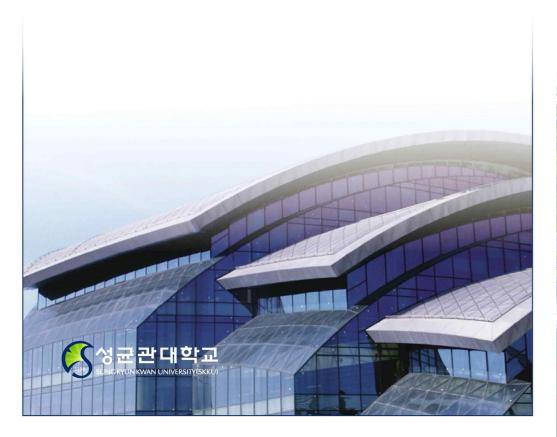SUNGKYUNKWAN
UNIVERSITY
2023 Spring
Admission
Guide for
Foreign Students
(Transfer to 2nd, 3rd Year)

성균관대학교
SUNGKYUNKWAN UNIVERSITY(SKKU)

624년의 기다림

성균관대학교는 당신을 기다립니다.

明倫堂

SUNGKYUNKWAN UNIVERSITY
2 0 2 3   S p r i n g
A d m i s s i o n   G u i d e   f o r
F o r e i g n   S t u d e n t s

※ Some parts of screening schedule could be changed for Covid−19 quarantine and to ease the burden of students

※ Please check the finalized screening procedure before make application at SKKU admission (https://admission−global.skku.edu/eng/) homepage.

성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

2023 Spring
Admission Guide
SUNGKYUNKWAN UNIVERSITY

Contents

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① Admission Schedule

② Admission Units

Admission Schedule

Category	Date
Application (Online)	10:00, Nov. 07 (Mon) ~ 17:00, Nov. 18 (Fri), 2022 (KST)
Document Submission (Postal Only)	Nov. 07 (Mon) ~ Nov. 18 (Fri), 2022
Admission Announcement	Jan. 06 (Fri), 2023
Start of 20223 Academic	Feb. 20 (Mon), 2023

■ Precautions
- Application submission is due the last day of the application at 17:00, and **modification and edits are not available once submitted.**
- All documents should arrive within deadline, applicants who didn't submit documents could get disadvantage.
- Modification or withdrawal of application after submission is impossible.

※Details at Page 6 (Required Documents)

Address of Document Submission

Address	Postal Code 03063 서울시 종로구 성균관로 25-2(명륜동 3가 53) 성균관대학교 600주년기념관 1층 입학처 Admissions Office, 600th Anniversary Hall, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea (03063)
Recipient	입학관리팀 학사과정 외국인특별전형 담당자 International Undergraduate Student Admissions

※ **Please write the recipient as above,** there is probability of wrong delivery in the case of recipient is written different from above.

Admission Units

Humanities & Social Sciences Campus

College	Department	3rd Year		2nd Year	
		Kor. Track	Eng. Track	Kor. Track	Eng. Track
Confucian Studies and Eastern Philosophy	Confucian and Oriental Studies	O		O	
Liberal Arts	Korean Language and Literature	O		O	
	English Language and Literature	O		O	
	French Language and Literature	O		O	
	Chinese Language and Literature	O		O	
	German Language and Literature	O		O	
	Russian Language and Literature	O		O	
	Korean Literature in Classical Chinese	O		O	
	History	O		O	
	Philosophy	O		O	
	Library and Information Science	O		O	
Social Sciences	Public Administration	O		O	
	Political Science and Diplomacy	O		O	
	Media and Communication	O		O	
	Sociology	O		O	
	Social Welfare	O		O	
	Psychology	O		O	
	Consumer Science	O		O	
	Child Psychology and Education	O		O	
Economics	Economics	O		O	
	Statistics	O		O	
School of Business	Business Administration	O		O	

Admission Units

Natural Sciences Campus

College	Department	3rd Year Kor. Track	3rd Year Eng. Track	2nd Year Kor. Track	2nd Year Eng. Track
Science	Biological Sciences	O		O	
	Mathematics	O		O	
	Physics	O		O	
	Chemistry	O		O	
Information and Communication Engineering	Electronic and Electrical Engineering*	O		O	
Convergent Software	Convergent SW Track	O	O	O	
Engineering	Chemical Engineering/Polymer Science & Engineering*	O	O	O	
	Advanced Materials Science and Engineering*	O	O	O	
	Mechanical Engineering*	O	O	O	
	Civil/Architectural Engineering and Landscape Architecture*	O	O	O	
	Systems Management Engineering*	O		O	
	Nano Engineering	O	O	O	
	Architecture (5 year)	O		O	
Biotechnology and Bioengineering	Food Science and Biotechnology	O		O	
	Bio-Mechatronic Engineering	O		O	
	Department of Integrative Biotechnology	O		O	

