy legalization not required, but translation/notarization is needed if the document is in Chinese; English version)	⑦-1	○

- Korean Embassy Legalization Samples
  - ▸ Not Acceptable: copy of the document with the embassy legalization
    - The original document with the embassy legalization stamp should be submitted



- Apostille Samples
  - ▸ Not Acceptable: notarized document of the apostilled document
    - The document with the original apostille (not photocopied, not notarized) should be submitted

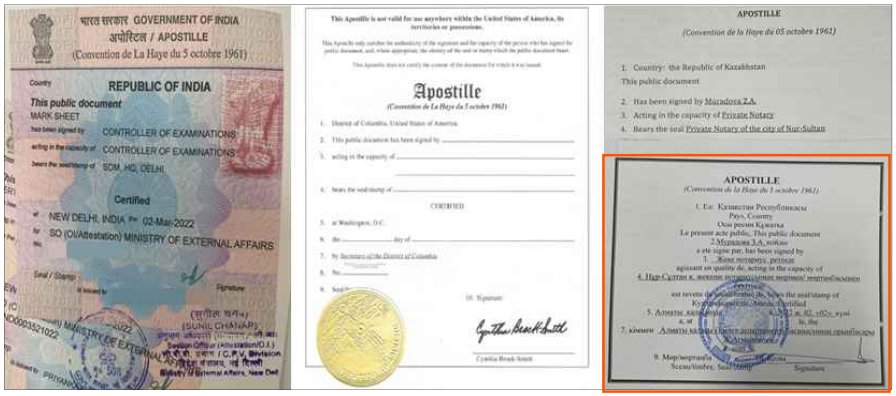
※ Q. Can I submit the original notarization document of the apostilled document? The notarization document shows that apostille has been issued.

A. No, it is not acceptable. The apostille itself of the submitting documents should be original.

※ Q. Graduation certificate/transcript can only be issued once in my country. How can I submit the documents?

A. Have your apostilled certificates notarized, then have the notarized document issued with an apostille (or Korean embassy legalization) for submission.

>> The apostille itself of the submitting documents should be original.



2 Letter of Acceptance & Certificate of Scholarship

- Certificates can be printed out on the SKKU international student admissions website (https://admission-global.skku.edu/) - Name, application number, birth date(YY/MM/DD)
  - ○ Period: May 11 (Wed) - Jul. 29 (Fri), 2022
- Contact: Office of Graduate School Affairs ☎ +82-2-740-1729 ✉ intlgrad@skku.edu

3 Enrollment

- Payment Process

Enrollment Fee Invoice Print-Out	1st Round : available from 10am, May 12 (Thu), 2022 ▪ International student admissions website > Admissions result announcement
Enrollment Fee Payment	May 12 (Thu) - May 19 (Thu), 2022 (10:00 – 16:00) ※ Enrollment Fee Amount : 500,000KRW
Tuition Payment	Jun. 13 (Mon) - Jul. 13 (Wed), 2022 (subject to change) ▪ Admission will automatically be cancelled if payment is not completed by due
Notes	▪ 100% Scholarship Recipient: tuition amount will show '0 KRW' → 'Confirmation for Enrollment' will be requested for submission (to be informed)
Admission Withdrawal	For withdrawal after tuition payment, [Attachment 5. Admission Withdrawal] should be submitted with the passport copy to intlgrad@skku.edu (Submission Due: 17:00 PM, Aug. 19 (Fri), 2022) ▪ Email should be titled [Admission Withdrawal] ▪ 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 ※ Admission will automatically be cancelled if payment is not completed by due

National Health Insurance (NHIS)	▪ 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. ▪ Students are advised to purchase private insurance such as travel insurance for the period between the arrival in Korea and completion of alien registration (approximately 3 months); NHIS is not registered until the alien registration is completed.
Student Council (Optional)	Refer to [Attachment 4. Tuition Invoice]
Payment Process	①Visit Wooribank ②(On/Offline)Bank transfer ③Overseas transfer ▪ Registration is not 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	Login to SKKU website (www.skku.edu) with your KINGO ID: 1) SKKU website > Campus Life / IT Services / Certificate Issuing Services > login > Certificate Issuance > Enrollment Receipt 2) SKKU Certificate Issuing Services Website (icert.skku.edu) > login > Certificate Issuance > Enrollment Receipt ▪ Confirmation is available within 10 minutes after payment via online banking/transfer. ▪ For overseas transfer, confirmation is available after 5 days. ▪ KINGO ID registration: refer to [Attachment 3. How to register Kingo ID]

