2023 Spring

Admitted International Student Guide

(Undergraduate Freshman)

성균관대학교
SUNG KYUN KWAN UNIVERSITY

1   Process for Enrollment

2   Important Notices

3   Contact Information

4   Amenities

Appendix

Appendix 1. Example of Tuition Invoice

Appendix 2. How to Register Kingo ID

Appendix 3. Application for Certificate of Admission

ATTACHMENT

Attachment 1. 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).

- ○ (Spring semester admitted student) Print-out period: January 6th (Fri) — January 27th (Fri), 2023

STEP 2. Enrollment

- **Tuition Fee :** Stated on tuition invoice (scholarship is also stated)
  - ○ Admission of student whose payment is not completed by due will be automatically cancelled
- **Payment Procedure**

Invoice Print Out	[2023 Spring] print out available from January 09 (Mon), 2023 ■ International student admissions website > Admissions result announcement
Enrollment	[2023 Spring] January 13 (Fri), 2023 — February 06 (Mon), 2023 ■ Transfer must be done by 16:00 (KST) of the due date (Feb/06/2023) ■ When making an overseas transfer, please consider the exchange rate and the transaction fee (the exact amount must be paid) ■ Admission will automatically be cancelled if payment is not completed by due date
Entrance Disclaimer	■ If student decides to withdraw registration after the tuition payment, please check our future announcement on the payment period in December ■ 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).

Health Insurance	▪ All international students will be registered to the **mandatory** Korean National Health Insurance Services (NHIS) by the national regulation starting from March 2023. ▪ However, since the national health insurance is applied 'after the date of completion of foreign registration', it is not subscribed to the health insurance until the foreign registration is completed. Therefore, personal insurance such as traveler's insurance must be joined in advance during the relevant period (the date of entry ~ before foreign registration is completed) (strongly recommend)
Student Council Fee (Optional)	Refer to [Reference 1. Tuition Invoice]
Payment Method	① Visit Woori bank in Korea ② (On/Off-line) bank transfer ③ Overseas transfer ▪ 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. ▪ If the paid amount exceeds the invoiced amount, the difference will be refunded after enrollment.
Payment Confirmation	After signing up for Sungkyunkwan on the school website (www.skku.edu), 1)SKKU Website(www.skku.edu) > Campus Life > IT services > Certificate Issuing Services > Login > Certificate Issuance > Confirmation of Registration 2)School Certificate Issuing Website(icert.skku.edu)> Login > Certificate Issuance > Confirmation of Registration ▪ KINGO ID registration : Please refer to [Appendix 2. How to register Kingo ID] ▪ KINGO ID registration Contact: IT Call Center ☎ 031)299-6119 ⊠ itservice@skku.edu ▪ Confirmation is available within 10 minutes after payment via online banking/transfer. ▪ For overseas transfer, confirmation is available after 5 days. ▪ Contact: Financial Affairs ☎ 02 760 1125, ⊠ 1146@skku.edu

STEP 3. Applying for Certificate of Admission

Certificate of Admission is used as a proof document for student's acceptance at SKKU and is required for D-2 visa application from the immigration office/Korean Embassy.
It can only be issued provided the application fee (tuition fee) is paid and all documents are submitted within application period.

Students should apply for the Certificate of Admission on SKKU system, GLS, and the scanned version of the issued certificate can be downloaded from GLS.
※ Visa application is available with the copy of the Certificate of Admission as of March, 2018.