- ***** 6 majors with asterisk are accredited by ABEEK and students who completed SKKU specified elective program will be certified
- Names of departments / majors are subject to change

Admission Quota

Admission Quota	Optimal number determined by each admission unit

③Admission Requirements

Category	Details
Nationality	(By the time of application) Foreign students whose parents are both foreign citizens. ■ Applicant and the applicant's parent(s) must not hold dual nationality including Korean nationality ■ Taiwanese nationality applicant with one of the parents holding a Korean nationality is not eligible ■ If an applicant or parent abandoned the Korean citizenship, the applicant and parents must meet both conditions ①, ② below and submit supporting documents: ① applicant and parents have acquired foreign nationalities before entering high school (submission of proof of obtaining foreign nationality with the date of both applicant and parents required) ② applicant and parents abandoned Korean nationalities by the time of application (submission of proof of denationalization (loss of nationality) with the date of both the applicant and parents required) ※Documents of the applicant and parents certifying ①, ② must be submitted ■ Applicant who hold Korean nationality due to naturalization of parents cannot apply ■ If submission of one of the parents' documents is not possible due to specific reasons (e.g. divorce, remarriage, death, etc.), certificates issued by the government proving such reasons should be submitted. ※ e.g. Divorce certificate, One-parent family certificate, Death certificate, etc
Academic	■ **Transfer to 3rd Year** Applicant must meet one of the followings: ① Graduated (or expected) or completed (or expected) all coursework from Korean or international 4-year university ② Enrolled for more than 2 years (4 semesters) and earned credits (at least 65 credits) from Korean or international 4-year university ※ Required credits: completed (or expected) minimum 65 credits ※ Applicant who was expected to complete 65 credits when applying should submit a proof of completion, otherwise admission will be canceled ③ Graduated (or expected) from Korean or international college (above 4 semesters) ■ **Transfer to 2nd Year** Completed (or expected) at least the 1st year (2 semesters) and earned credits from Korean or international 4-year university ※ Required Credits Departments of Humanities & Social Sciences Campus: minimum 30 credits Departments of Natural Sciences Campus: minimum 32 credits

All requirements (e.g. graduation, completion of coursework, etc.) for academic eligibility should be fulfilled by Feb, 20, 2023.

Unspecified details follow the interpretation of SKKU Admissions Office

Category	Details

■ Transfer to 3rd Year

Track	Linguistic Requirements
Korean Track	TOPIK Level 6 (or above) ※ Students receiving scholarship from his/her government: TOPIK Level 5 (or above)
English Track	TOEFL iBT 90 (or above) or IELTS 6.5 (or above) or other English test score reports proving the equivalent language proficiency

■ Transfer to 2nd Year

Track	Linguistic Requirements
Korean Track	TOPIK Level 4 (or above)

Category: Linguistic Ability

Unspecified details follow the interpretation of SKKU Admissions Office

④ Required Documents

Documents (Mandatory)

Documents	Notes
Application Form	■ Print and submit after completing the online submission ■ Study plan cannot be exceeded, print it out and submit a signed copy
Statement of Academic Purpose	
Letter of Consent	■ Fill out the form with the information of the graduated school (or expected to graduate) and put signature for submission – Please write the official English name of the university. Unofficial name will be considered false information.
Letter of Request	
A Photocopy of Passport (applicant, parents both)	■ Copy of applicant's and parents' passport(Colored) ■ Replaceable documents: Copy of alien registration card, Certificate of Nationality, Translated Notary of Domestic Issued ID card
Certificate of Family Relations ※ Notarized within 6 months	■ For Chinese Applicants 1) Family relationship Certificate 2) If applicants can't issue certificate : Hukoubu(In Hukoubu, householder must be one of parents and include the family relationship) ■ Applicants (Not Chinese) 1) Certificate of birth: –Must include the nationality and relationship between applicant and parents. ■ Applicants abandoned Korean citizenship : ① Submission of proof of denationalization with the date of both the applicant and parents required (applicant and parents should have abandoned Korean nationalities by the time of application) ② Submission of proof of obtaining foreign nationality with the date of both applicant and parents is required
Certificate of Language Proficiency (Kor / Eng)	■ Language test scores, documents that prove language proficiency according to track (refer to p.5)

