

2022 Fall (2<sup>nd</sup> 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).

- **Print-out period:** June 24 (Fri), 2022 ~ July 22 (Fri), 2022

### STEP 2. Enrollment

- **Tuition Fee** : Stated on tuition invoice (scholarship is also stated)
- **Payment Procedure**

Invoice Print Out	<p>[Fall 2<sup>nd</sup> Round] <b>July 04 (Mon), 2022</b></p> <ul style="list-style-type: none"> <li>■ International student admissions website &gt; Admissions result announcement</li> </ul>
Enrollment	<p>[Fall 2<sup>nd</sup> Round] <b>July 14 (Thu), 2022 ~ July 22 (Fri), 2022</b></p> <ul style="list-style-type: none"> <li>■ Tuition Fee must be transferred by 16:00 (KST) on July 22(Fri), 2022</li> <li>■ When making an overseas transfer, please consider the exchange rate and the transaction fee.</li> <li>■ Admission will automatically be cancelled if payment is not completed by due</li> </ul>
Entrance Disclaimer	<p>If student decides to withdraw registration after the tuition payment, student should fill out <b>[Attachment 1. Entrance Disclaimer]</b> and send the scanned file to (<a href="mailto:fore@skku.edu">fore@skku.edu</a>) by <b>17:00 August 12 (Fri), 2022 (KST)</b></p> <ul style="list-style-type: none"> <li>■ The email should be sent with the title <b>[Entrance Disclaimer and Request of Refund]</b></li> <li>■ If the <b>account holder</b> is applicant himself/herself, please submit <b>[Entrance Disclaimer]</b> and <b>scanned file of applicant's passport</b>.</li> <li>■ If the <b>account holder</b> is the applicant's parent, please submit <b>[Entrance Disclaimer]</b>, <b>scanned file of applicant's and account holder's (parent's) passport</b>, and <b>scanned file of Family Relation Certificate</b>.</li> <li>■ If the beneficiary's account is in overseas bank, the information of the beneficiary and the beneficiary's bank must be written in English.</li> <li>■ 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).</li> </ul>

<p><b>Health Insurance</b></p>	<ul style="list-style-type: none"> <li>■ All international students will be registered to the mandatory Korean National Health Insurance Services (NHIS) by the national regulation starting from March 2021.</li> <li>■ <u>Insurance fee will not be included in the SKKU tuition invoice</u> and payment is not made to SKKU. Personal insurance such as traveler's insurance is recommended before alien registration.</li> </ul>
<p><b>Student Council Fee (Optional)</b></p>	<ul style="list-style-type: none"> <li>■ Please refer to <b>[Appendix 1. Example of Tuition Invoice]</b></li> </ul>
<p><b>Payment Method</b></p>	<p>① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ If the paid amount exceeds the invoiced amount, the difference will be refunded after enrollment.</li> </ul>
<p><b>Payment Confirmation</b></p>	<p>Please sign-up on SKKU Website(www.skku.edu) &gt;</p> <p>1) SKKU Website(www.skku.edu) &gt; Campus Life / IT Services / Certificate Issuing Services &gt; login &gt; Certificate Issuance &gt; Enrollment Receipt</p> <p>2) SKKU Certificate Issuing Services Website(icert.skku.edu) &gt; login &gt; Certificate Issuance &gt; Enrollment Receipt</p> <ul style="list-style-type: none"> <li>■ KINGO ID registration : Please refer to <b>[Appendix 2. How to register Kingo ID]</b></li> <li>■ KINGO ID registration Contact: IT call center ☎ 031)299-6119, ✉ itservice@skku.edu</li> <li>■ Confirmation will be available in 10 minutes after payment via online banking/transfer.</li> <li>■ For overseas transfer, confirmation will be available after 5 days.</li> <li>■ Contact: Financial Department ☎ 02 760 1125, ✉ 1146@skku.edu</li> </ul>

### 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. For this, students should sign-in SKKU website first. Please refer to STEP 5 (page 6) and [Appendix 2. How to Register Kingo ID] for the precise procedure.