- **Applicant : Admitted students applying for a Student Visa (D-2)**
- **Application Period: Jan 16 (Mon) – Feb 06 (Mon), 2023**

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

Application Process	■ **GLS System Application**: Scanned version of the issued certificate can be downloaded **from GLS** from **Jan 16 (Mon), 2023** ※ Due to the COVID-19 outbreak, visit to the office for application is not available ■ **Instruction** ① Login to SKKU system with Kingo ID > Apply on GLS system 　※ All application documents should be scanned in **color and sent in pdf.** file 　※ File name: Student ID no_Name of Student(in English)_Name of Document(in Korean) 　　ex) *2022000000_HONG GILDONG_신청서* ② Upload application documents on GLS system > Application/Graduataion > CoA Issuance Apply ③ Online submission of consent form ④ The original copy of Certificate of Financial Statement should be submitted to Office of International Student Services via post. ■ **Note** - Issued certificate is sent by the order of application from Jan 16 (Mon), 2023. - **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.** - **In the case of loss of the document due to incorrect address, resubmittion of same document is required** 　**ex) If the balance certificate is delivered to the admissions management team, the document cannot be checked by the foreign student support team**	
Required	Color Copy of Passport (Personal Information page)	
	Certificate of Financial Statement(Korean/English)	Balance Certificate must be Issued within 30 days of the submission date and more than 20,000 USD Account holder: student or parents ※ Notes - Issuance of 3 original copies required: 1 copy for the Korean Embassy for visa application, 1 copy for SKKU, and 1 copy for the case of emergency - If a document has not arrived to the Foreign Student Support Team due to an incorrect address, it is deemed that the

		document has not been submitted and will be requested to re-submit the same document - Family Relationship Certificate is required when submitting parents' Financial Statement (copy of the certificate is acceptable)
	Version of the certificate of level of education (Korean/English)	- Certificate of Degree with the Apostille confirmation, or confirmation from the consul at Korean Embassy
Optional	Copy of Alien Registration Card	Submission required for Alien Registration Card Holder

※ All documents must be submitted in A4 size with Application no./Dept./Name written on the right bottom, and arranged in order as above.
- Contact
 Humanities and Social Sciences Campus: ☎ 02-760-0026~7   ⊠ oisshs@skku.edu
  Location: 90212, International Hall 2nd floor, Sungkyunkwan University,
        25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

STEP 4. Applying for VISA (International Department's Foreign Student Support Team)

■ Applicant : Students who need D-2 VISA

■ Students who are F-4, F-5 visa holders do not need to change their visa type to D-2.
■ **Students must obtain D-2 visa by Feb. 26 (Sun), 2023, 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: 'Vertification 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) - Additional documents may be requested depending on the embassy/student
Change of Visa to D-2 in Korea	Who	Students who reside in Korea and need to change visa status to D-2
	How	Visit the immigration office ※Reservation through www.hikorea.go.kr is required
	Required Documents	① Certificate of Admission ② Application form ③ Passport ④ Alien Registration Card ⑤ Confirmation of Tuition Payment ⑥ Photo(1 Copy) ⑦Document 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: 'Vertification 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) or stayed in Korea more than a year and six months
	Required Documents	① Application Form ② Passport ③ Alien Registration Card ④Fee ⑤ Certificate of Admission ⑥ Korean language proficiency document ⑦ Document proof of residence ⑧ Photo(1 Copy) ⑨ Language Institute certificate and transcript
	Notice	- Application should be made within 15 days from the end date of language course, and change to D-2 should be completed by Feb. 26 (Sun), 2023. 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.

*Visa-related inquiries
- Humanities and Social Sciences Campus: ☎ 02-760-0026~7   ✉ oisshs@skku.edu

STEP 5. KINGO ID(SKKU Website) Registration

Students can use SKKU's internet services (Kingo portal, GLS, Dormitory Application) 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. <u>All school notices are to be sent to this email address, so please check the e-mail inbox frequently.</u>

- **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 for regular admission to the dormitory for the first semester of 2023**
  - ○ Application Schedule: to be notified at the end of January on dormitory website
                        [Information] - [Notice]
※ Please visit dormitory website for further notice on dormitory registration and information on facilities (https://dorm.skku.edu/)

- **About Self-quarantine Dormitory**
  - ○ Will be notified via email

- **Contact**
  - ○ Humanities and Social Sciences Campus Dormitory Operations Center:
  - ☎ 02) 760-0163, 0164, 0167, 0168
  - ○ Natural Sciences Campus Dormitory Operations Center:
  - ☎ 031) 290-5181~6

STEP 7. Course Registration

- **<Korean Track> Course Registration:** Feb. 22 (Wed). 2023 10:00 ~ 22:59
  - ○ Please visit OISS website (http://oiss.skku.edu/) for more information.