4 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 enrollment fee (tuition) is paid and all documents are submitted within application period.
- F Visa holder: Type change to D-2 is not required, but please submit the following documents for the office to confirm your sojourn status. (financial statement not required)
- Application Period : Jun. 20 (Mon) - Jul. 15 (Fri), 2022
- Contact: Office of International Student Service ☎ 031-290-5026, 5027, 5028 ✉ oissns@skku.edu

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

Application Process	▪ GLS System: certificate will be issued from Jun. 20 (Mon) in order, and issued certificate can be downloaded on your GLS (issuance takes 7-10 days from application)
	① SKKU Kingo ID login > GLS ※ All documents should scanned in A4 size, in color, PDF. - Document title: Student ID number_Eng name_document name (example: *2022000000_HONG GILDONG_application*) ② GLS > Application/Graduation > CoA Issuance Apply ③ Online submission of consent form
	▪ Issuance is available only when all the process above is completed. ▪ SKKU does not issue the certificate after the semester starts (Aug. 29, 2022). ▪ Issuance is available only when the tuition payment is completed.

Document Upload: all in color scanned PDF file

Required	Color copy of passport	Personal information page
	Certificate of Financial Statement (Original)	▪ 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 application date ※ Note - Issuance of 2 original copies required: 1 for Korean embassy, 1 for SKKU - Family relationship certificate is required when submitting parent's financial statement (original hard copy) - Notarized translation to Korean or English required - Student extending visa in Korea: certificate of personal account issued by Korean bank is required ※ Certificate issued by bank in China (2 requirements should ALL be met) ① Issued within 30 days of the application date ② Valid date of the statement (the period of the account freeze) should remain over 60 days from the date of application ▪ STEM, HEC, GKS Scholars can submit scholarship certificate
	Graduation Certificate ※ Expected graduation certificate not acceptable	- Admitted to Master's: Bachelor's degree / Ph.D.: Master's degree - Embassy legalization or Apostille required ※ Graduate from university in China: CREDENTIALS REPORT
Optional	Copy of Alien Registration Card	If applicable; copy should be in color
	Certificate of Immunization for COVID-19 (2nd, 3rd doses)	If applicable; details to be informed
	F Visa confirmation	Only for F visa holder

5 Application for Visa

- Applicant: Student in need for D-2 visa

- F visa holder is not required to change the type to D-2, but please re-confirm your status with the Immigration Office (hotline 1345) as requirements may differ depending on specific visa types.
- **Student 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.
- Transfer student: type change is not possible in Korea; student should re-enter Korea after D-2 visa issuance by the Korean embassy.

Applying for D-2 from Overseas	Who	Student in need for D-2 residing outside of Korea
	Required Documents	Certificate of Admission, passport, TB test report ※ Additional documents may be requested depending on the individual status and the Korean embassy
	How	Visit the Korean embassy in the residing country
Applying for D-2 in Korea (Graduate from University in Korea)	Who	Student residing in Korea; entering SKKU after graduating from university in Korea
	Required Documents	①Application Form(download at hikorea), ②passport, ③alien registration card, ④photo, ⑤Certificate of Admission, ⑥Certificate of Tuition Payment, ⑦proof of residence, ⑧financial statement, ⑨Certificate of Graduation, ⑩fee
	How	Visit the Immigration Office ※ appointment required at www.hikorea.go.kr
	Note	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. **Type change must be completed by Aug. 28 (Sun), 2022, otherwise the student will be fined.**
Extension of D-4 Before Applying to D-2	Who	Student who need to extend D-4 visa due to the interval between the completion date of language course and the SKKU admission date (extension can be allowed for up to 3 months when all requirements are met)
	Condition	ALL the following requirements should be met: ①Completed the SKKU Language Institute course ②Holds TOPIK level 3 (or above) or period of stay exceeds 18 months
	Required Documents	①Application Form(download at hikorea), ②passport, ③alien registration card, ④photo, ⑤Letter of Acceptance, ⑥TOPIK test score, ⑦proof of residence, ⑧Certificate of Completion and Transcript of language course, ⑨fee
	Note	- Application should be made within 15 days of the completion date, and visa type change to D-2 should be completed by Aug. 28 (Sun), 2022; otherwise the student will be fined. - Student may leave Korea only after receiving the D-2 visa; application for D-2 will be canceled when the student leaves Korea before the change is completed. - Completion certificate and transcripts of the language course may be requested. Student is advised to complete the course properly.