※ 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 2<sup>nd</sup> Round: July 14 (Thu), 2022 – July 29 (Fri), 2022

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

Application Process	<ul style="list-style-type: none"> <li>■ 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"> <li>– Fall 2<sup>nd</sup> Round: from July 14 (Thu), 2022</li> <li>※ Due to the COVID-19 outbreak, visit to the office for application is not available</li> </ul> </li> <li>■ Instruction                             <ol style="list-style-type: none"> <li>① Login to SKKU system with Kingo ID &gt; Apply on GLS system                                     <ul style="list-style-type: none"> <li>※ All application documents should be scanned in color and sent in pdf. file</li> <li>※ File name: Student ID no_Name of Student_Name of Document ex) 2022000000_John Smith_Application000</li> </ul> </li> <li>② Upload application documents on GLS system &gt; Application/Graduation &gt; CoA Issuance Apply</li> <li>③ Online submission of consent form</li> <li>④ Submit the original version of Certificate of Financial Statement to the Office of International Student Services by post</li> </ol> </li> <li>■ Note                             <ul style="list-style-type: none"> <li>– Issued certificate can be downloaded by the order of application on GLS from July 14 (Thu), 2022.</li> <li>– <b>Certificate of Admission is not available after the semester begins.</b></li> <li>– After checking the original version of the Certificate of Financial Statement, the Certificate of Admission will be issued.</li> </ul> </li> </ul>
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## Application Documents

Required	Color Copy of Passport (Personal Information page)	Submit scanned file
	Certificate of Financial Statement	<p><b>Balance: more than 20,000 USD</b></p> <p>Issuance: by Korean or overseas bank</p> <p>Account holder: student or parents</p> <p><b>Certificate must be Issued within 30 days of the submission date.</b></p> <p>※ Notes</p> <ul style="list-style-type: none"> <li>– Issuance of 3 original copies is required: 1 copy for the Korean Embassy for visa application, 1 copy for SKKU, and 1 copy for the case of emergency</li> <li>– Family Relationship Certificate is required when submitting parents' Financial Statement (copy of the certificate is acceptable)</li> </ul>
	Korean / English version of Graduation Certificate (Diploma) and Transcript of High School	<ul style="list-style-type: none"> <li>– Documents, proving academic background, with confirmation of Apostille or the consul at Korean Embassy</li> </ul>
Optional	Color 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.

\*Contact Information / Documents Submission Address about Certificate of Admission

– Humanities and Social Sciences Campus, Office of International Student Services:  
☎ 02-760-0025~7    ✉ oisshs@skku.edu  
#90212, International Hall 2nd floor, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

– Nature Sciences Campus, Office of International Student Services:  
☎ 031-290-5026~8    ✉ oissns@skku.edu  
#03101, Student Center 1st floor, Sungkyunkwan University, 2066 Seobu-ro, Jangan-gu, Suwon, Gyeonggi-do, Korea

## 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 <a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a> 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 <b>change to D-2 should be completed by Aug. 28 (Sun), 2022</b> . 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.

**\* Contact Information about Visa**

– Humanities and Social Sciences Campus, Office of International Student Services:

☎ 02-760-0025~7    ✉ [oi sshs@skku.edu](mailto:oi sshs@skku.edu)

– Nature Sciences Campus, Office of International Student Services:

☎ 031-290-5026~8    ✉ [oi ssns@skku.edu](mailto:oi ssns@skku.edu)



## 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 2. How to Register Kingo ID]

## STEP 6. Dormitory Application

- **Application Schedule**: to be notified on the dormitory website [Information]-[Notice], mid of July
- Please visit dormitory website for further notice on dormitory registration and information on facilities (<https://dorm.skku.edu/>)
- **Self-quarantine Dormitory**
  - Confirmation is need
- Contact Information about Dormitory Application
  - <Dormitory Administration Office>
    - Humanities and Social Sciences Campus: 02) 760-0163, 0164, 0167, 0168
    - Nature Sciences Campus: 031) 290-5181~6

## 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.
- When becoming sophomore (2<sup>nd</sup> grade) and choosing the major, TOPIK level 4 or above is required.
- The date and time announced in the Admitted Student Guide are based on Korean Standard Time (KST).