Documents (Mandatory)

Documents	Notes
Graduation Certificate or Certificate of Completion of Prior University	■ **Applicants transferring from a 4-year university:** − Certificate of Enrollment (Certificate of Completion of Study) − Academic Transcript(s) − Certificate stating the required credits remaining for graduation ■ **Applicants transferring from a 2~3-year college:** − Certificate of Graduation (or expected) − Academic Transcript(s) ■ **Notes** − The following must be included in the transcript: ① Required credits in total for graduation ② Average GPA of all courses taken ③ Average GPA of courses of major ※ In case the average GPA of courses of major is not included in the transcript, an official certificate of the average GPA should be issued and sealed by the school
Transcript(s) of Prior University	− In case the applicant has a double major, only the courses of the major conforming with the one applying to SKKU should be counted − If the applicant has been enrolled in more than one university, transcripts of all prior universities should be submitted − Applicant graduated (or expected) from an international university should submit additional document explaining the evaluation/grading system − All academic certificates should be confirmed through Apostille or from the consul at Korean Embassy − If there is no separate form for the certificate of completion of a transfer university, fill out the confirmation of completion of Form 4 and submit it with the school seal
Applicant Transferring from University in China	■ **Applicants from China must submit one of the following documents ①, ②** (Applicants who lack the document will be disqualified) ① **Verification Report of China Higher Education Qualification Certificate** (http://www.chsi.com.cn/xlrz/)' − 中國高等教育学历查詢報告(English or Chinese): Refer to 学历网上查詢 on http://www.chsi.com.cn − Print out and write 報告编号 on the bottom of the page for submission ② **CREDENTIALS REPORT** − 认证报告(English): Refer to http://xwrz.chsi.com.cn//gateway

Documents (Mandatory)

Documents	Notes
Graduation Certificate (Diploma) of High School	1. **Student who graduated from high school in China** 1) **Graduate from highschool in China (General) must submit one of the following documents** ①Certificate of Graduation (学信网) Verification Report of China Secondary Education Qualification Certificate(Eng) ②Translated notary of Graduation Certificate and original document with consular confirmation 2) **Graduate from high school in China (Others) must submit one of the following documents** ① Online Graduation Certificate with the consular confirmation from the consul at Korean Embassy located in the country of the graduated high school ② Offline Graduation Certificate and Confirmation of School Information issued by provincial Education Office,with the consular confirmation from the consul at Korean Embassy located in the country of the graduated high school*. * [Form7] Confirmation of School Information (the prescribed form of the Ministry of Justice): − Written directly by the school and stated whether it is "educational education" (confirmation of educational background authorization institution) and school information (contact information of the person in charge, homepage, etc.) − Fill out two copies, one copy is submitted upon application, **another copy is submitted directly to the visa center when applying for a visa after passing the application** ■ Secondary Vocational School (Technical Industrial School) Graduation certificate verified by the Korean consul in the country to which the school belongs. Official Ministry of Human Resources and Social Security website (https://www.mohrss.gov.cn) online reference ■ Other High School (International School) Copy of the graduation certificate and school certificate (establishment permit) of the Korean consul in the country to which the school belongs* (Academic Education Course Only)

Documents (Mandatory)

Documents	Notes
Graduation Certificate (Diploma) of High School	2. Students who graduated from overseas high schools (other than China) can choose one of the options below ① All documents proving academic background(Graduation Certificate) must be confirmed through Apostille (Please refer to Apostille Member Countries) ※ Apostille confirmation (e.g. document, seal, sticker) should be original (photocopied version is not acceptable) ② Countries without the Apostille Agreement must obtain consular confirmation from the consul at Korean Embassy located in the country of graduated high school.