- **<English Track> Course Registration**: Feb. 22 (Wed). 2023 10:00 ~ 22:59
  - ○ Please note that curriculum of Korean Track and English Track are different. It is mandatory to check which courses are available on each track and registration process 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 **February 27 (Mon), 2023** - the first day for you to join SKKU family!
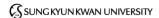
2. Important Notice

■ 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 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 passed the high school graduation qualification must submit the following documents.
   ○ Students must submit the graduation certificate and transcript from the last semester until March 3 (Fri), 2023, 12:00pm (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 significant issues must be notified to the admissions office in advance.)
   ○ Major/application number/Applicant's name must be indicated at the bottom right of documents.

■ Students asked to submit additional documents must submit by due to the OISS.

■ Changing Applicant E-MAIL and Phone Number
   ○ If the student wish to change their e-mail address or phone number, please fill out Application for Updating Contact Information.
   - Before admission: Submit to Admissions Office via email (fore@skku.edu)
   - After admission: Submit to Office of International Student Services via email (oisshs@skku.edu)
   ○ If you do not notify the change of contact information, you may not be able to receive the main information guided by the school, which may lead to disadvantages.
   ○ 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 moving up to 2nd year and choosing the major, the score of TOPIK level 4 or above is required.

■ The date and time announced in the guide is based on Korean Standard Time (KST).

3. Contact Information

Category	담당 부서		연락처
General admission information	Admissions Office		02) 760-1000 FAX 02) 760-1350
Tuition fee	Financial Affairs		02) 760-1125
Scholarship	Office of Student Affairs		02) 760-1075
Certificate of Admission, Visa, Orientation	Office of International Student Services		Humanities and Social Sciences campus 02) 760-0026~7
General academics information (Graduation·Courses·Double major·School register·Leave of absence·Return to school·etc)	Office of Academic Affairs		1811-8585
Dormitory	Dormitory Operations Center (Seoul)		02) 760-0163, 0164, 0167, 0168
	Dormitory Operations Center (Suwon)		031) 290-5181~6
General information of major	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
		School of Global Leader	02) 760-0191~2
	Natural Sciences Campus	College of Science	031) 290-5803, 5804, 5876
		College of Information and Communication Engineering	031) 290-5827, 5863
		College of Computing and Informatics	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

Humanities and Social Sciences Campus, Office of International Student Services

- #90212, International Hall 2nd floor, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
- ☎ 02-760-0025~6   ✉ oisshs@skku.ed

※Please be noticed that it is different from the admission-related inquiry (address/phone number/e-mail).
※When inquiring on e-mail, please specify your application number and name for accurate consultation.

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. Amenities

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)	1F	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	09:00 ~ 21:00	10:00 ~ 16:30	09:00 ~ 17:00	10:00 ~ 16:30
	2F	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
	3F	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
	4F	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. Cafetaria

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

Appendix 1. Example of Tuition Invoice

2023학년도 1학기 등록금 고지서

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

납부방법	납부금액	해당학생	비고
(기본)납부	0	전체 신입생 필수납부 금액	※ 학생회비는 선택 납부사항이며, 납부희망시 반드시 좌측에 안내된 합산금액(기본+선택납부금)으로 납부하시기 바랍니다.
(기본+학생회비)납부	00,000	총학생회 학생회비 납부 희망자	

필수수납

2023학년도 1학기 등록금 고지서(은행용)

경영학				납입금액	0
과정	학사	수험번호	000-0000-0000	성명	000
		수업료	기타		합계
납입내역		0,000,000			0,000,000
감면내역	국가장학(유형1)				
	국가장학(다자녀)				
	농어촌학자금융자				
	그외 장학	0,000,000			0,000,000