### 3. Contact Information

Contents	Department		Contact Information
Admission guidance	Office of Admissions		02) 760-1000 FAX 02) 760-1350
Tuition fee	Office of Finance		02) 760-1125
Scholarship	Student Services		02) 760-1075
Certificate of Admission, Visa, Orientation	Office of International Student Services		*Humanities and Social Sciences Campus 02) 760-0025~7 *Nature Sciences Campus 031) 290-5026~8
College & Schools Academic Information (Graduation • Course • Plural Major • Application Status • Leave of Absence • Return, etc)	-		1811-8585
Dormitory	Humanities and Social Sciences Campus Dormitory Office (Seoul)		02) 760-0163, 0164, 0167, 0168
	Natural Sciences Campus Dormitory Office (Suwon)		031) 290-5181~6
Major guidance	Humanities and Social Sciences Campus	College of Confucian Studies and Eastern Philosophy	02) 760-0913~5
		College of Liberal Arts	02) 760-0913~5
		College of Social Sciences	02) 760-0935
		College of Economics	02) 760-0942
		School of Business	02) 760-0856
		Global Leader	02) 760-0191~2
	Nature Sciences Campus	College of Science	031) 290-5803, 5804, 5876
		College of Information and Communication Engineering	031) 290-5827, 5863
		Department of Computer Science and Engineering	031) 299-4100~2
		College of Engineering	031) 290-5817
		College of Biotechnology and Bioengineering	031) 290-5804
		College of Sport Science	031) 299-6920, 6930

## 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 2<sup>nd</sup> floor, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

☎ 02-760-0024~6      ✉ oisshs@skku.edu

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

**\*Nature Sciences Campus, Office of International Student Services**

📍 #03101, Student Center 1<sup>st</sup> 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](#)

## 4. Convenience Facilities

### 1. Libraries (website – <https://lib.skku.edu>)

Library	Opening Hours					
	Floor	Room name	Term-Time		On Vacation	
			Weekday	Saturday	Weekday	Saturday
Central Library (Humanities and Social Sciences Campus)	1	Reading Room 1	06:00 ~ the day after 05:00(a one-hour of cleaning time)			
		Reading Room 2 (Laptop)				
		Reading Room 3 (Laptop)				
		Stack 1, 3				
	2	International Library	08:00 ~ 21:40	10:00 ~ 17:00	09:00 ~ 17:30	10:00 ~ 17:00
		Stack 2	09:00 ~ 21:00	10:00 ~ 16:30	09:00 ~ 17:00	10:00 ~ 16:30
	3	Research Commons	08:00 ~ 21:40	10:00 ~ 17:00	09:00 ~ 17:30	10:00 ~ 17:00
		Kingo Zone	08:00 ~ 21:40	10:00 ~ 17:00	09:00 ~ 17:30	10:00 ~ 17:00
	4	Korean Library	08:00 ~ 21:40	10:00 ~ 17:00	09:00 ~ 17:30	10:00 ~ 17:00
Samsung-Library (Nature Sciences Campus)	B1F	Reading Room A, B	06:00 ~ the day after 01:00 (Include Sunday and Holiday)		07:00~24:00 (Include Sunday and Holiday)	
		Reading Room C, D			Break	
	1F	Computer Internet	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
		Book Lounge	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	2F	Media Archive	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	3F	Reference Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
		Service+ Center	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	4F	Reading Room F	08:00~21:40	10:00~17:00	Break	
		Reading Room G	08:00~21:40	10:00~17:00		
	5F	Free Community Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00

\* Due to COVID-19, There is a change in library operation hours. So please check the notice on the website and refer to it.