Documents (Optional)

Documents	Notes
Certificate of Completion / Transcript of Korean course at language institute	■ Certificate of Completion Korean level 4 or above issued by university language institutes − Transcript must include the attendance rate − Proof of Enrollment is not accepted − Additional points may be added if the document is submitted ■ Student studies Korean under the SKKU Korean Language Center gets advantage
Other official language test score	■ Official test scores of language other than the applicant's own mother tongue − Submit official language test score acquired within 2 years before application starting date. (Nov. 07, 2022) ※ TOEFL : Only submitted score will be recognized (My best scores are not recognized) ※ It is impossible to submit the score announced after the application deadline
Certificate for extracurricular activities	■ Activities during high school − Awards / team activities from high school or other Institution, volunteering activities, license, portfolio etc. − In the case of group activities, the confirmation from the head of the organization must be submitted − Only Volunteering Certificates proving more than 30 hours of volunteering activity are accepted ※ Notarization is required when submitting copies of original documents, translation is required to Non Kor/ Eng documents − Non document files(USB, CD, etc.) are not allowed. (Submit documents in A4 size. Reduced, both−faced documents are not allowed. If the size is smaller than A4, please attach that document on A4 paper.)

Precautions

- All submitted documents **must be original**. In case of submitting photocopied documents, applicants must have the copies notarized or submitted with apostille.
- Documents written in other languages(other than Kor/Eng) are subject to be submitted together with translated notary.
- SKKU could request related documents to applicants when it is considered as necessary, and applicants have to cooperate.
- **All submitted will not be returned (Immune to any situation)**

⑤ Application Fee

Application Fee

Screening	Fee	Notes
Screening for transfer students	KRW 150,000	Application fee is not refundable after submission is completed

⑥ Evaluation Method

Evaluation Method

- All Admission Unit: Document Screening 100%
- Study plan, language ability, Transcript(s) of Prior University and other performance scores are evaluated overall
- There can be additional interview if needed

⑦ Enrollment

Enrollment

- Procedure : Wire transfer to the virtual bank account number on the tuition invoice
- After qualifier announcement, enroll procedure will be noticed on SKKU admission homepage

Payment and Dues

- Amount of Payment: amount indicated in tuition invoice
- Tuition and Dues(for reference)
- – Entrance Dues
  (payment require for the 1st semester only, amount is subject to change)

Subject	KRW	USD	CNY
All foreign transfer students	676,000	550	3,550

– Tuition (amount is subject to change)

Department / College	KRW	USD	CNY
Humanities / Social Science / Business Administration	4,657,000	3,570	24,080
Film, Television & Multimedia / Fashion Design / Theater	6,103,000	4,678	31,551
Natural Science, Sport Science	5,404,000	4,142	27,937
Engineering / Electronic 7 Electrical Engineering / Biomedical Engineering / Software	6,103,000	4,678	31,551

⑧ Precautions

Precautions for Application

- In principle, applicant must submit application form online.

- Application is recognized by SKKU only when application number is assigned
  – Online registration : Number is assigned after the application fee payment.

- After application form is submitted, required documents must be submitted to the Admissions Office by 17:00 the last day of the application period. If the required documents are not submitted until the deadline or there are missing documents, the applicant can be disqualified.

- After paying the application fee, applicant cannot cancel or modify the application. Return of application fee is determined according to SKKU regulations.

- Evaluation of the applicant is based on the submitted documents. (Revision after submission is not allowed).

- Applicants are responsible for all the disadvantages caused by omission of information (i.e. missing phone number), lack of documents, etc.

- When false documents, plagiarism or other misconduct is disclosed, applicant will be rejected even after acceptance is announced.

- Personal Information
  – Personal information is collected under applicant's consent, and the information collected is not used for any other purpose other than undergraduate admissions and related services in accordance with our university regulations.
  – SKKU outsources the online application to "JINHAK APPLY" and some personal information can be used and collected by "JINHAK APPLY" for application processing
  – Collected Personal Information :
  Alien registration number, Passport number, name, application number, type of application, choice recruited units, name of graduated high school / date of graduation, the applicant addresses and phone numbers, e-mail address, emergency contacts, Fee / Tuition return account number, guardian's name, nationality, personal details, etc.