6 KINGO ID (SKKU System) Registration

- Student can access SKKU internal system (Kingo portal, GLS) with Kingo ID. School notices and information will be sent to the SKKU email address (ID@skku.edu) once the Kingo ID is registered.
- Registration Period: after enrollment fee payment
  - Payment can be confirmed in 1-2 hours after virtual account payment, 3-5 days after international transaction.
- Instruction: refer to [Attachment 3. How to register KINGO ID]

7 Dormitory Application

- Application for Fall Semester 2022
  - Application Period: to be notified on the Dormitory Office website mid July
- Photos of facilities, application process, dorm fee information are available on the website
  - Website: https://dorm.skku.edu/
  - Contact: Seoul Campus ✉ dorms@skku.edu ☎ +82-2-760-0163, 0164, 0167, 0168
    Suwon Campus ✉ dorm@skku.edu ☎ +82-31-290-5182

8 Course Registration

- Registration Period: August, 2022 (to be informed)
  - Please contact each department office for details on the curriculum and courses

9 International Student Orientation

- Information will be notified via email.

10 Beginning of Semester

- Fall Semester 2022 starts on August 29 (Mon), 2022 – the first day to join SKKU!

Instruction for Newly Admitted Students

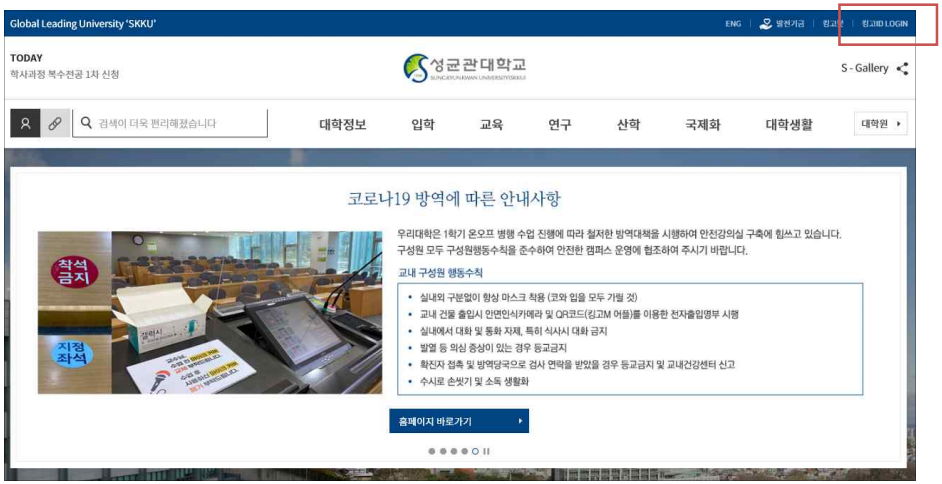
- The acceptance and admission of student who violated any rules regarding the enrollment and the application (e.g. student who failed to graduate) will be canceled at any time.
- The acceptance and admission of student who forged or falsified the submitting documents, put false information on the application form and other documents, and cheated in any other ways will be canceled at any time.
- Student who has been accepted to SKKU as student expected to graduate must submit the final Graduation Certificate and Transcript by September 2 (Fri), 2022 (embassy legalized or apostilled). Acceptance may be canceled even after entrance if the final academic documents are not submitted by due.
  ※ Graduate from university in China: Credential Report with the Degree Certificate and Graduation Certificate should be submitted; Korean Embassy legalization is only required for the transcript.
- General Graduate student admitted with English proficiency must fulfill one of the Korean Proficiency Certification requirements below within the 3rd semester for thesis and graduation:
  - The students must submit one of the documents to Office of International Student Services:
    1. TOPIK result of level 1 or above
    2. Certificate of completion of Korean Courses level 1 or above in a language institute affiliated with any University in South Korea.
    3. The documents that prove completion of Korean Language Courses (more than 120 hours); Free Korean Language courses will be provided by SKKU for graduate school students.
       ※ Acceptable Korean Language Courses: All On-line, Off-line Korean Courses which are conducted by Sungkyun Language Institute, Central/ local governments or NGOs, etc.
  - Submission Deadline (Submission to Office of International Student Service)
    1. Spring Semester: August 31 every year / 2. Fall Semester: February 28 every year
  - Penalty
    1. Graduate student not qualified with Korean Proficiency Certification will not be eligible to graduate nor apply for the Final Defense of Thesis.
    2. If the student meets the requirement past due, the student may apply for the Final Defense of the Thesis from the next semester.
  - The requirement for Korean Proficiency Certification may be waived for the following students:
    1. Graduate Students sponsored by Korean Government (GKS)
    2. Scholars of Foreign Government
    3. Transfer students
    4. Students of the contract department
    5. Professional Graduate School, Special Graduate School students
- Student must arrive in Korea before the semester begins.

Appendix. 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.