### 2. Cafeteria

Campus	Cafeteria	Location	Contact Information
Humanities and Social Sciences Campus	Ongnyuchen Restaurant	Faculty Hall 1F	02)740-1923
	Faculty Restaurant	600 <sup>th</sup> Anniversary Hall 6F	02)740-1926
	Eunhaenggol Restaurant	600 <sup>th</sup> Anniversary Hall B1F	02)740-1926
	Geumjandi Restaurant	Business School B2F	02)740-1927
	Beopgoeul Restaurant	Law School B2F	02)740-1929
Nature Sciences Campus	Faculty Cafeteria(Gusijae)	Shop & Service Center 3F	031)290-5455
	Student Center Cafeteria (Hangedangol)	Student Center 1,2F	031)294-8148
	Engineering Building Cafeteria	Engineering 2 (26) B1F	031)290-5442

## Appendix 1. Example of Tuition Invoice

### 2022학년도 2학기 등록금 고지서

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

납부방법	납부금액	해당학생	비고
(기본)납부	0,000,000	국제 신입생 필수납부 금액	
(기본+신체검사비)납부	0,000,000	국제입학 신체검사비 납부 희망자	※ 신체검사비/학생회비는 선택 납부사항이며, 납부희망 시 반드시 좌측에 안내된 합산금액 (기본+선택납부금)으로 납부하시거나 바뀝니다.
(기본+학생회비)납부	0,000,000	국제입학 학생회비 납부 희망자	
(기본+신체검사비+학생회비)납부	0,000,000	국제입학 신체검사비/학생회비 납부 희망자	

#### 필수수납

##### 2022학년도 2학기 등록금 고지서(은행용)

정영환			납입금액		0,000,000	
과정	학사	수험번호			성명	
		입학금	수업료	기타		합계
		납입내역	000,000	000,000		0,000,000
국제입학 내역		국가등록(국립대)				
		국가등록(대외대)				
		국가등록(외국대)				
		그 외 등록	000,000	000,000		000,000

등록기간 : 2022년 06월 10일 (목) ~ 2022년 06월 10일 (금)

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

##### 2022학년도 2학기 등록금 고지서(학생용)

과정	학사	수험번호	성명	납입금액	0,000,000
		입학금	000,000		
		수업료	0,000,000		
		합계		0,000,000	
		합산금액	000,000	납입금액	0,000,000
		장학금종류	외국인,교포장학금	장학금액 확인	

등록기간 : 2022년 06월 10일 (목) ~ 2022년 06월 10일 (금)

등록장소 : 등록전용계좌(우리은행-가상계좌)

우리은행 입금(가상계좌) : 개별 학생에게 부여된 가상계좌 번호

성균관대학교 총무처장

#### 선택수납

##### 2022학년도 2학기 선택수납금 고지서(은행용)

과정	학사	수험번호	납입금액	성명	00,000
		신체검사비	00,000		
		학생회비	00,000		
		합계			00,000

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

성균관대학교 총무처장

##### 2022학년도 2학기 선택수납금 고지서(학생용)

과정	학사	수험번호	성명	납입금액	00,000
		신체검사비	00,000		
		학생회비	00,000		
		합계			00,000

※ 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 등록발급 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, Yongsu-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

- Payment can be confirmed in 1~2 hours after virtual account payment, 3~5 days after international transaction

### ■ Contact : IT CALL CENTER

☎ 031-299-6119 ✉ [itservice@skku.edu](mailto:itservice@skku.edu)

## Kingo Registration STEP 1

Global Leading University 'SKKU'

ENG | 발견기금 | 캠퍼스 | **킹고ID LOGIN**

TODAY  
학사과정 복수전공 1차 신청

성균관대학교  
SUNGKYUNKWAN UNIVERSITY SKKU

S - Gallery

대학정보 입학 교육 연구 산학 국제화 대학생활 대학원

### 코로나19 방역에 따른 안내사항


우리대학은 1학기 온오프 병행 수업 진행에 따라 철저한 방역대책을 시행하여 안전강화실 구축에 힘쓰고 있습니다. 구성원 모두 구성원행동수칙을 준수하여 안전한 캠퍼스 운영에 협조하여 주시기 바랍니다.

교내 구성원 행동수칙

- 실내외 구분없이 항상 마스크 착용 (코와 입을 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

홈페이지 바로가기

## Kingo Registration STEP 2



SUNGKYUNKWAN UNIVERSITY(SKKU)

☒ Korean ☐ English

☐ ID 저장

로그인

성균관 가입


ID 찾기

비밀번호 찾기

회원탈퇴

로그인 도움말 (?)