등록기간 : 2023년 00월 00일(월) ~ 2023년 00월 00일(금)
등록장소 : 등록전용계좌(우리은행-가상계좌)
우리은행 입금(가상계좌) : [개별 학생에게 부여된 가상계좌 번호]
성균관대학교 총무처장

2023학년도 1학기 등록금 고지서(학생용)

과정	학사		경영학	
수험번호	000-0000-0000	성명	가쓰키마이	
수업료	0,000,000			
합계				0,000,000
감면금액	0,000,000	납입금액		0
장학금종류	외국인,교포장학금			

등록기간 : 2023년 00월 00일(월) ~ 2023년 00월 00일(금)
등록장소 : 등록전용계좌(우리은행-가상계좌)
우리은행 입금(가상계좌) : [장학금 종류 및 장학금액 확인]
성균관대학교 총무처장

선택수납

2023학년도 1학기 선택수납금 고지서(은행용)

경영학				납입금액	00,000
과정	학사	수험번호	000-0000-0000	성명	000
학생회비		00,000			
합계					00,000

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

2023학년도 1학기 선택수납금 고지서(학생용)

과정	학사		경영학	
수험번호	000-0000-0000	성명	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 및 입금정보

■ 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.
※ 中??生 可通?' Wechat Pay(微信支付)¨?????
 - 甲?微信??后到완成??需要?3天

※ 해외에서 등록금 송금 시 은행정보 (우리은행)
 - SWIFT CODE : HVBKKRSEXXX
 - 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.

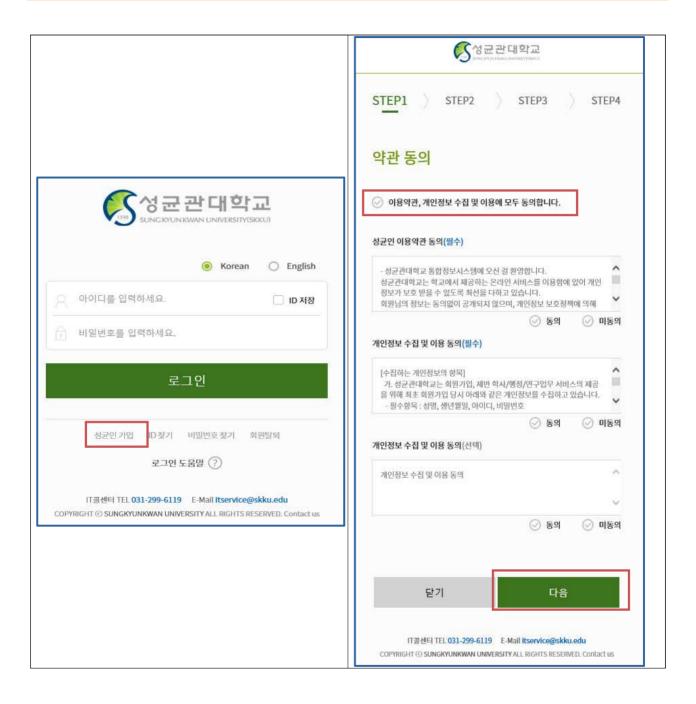**All school notice will be sent to the Kingo email address once registered.**

- ■ Registration Period : After enrollment
  - ○ Payment can be confirmed in 1~2 hours after virtual account payment, 3~5 days after international transaction