- 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

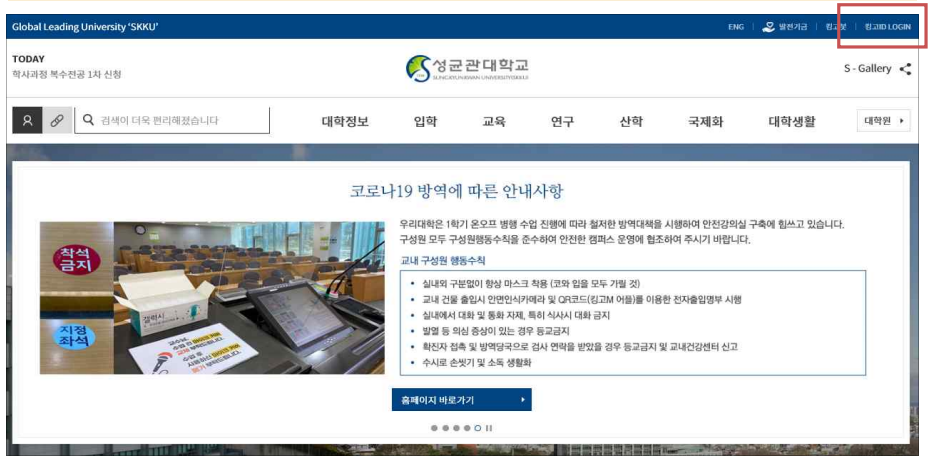


Appendix 3. Application for Certificate of Admission

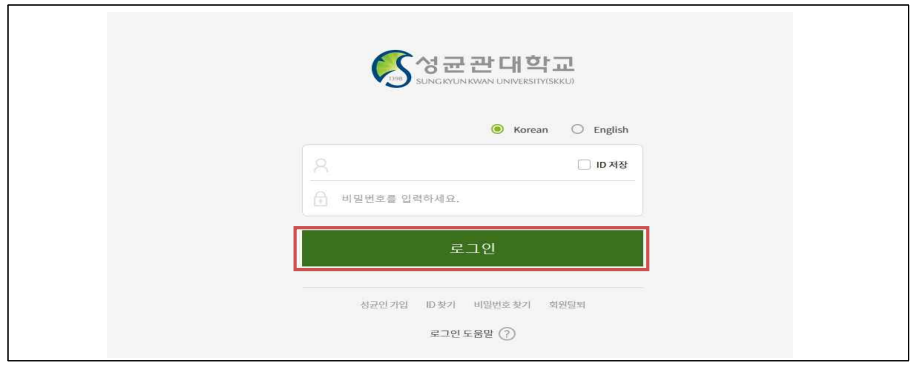
Student should apply for the Certificate of Admission on the SKKU system, GLS.

- Application Process: Application on SKKU system GLS
  - Application will be rejected unless all required documents are submitted. Student should re-apply with all the documents.
- Inquiry: Office of International Student Services +82-31-290-5026~8 ✉ oisshs@skku.edu

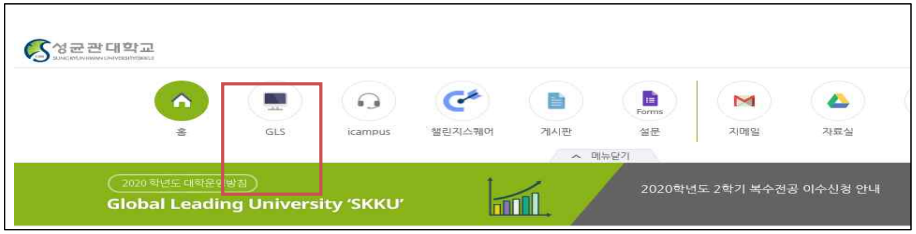
STEP 1



STEP 2

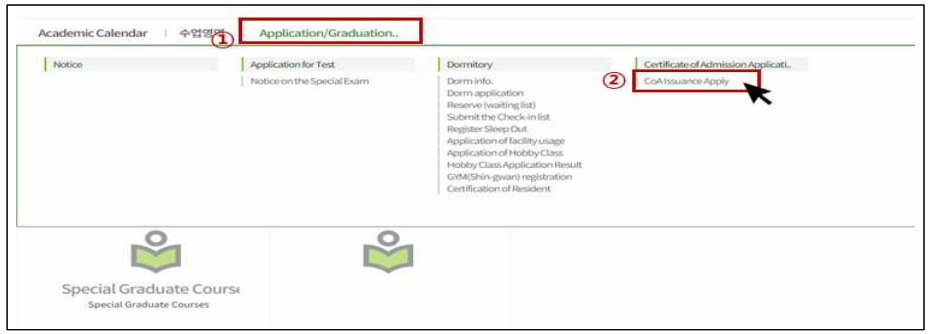


STEP 3



STEP 4

: Application/Graduation > CoA Issuance Apply



STEP 5

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