IT공센터 TEL 031-299-6119 E-Mail [itservice@skku.edu](mailto:itservice@skku.edu)  
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SUNGKYUNKWAN UNIVERSITY(SKKU)

STEP1 > STEP2 > STEP3 > STEP4

약관 동의

☒ 이용약관, 개인정보 수집 및 이용에 모두 동의합니다.

성균관 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](mailto:itservice@skku.edu)  
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## 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

Select one among name, email address, and application number, and then fill up the blank

Select an option for self-verification

STEP1 > STEP2 > **STEP3** > STEP4

Enter Information

Create your ID / Password

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: Download on SKKU system GLS**
- **Application Period: (Fall 2nd Round) Jul. 14 (Thu), 2022 – Jul. 29 (Fri), 2022**
  - It will take approximately 5 days for certificate issuance after checking the original version of Certificate of Financial Statement.
  - Application will be rejected unless all the required documents are submitted. In this case, student should re-apply with all the documents prepared.
- **Inquiry : Office of International Student Services ☎ 02-760-0025~7 / ✉ [oisshs@skku.edu](mailto:oisshs@skku.edu)**

### STEP 1

The screenshot shows the SKKU Global Leading University website. At the top, there is a navigation bar with 'ENG', '발원금', '캠퍼스', and '학교ID LOGIN' (highlighted with a red box). Below the navigation bar, the 'TODAY' section displays '학사과정 복수전공 1차 신청'. The main content area features a large banner titled '코로나19 방역에 따른 안내사항' (Announcement regarding COVID-19 prevention measures). The banner includes a photo of a classroom with a '착석금지' (No Seating) sign and a '지정좌석' (Designated Seating) sign. To the right of the photo, there is a text box with the following content:

우리대학은 1학기 온오프 병행 수업 진행에 따라 철저한 방역대책을 시행하여 안전강의실 구축에 힘쓰고 있습니다. 구성원 모두 구성원행동수칙을 준수하여 안전한 캠퍼스 운영에 협조하여 주시기 바랍니다.

교내 구성원 행동수칙

- 실내외 구분없이 항상 마스크 착용 (코와 입을 모두 가릴 것)
- 교내 건물 출입시 안전인식카메라 및 QR코드(링크메 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

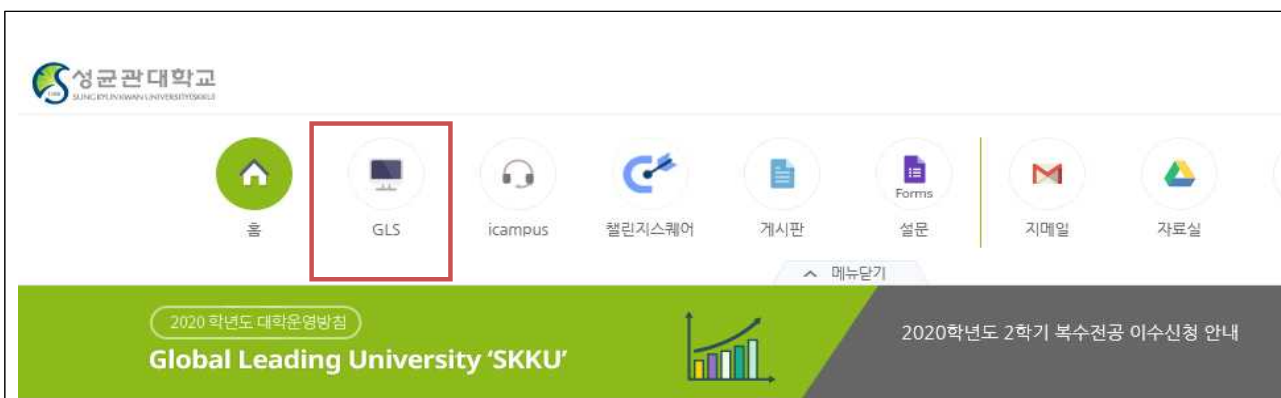
Below the text box, there is a button labeled '홈페이지 바로가기' (Go to Home Page).

