Spring 2017 (1st Round)

Notification for Newly Admitted International Students

(Undergraduate)

성균관대학교
SUNG KYUN KWAN UNIVERSITY

1. Process for Enrollment

STEP 1	Issue of Acceptance Certificate	▪ Acceptance Certificate can be issued at SKKU admission website by putting name, application number, birthday ※ Checking Application number : Login to www.uwayapply.com

STEP 2	Print out Tution Bill & Enrollment	▪ **Print out Tuition Bill**
		It is available from **Jan 3, 2017(Tue.) 14:00** at SKKU admission website.
		
		▪ **Payment amount**
		Amount that is indicated in tuition bill
		※ Check your scholarship at tuition bill
		
		▪ **Payment period**
		January 4, 2017(Wed) ~ January 11, 2017(Wed)
		※ Available payment time 10:00 ~ 16:00
		
		▪ **Payment place**
		By visiting(Wooribank in Korea) or internet banking
		※ Bank Information for overseas transfe
		  – rBank Name: WOORI BANK
		  – Bank Address: 25-2, Sungkyunkwan-ro,
		            Jongno-gu, Seoul KOREA (03063)
		  –Account Holder: SUNGKYUNKWAN UNIV.
		  –Swift Code: HVBKKRSEXXX
		
		▪ **Payment method**
		Deposit the tuition and fees to the individual virtual account number indicated in tuition bill
		
		※ If you fail to complete payment during payment period, you are not be able to enter SKKU

STEP 3	Applying Certificate of Admission	▪ **Target group : All newly admitted international students (Regardless of visa)** ▪ **Application period** **January 4, 2017(Wed) ~ January 13, 2017(Fri)** ※ Available time 09:30 ~ 11:30, 13:30 ~ 16:30 ※ **Please refer to p.3~4 for details**
STEP 4	Things to do after enrollment	▪ please refer to p.5~6

2. Issuance of Certificate of Admission

Certificate of Admission is issued when SKKU reports newly admitted international students to the Ministry of Justice as SKKU students. All newly admitted international students must be issued a Certificate of Admission. Certificate of Admission can be used as a proof document for students' acceptance to SKKU and students may apply for visa and change their visa type with this document.

■ **Target Group : All newly admitted international students**

■ **Issuance period :** **January 4, 2017(Wed) ~ January 13, 2017(Fri), 09:30 ~ 11:30, 13:30 ~ 16:30**

■ **Application method**

Visiting OISS	■ **Who can apply** : International Students who reside in Korea (Submission by substitutes is allowed) ■ **Where to submit : Humanities and Social Sciences Campus (Seoul)** 　※ 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea 　　90212, 2ⁿᵈ floor of International Building, Sungkyunkwan University ■ **Student can receive a Certificate of Admission right after submission**
Applying through E-mail	■ **Who can apply** 　① **Only for the case that applicants reside overseas and have no substitutes in Korea** 　② **F4, F5 visa holders who only need to apply for the Certificate of Admission** ■ **How to Submit** 　① **Scan all documents with jpg or pdf files** 　　※ Document Title needs to be like following: Candidate No._Name_Name of document 　　　ex) C00000001_John Smith_Health Insurance 　② **Email to the** visa@skku.edu 　　※ Email Title needs to be like following: [Undergraduate]Candidate No._Name 　　　ex) [Undergraduate]C00000001_John Smith 　③ **Please write the address(In English), zip code, phone number and name of addressee where you will receive the certificate** ■ 주의사항 　① **Certificate of Admission will be sent from 2017.1.23.(Mon)** 　② **Documents would not be accepted if student do not abide by submission rules** 　③ **Confirmation email will be sent after submission is made**

■ **Required documents**

No.	Douments	Matters That Require Attention
1	**Personal Information Usage Agreement**	▪ Refer to p.8
2	**Application form for the Certificate of Admission**	▪ Choose from either Korean-English / Korean-Chinese
3	**[Optional] Color Copy of Alien Registration Card (front/back)**	▪ Alien Registration Card Holder only ▪ Black and White not accepted ▪ Write down application number, major, name at the right bottom
4	**Color Copy of Passport-personal Information Page**	▪ Only if you have korean visa ▪ Write down application number, major, name at the right bottom
5	**[Optional] Color Copy of Passport-visa Page**	▪ Only if you have korean visa ▪ only Color copy ▪ Write down application number, major, name at the right bottom
6	**Copy of Health Insurance Registration Certificate**	▪ Choose from either ① Korean National Health Insurance : confirmation of acquire qualification and first page of certificate of insurance ② Accident Insurance of a Korean insurance company for foreigners. (valid period: at least 1 year from 2017.3.1.) ※ Do not submit certificate of life insurance and cancer insurance ▪ Write down application number, major, name at the right bottom
7	**[Optional] Registration Confirmation Document**	▪ Only for E-mail submissions ▪ Choose from either remittance receipt or Receipt of Tuition Fee with Woori Bank stamp ▪ Write down application number, major, name at the right bottom

※ When you submit documents by visiting the office, please prepare documents in order written in above.