Others

- Please read all the Guideline carefully.
  (There may be disadvantages if the requirements specified in the recruitment guidelines are not met.)
- As a result of the credit recognition examination for transfer students, the period of class may be extended if additional required subjects and preliminary subjects required for graduation.
- If applicant is admitted by illegal means, the admission is canceled.
- If admission qualification is not met by the applicant, admission is canceled even after enrollment.
- Authenticity of documents is determined by SKKU's Document Evaluation Committee for Screening.
- If the academic records differ from submitted documents, or academic institution does not reply to the inquiry within six months after enrollment, acceptance by university can be canceled.
- Application closes at 17:00 on final day.
  (Revision is impossible after closing)
- All documents must be arrived before closing. If the required documents are not submitted until the deadline or there are missing documents, the applicant can be disqualified.
- Applicant who significantly interfere with admission process can be legally liable.
- All details related to the admission should be confirmed directly by the applicant via SKKU Admissions homepage.
- After receipt of application fee, applicant cannot withdraw the application and the fee will not be returned. However, there will be return of partial or whole application fee in cases abided by Korean 「Higher education act」 and 「Enforcement Ordinance of higher education act」
- Submitted documents will not be returned regardless of acceptance.
- Details not specified in the admission guide is subject to our university's criteria.
- The Korean version of the Admission Guide will be the main reference for all information on application and evaluation process in case of misinterpretation in the English and Chinese versions.

⑨ Contact

Admission Info

※ Admission for Bachelor's course is managed by Admissions office in Seoul campus
- Admissions Homepage
  SungKyunKwan university www.skku.edu 〉Admission 〉Undergraduate

- Contact us
  ☎+82-2-760-1000　　✉ fore@skku.edu
  ※ Available time : Weekdays 09:00 – 12:00, 13:00 – 17:00 (UTC +9)

- Address
  (우) 03063 서울시 종로구 성균관로 25-2(명륜동 3가 53) 성균관대학교 600주년기념관 1층 입학처
  Admissions Office, 600th Anniversary Hall, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea (03063)

Living & Visa Info

※ You should ask to office located at your main campus (where your department located)
Humanities and Social Sciences Campus
- ☎+82-2-760-0025~0027　　✉ oisshs@skku.edu
- Location: 서울특별시 종로구 성균관로 25-2 성균관대학교 국제관 2층 90212호
  90212, International hall, 25-9, Seonggyungwan-ro, Jongno-gu, Seoul, Republic of Korea

Natural Sciences Campus
- ☎+82-31-290-5025~5028　　✉ oissns@skku.edu
- Location: 경기도 수원시 장안구 서부로 2066 성균관대학교 학생회관 1층 03101호
  03101,Student Center, 2066, Seobu-ro, Jangan-gu, Suwon-si, Gyeonggi-do, Republic of Korea

**[Reference]
Apostille &
Consular
Confirmation**

1. International school graduation certificate and transcript certificate
Applicant who graduated from international schools have to submit the Apostille certificated documents or documents with consular confirmation of Korea embassy (Graduation certificate) in document submission period.

- Apostille certification
Apostille certificate issued by the government institution located in the country of graduated school should be submitted along with the original documents.

- Consular Confirmation
Confirmation from the consul at Korean Embassy located in the country of graduated school should be submitted along with the original documents.

2. Apostille certification
- Apostille Member countries (4th, June 2022)

Region	Member Countries
Asia	South Korea, Macau, Hong Kong, Japan, Brunei, Mongolia, India, Tajikistan, Philippines, Singapore, Indonesia
Middle East	Oman, Israel, Bahrain, Tunisia
Europe	Albania, Austria, Belarus, Belgium, Bosnia−Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Deutschland, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Lichtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
America	United States of America, Argentina, Mexico, Panama, Suriname, Venezuela, Antigun and Barbuda, The Bahamas, Barbados, Belize, Colombia, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent and the Grenadines, Peru, Uruguay, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica
Africa	Namibia, Republic of South Africa, Liberia, Lesotho, Malawi, Morocco, Botswana, Burundi, Sao Tome and Principe, Swaziland, Seychelle, Cavo Verde
Oceania	Australia, New Zealand, Cook Islands, Fiji, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Palau

※ Please refer to the Hague Conference on Private International Law website for updated information.(www.hcch.net)

III

서 식

1. Application Form (Sample)

2. List of Submitted Documents (Sample)

3. Statement of Academic Purpose(Sample)

4. Confirmation of Expected Completion

5. Letter of Consent (Sample)

6. Letter of Request (Sample)

7. Confirmation of School Information

입 학 원 서

2023 전기 외국인 편입학 특별전형			수험번호		

지원학년	☐ 2학년 ☐ 3학년	사 진 (4cm×5cm)
지원학과		
성 명	<한글>	
	<영문(여권)>	
생년월일		국 적	
전 화		휴대전화	
이 메 일		학사학위 등록번호 (졸업자만 기재)	
주 소	( )	