- ■ Contact : IT CALL CENTER
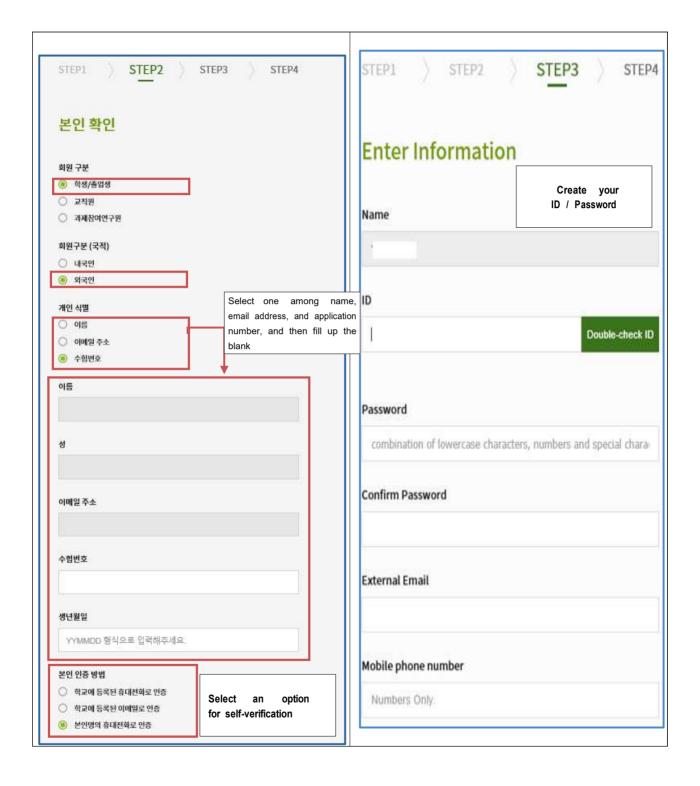 - ☎ 031-299-6119 ✉ itservice@skku.edu

Kingo Registration STEP 1

- 12 -

STEP1 〉 **STEP2** 〉 STEP3 〉 STEP4

본인 확인

회원 구분
- ⦿ 학생/졸업생
- ○ 교직원
- ○ 과제참여연구원

회원구분 (국적)
- ○ 내국인
- ⦿ 외국인

개인 식별
- ○ 이름
- ○ 이메일 주소
- ⦿ 수험번호

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

이름

성

이메일 주소

수험번호

생년월일
YYMMDD 형식으로 입력해주세요.

본인 인증 방법
- ○ 학교에 등록된 휴대전화로 인증
- ○ 학교에 등록된 이메일로 인증
- ⦿ 본인명의 휴대전화로 인증

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 chara

Confirm Password

External Email

Mobile phone number
Numbers Only.

Appendix 3. Application for Certificate of Admission

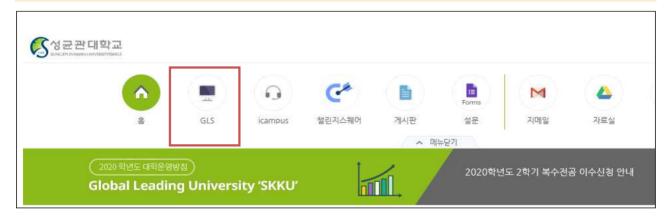Student should apply for the Certificate of Admission on the SKKU system, GLS.

- Application Process: Application on SKKU system GLS
- Certificate Receipt: Download on SKKU system, GLS
- Application Period: Jan 16 (Mon) – Feb 06 (Mon), 2023
  - It takes about 5 days for certificate issuance.
  - Application will be rejected unless all required documents are submitted. Student should re-apply with all the documents.
  - If the submitted documents are not satisfied, it will be returned, and student must apply again after supplementing the documents.
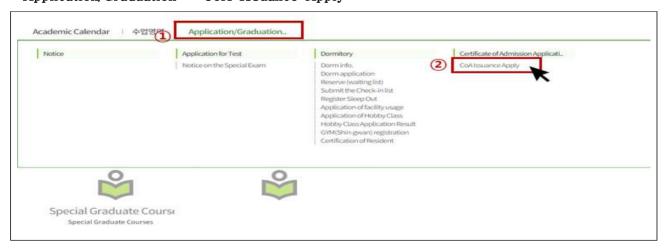- Inquiry : Office of International Student Services ☎ 02-760-0026~7 / ✉ oisshs@skku.edu

STEP 1

STEP 2

STEP 3

STEP 4

: Application/Graduation > CoA Issuance Apply

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