## STEP 2



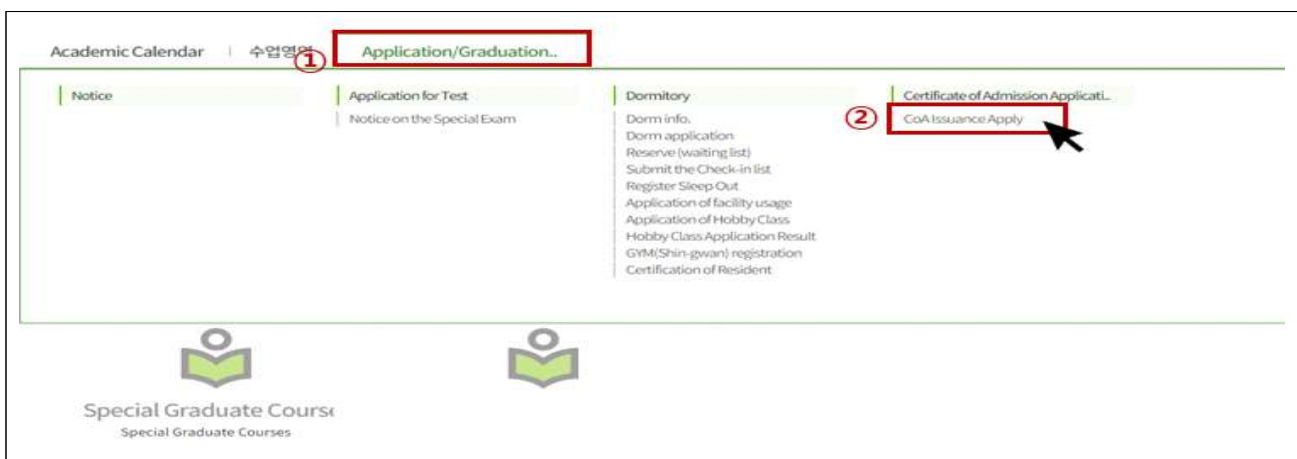
The image shows the login page of Sungkyunkwan University (SKKU). At the top is the SKKU logo and name in Korean and English. Below it are language selection buttons for Korean (selected) and English. A login form contains a user ID input field with an "ID 저장" (Save ID) checkbox, a password input field with a lock icon and the text "비밀번호를 입력하세요." (Enter your password.), and a large green "로그인" (Login) button highlighted with a red rectangle. At the bottom, there are links for "성균관 가입" (SKKU Sign Up), "ID 찾기" (Find ID), "비밀번호 찾기" (Find Password), "회원탈퇴" (Logout), and "로그인 도움말" (Login Help) with a question mark icon.

## 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'

Academic Calendar | 수업명역 | Application/Graduation.. |

 CoA Issuance Apply X

☆ Application/Graduation Requirements Management > Certificate of Admission Application Form > CoA Issuance Apply

Temporary save Submission of application

**Detailed Admission Information**

Candidate No.	<input type="text"/>	Name in Korean	<input type="text"/>	Name in English	<input type="text"/>
Type of Admission	Freshmen	Unit of Admission	<input type="text"/>		

**Application Form**

Alien Registration No.	<input type="text"/>	Nationality	<input type="text"/>	<input type="checkbox"/> Korean-Chinese	
Passport No.	<input type="text"/>	Cellular Phone	<input type="text"/>	E-mail(1)	<input type="text"/>
Emergency Contact No.	<input type="text"/>	Agency Contact No.	<input type="text"/>	E-mail(2)	<input type="text"/>

**Attached File**

Color Copy of Passport (Personal Information page)	1여권.JPG (134 KB)	Search File	Delete
Certificate of Financial Statement	2잔고증명서.JPG (135 KB)	Search File	Delete
Family Relationship Certificate	3가족관계.JPG (129 KB)	Search File	Delete
Color Copy of Alien Registration Card	4외국인등록증.JPG (136 KB)	Search File	Delete

Personal Information Collection/Use Provision Consent Form

Consent Form

**Application Status**

Processing steps: Application Ongoing -- Submission of application -- Accepted -- Processing completed

Submission of application