부 모 연락처	부	성명		국적		전화번호	
		주소					
	모	성명		국적		전화번호	
		주소					

학 력	년 월	고등학교		졸업
	년 월	대학교	과(전공)	입학
	년 월	대학교	과(전공)	( )학년 편입학
	년 월	대학교	과(전공)	( )학기 수료(예정)
	년 월	대학교	과(전공)	학위수여(예정)
	총 평균 ( )점 / 100점 만점		전공과목 평균 ( )점 / 100점 만점	
	총 취득학점 ( )점 / 졸업기준 총 학점 ( )점		전공과목 취득학점 ( )점	

어학능력 자격요건	한국어트랙	☐ TOPIK 6급 ☐ TOPIK 5급 ☐ TOPIK 4급	( )어학원 ☐ 4급 ☐ 5급 ☐ 6급
	영어트랙	공인어학시험명: 점수:	

위 본인은 귀 대학교에 편입학하고자 소정의 서류를 갖추어 지원합니다.

20   년   월   일

지 원 자 :   (인)

성균관대학교 총장 귀하

제출서류 목록표 List of Submitted Documents

2023학년도 전기 외국인 특별전형 편입학 2023 Spring Transfer Application

성 명	
수 험 번 호	
모 집 단 위	
전 형 유 형	외국인 편입학

1. 필수 제출서류(모든 지원자) Required Documents(All Applicants)

번 호 No.	서 류 명 Name of Document	제출여부 Submission (O, X)
1	입학원서 Application Form	
2	제출서류 목록표 List of Submitted Documents	
3	학업계획서 Statement of Academic Purpose	
4	학력조회 동의서 및 의뢰서 Letter of Consent, Letter of Request	
5	지원자 여권 사본 A Photocopy of Applicant's Passport	
6	부모 여권 사본(또는 자국 발급 신분증 사본) Photocopies of Parents' Passport (or Domestic ID)	
7	가족관계 증명서류 Certificate of Family Relations	
8	어학능력 시험 성적표 Certificate of Language Proficiency (Korean / English)	
9	전적대학 졸업/수료 증명서 Graduation Certificate or Certificate of Completion of Prior University	
10	전적대학 성적 증명서 Transcript(s) of Prior University	
11	고등학교 졸업증명서 High School Graduation Certificate	

[본 서식은 인터넷 접수를 위한 견본입니다. 온라인 접수시 자동으로 작성됩니다.]

[This is a sample form. The form will be automatically filled during your online application process.]

2. 필수 제출서류(해당 지원자) Required Documents(If Applicable)

번 호 No.	서 류 명 Name of Document	제출여부 Submission (O, X)
1	중국대학 출신자 추가 제출 서류(p.7 참조) Additional Documents (For applicants transferring from universities in China, See P.7)	
2	중국 일반고와 졸업자 추가 제출 서류 (p.8 참조) Secondary Vocational Schfool & Other High School Diplomas– Certified (For graduates of Secondary Vocational Schools or Others, See p.8)	

3. 선택 제출서류(어학원 수료증명서, 공인어학성적표, 활동 증빙자료, 공인 성적증명서 등)

Optional Documents

Certificate of Completion from language institutes, Language proficiency test report, Proofs of Extracurricular activity,

Official transcript, etc.

번 호 No.	서 류 명 Name of Document	매수 No. of pages
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

※ 원본서류 제출 또는 번역공증본 제출 필수
※ All documents must be original document or notarized / translation copy

[본 서식은 인터넷 접수를 위한 견본입니다. 온라인 접수시 자동으로 작성됩니다.]
[This is a sample form. The form will be automatically filled during your online application process.]

학 업 계 획 서

지원자 인적사항

전형유형 :	외국인 특별전형	지원학과 :		수험번호 :	
성 명 :		생년월일		출신고교 :	

작성 및 입력 유의사항

1. 학업계획서는 반드시 본 서식을 사용해야 하며, 작성완료 후 출력하여 서류제출 기간에 제출해야 합니다.

2. 지원한 트랙에 따라 한글 또는 영어로 작성해야 하며, 지정한 분량을 초과할 수 없습니다.
   – 한국어트랙 지원자 : 한국어로 작성
   – 영어트랙 지원자 : 영어로 작성

3. 학업계획서내용 중 허위사실 기재, 대리작성, 표절, 위조서류 제출 등 기타 부정한 사실이 발견되는 경우 불합격 처리하며, 합격자 발표 이후라도 합격 및 입학을 취소할 수 있습니다.

4. 우리대학이 학업계획서 내용 확인을 요청할 경우 지원자는 이에 적극 협조해야 하며, 추가 자료 제출을 요청받은 경우, 별도 지정일시까지 반드시 제출해야 합니다.

※ 위 유의사항을 확인, 준수할 것을 서약합니다.

20   년   월   일

지원자: (인)

성균관대학교 총장 귀하

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[This is a sample form. The form will be automatically filled during your online application process.]

1. 편입학 후 본인의 학업계획과 졸업 이후의 진로계획
   (띄어쓰기 포함 500자 ~ 800자 작성)

2. 아래 질문에 대해 모두 또는 1개 선택하여(답변한 질문에 ∨ 표시) 작성
   (띄어쓰기 포함 500자 ~ 800자 작성)

   □ 한국 유학을 선택한 이유

   □ 한국 유학생활과 성균관대학교 대학생활에 기대하는 점

[본 서식은 인터넷 접수를 위한 견본입니다. 온라인 접수시 자동으로 작성됩니다.]

[This is a sample form. The form will be automatically filled during your online application process.]

수 료 예 정 확 인 서

전형구분	□ 외국인 편입학 특별전형		
수험번호		성명	
생년월일			
학교			
학과			
2학년 수료인정학점		졸업학점	
이수예정학점		수료예정학년	
수료예정일			

위의 사실을 확인합니다.

20　　년　 월　　일

〇〇대학교 〇〇대학 학(부)장

(〇〇교육기관장)　　(직인)

성균관대학교 총장 귀하

LETTER OF CONSENT(학력조회동의서)

No. _____

SUNGKYUNKWAN UNIVERSITY

Admissions Office

25-2, Sungkyunkwan-ro, jongno-gu, Seoul, KOREA (03063)

Tel: +82-2-760-1000
Fax: +82-2-760-1350
fore@skku.edu
https://www.skku.edu

To Whom It May Concern,
This letter is to confirm that I attended _____.

I have applied to **Sungkyunkwan University in Seoul, Korea for the 2023 academic year** and have agreed to allow **Sungkyunkwan University** to officially request my academic records from previously attended schools.

In this regard, I would like to request your full assistance when they contact you regarding verification of enrollment and transcripts.

Student Name	
Student ID Number (If any)	
Date of Birth	
School Name	
School Address	
School E-mail	
Date of Admission(transfer)	
Date of Graduation(withdrawal)	

Date : _____

Sincerely yours,

Signature : _____

LETTER OF REQUEST(학력조회의뢰서)

No. _____

SUNGKYUNKWAN UNIVERSITY

Admissions Office

25-2, Sungkyunkwan-ro, jongno-gu, Seoul, KOREA (03063)

Tel: +82-2-760-1000
Fax: +82-2-760-1350
fore@skku.edu
https://www.skku.edu

♣Date: .   .   . (dd/mm/yyyy)
♣School Name:
♣Address:
♣Zip Code: ♣Tel:
♣Fax: ♣Email:
♣Student Name: ♣Student ID Number:

Subject: Requesting Student Information

Dear Sir or Madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask that you please verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, field of major, and date of graduation. Please fill in the lines below and return this document to our office. You may respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Admissions Office _____

Questions to Verify Student Information _____

Student's Name: _____

Degree: _____

Major: _____

Date Conferred: _____

Name of Institution: _____

Signature of University Official _____

학교 정보 확인서 学校信息确认书

유 학 생 인 적 사 항 留学生 个人信息	성 명 姓 名		생년월일 出生日期	
	국 적 国 籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	

학교정보 学校信息	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期:20 . . .)		
	학 교 유 형 学校类型	보통중등전문학교 普通中专( )　　직업고등학교 职业高中( ) 성인중등전문학교 成人中专( )　　　　기타 其他( )		
	교 육 과 정 教育种类	고등학교 학력과정 高中阶段学历教育( ) 고등학교 비학력과정 高中阶段非学历教育( ) ※ 비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소 재 지 学校地址			
	전화번호 学校电话			
	홈 페 이 지 学校官网			

교 직 원 연 락 정 보 教职工 联系信息	소 속 및 직위 所属部门及职位			
	성 명 姓 名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	

본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다.

本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。

20 . . .

유학생 본인 留学生本人 (서명 签名)

* 2부 작성 후 교육기관 및 재외공관에 각각 제출

　本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。