■ **Notice**

1. All documents must be in A4 size.

2. Certificate of Admission will only be issued once the enrollment (tuition payment) has been completed and required documents for the certificate have been submitted.

3. Mail-in application is not acceptable in any case and Certificate of Admission will not be issued.

4. Chinese-Korean applicants with Taiwanese nationality who do not own a passport must be issued a passport at a nearby district office and should submit a passport copy.

5. Those who are issuing their visa in Korean embassy should proceed quickly before causing a delay on admission schedule.

6. SKKU issues the 'Certificate of Admission' only and does not have detailed information related to visa application. Please inquire documents/procedure for visa application at Korean Embassy at your residence.

■ **Contact Information for inquiry**

Office of International Student Services

✉ 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea, 90212, International BD(2F), Sungkyunkwan University

☎ 02－760－0024~5

✉ intlhss@skku.edu

- OISS Homepage : http://oiss.skku.edu
- Facebook : https://www.facebook.com/skkuintlstudents

※ Inquiries through email are preferred. We will reply you promptly.

※ <u>Please indicate name and application number in email when you make an inquiry.</u>

3. Things to do after enrollment

■ **Applying for Visa(D-2-2)**

Change of Visa for D-4 visa holders	■ **Conditions for application : Students can apply when they meet one of the conditions below** ① Students enrolled in degree program course after same school's language course (Ex: Sungkyun Language Institute → Sungkyunkwan University) ② Over TOPIK Level 2 ③ Staying in Korea more than 1 year and 6 months ■ **Required documents** Application form, Passport, Alien Registration Card, Photo(1 Copy), Fee, Certificate of Admission, Languge Institute transcript(including attendance, curriculum), Tuberculosis medical report(only for students from 18 countries at p.9) ■ **Notice** ① Apply in 15 days after the completion of Language course ② Students can leave Korea after changing of visa and getting D-2 visa (If leaving Korea before getting D-2 visa, applying for D-2 visa will be void)

Applying for D-2 Visa	■ **Who can apply** ① Applicants who reside overseas and do not have Korean visa ② Student who stayed in Korea, but returned to his/her home country and plan on returning to Korea in August ※ Chinese students do not have to apply for visa issuance certification number. ■ **Required documents** ① Required documents : Certificate of Admission, Passport ② Other documents : Required documents may differ depending on the place of application. Please inquire the Korean embassy in your residence ■ **How to apply** Visit the Korean embassy in your residence

■ **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 this school email address before beginning of semester.

- Registration Period : After tuition payment
    ※Rregistered before tuition payment is deleted on January 1st, 2017 (Mon).

- How to register : p.13~14

■ **Applying for Dormitory**

■ **Who can apply?**
 2017 Spring semester's newly admitted students who want to live in the dormitory

■ **Application Schedule**
 Please refer to further notice on the university website   and email notification

 ☎ Myung Ryun Haksa(Seoul) 02-766-2103, 2183
      Bong Ryong Haksa(Suwon) 031-290-5181~2
 📖 http://dorm.skku.edu   ✉   dorms@skku.edu

※ Students can check dorm facilities at dorm website.
※ We strongly recommends freshman to live in dorm for safe school life.

4. Orientation and Course Registration

■ Orientation

- **DATE: mid February of 2017** (Details will be noticed at the end of January)
- ※ Students can get information about class registration, academic policy, and information of living in Korea at the orientation
- ※ Mandatory to attend, disadvantages may cause if students do not attend.

■ Course Registration

- **DATE: mid February of 2017** (Details will be noticed at the end of January)
- ※ Detailed information will be distributed during the orientation.
- ※ Mandatory to attend, disadvantages may cause if students do not attend or make course registration by him/herself without a proper guidance.

5. Important notice

1. Admission of students who do not enroll during the Enrollment Period will be canceled.

2. When offered admission to more than one university including SKKU in the same semester(including teacher's college, industrial university, community college), one should enroll in only one university. (Enrollment Deposit Payment included)

3. Accepted students (including those from the additional admission) cannot apply for Regular Admission and Additional Admission regardless of whether they have enrolled or not.

4. The acceptance and the admission of students who violated any rules regarding the enrollment and the application will be canceled.

5. 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 many other forms will be canceled.

6. **Students who got accepted to SKKU as student 'expected to graduate' must submit the graduation certificate and transcript of all high school years until FEB 24, 2017(Fri) 17:00(with additional Apostille)**
   ※ The documents that are not issued in Korean highschool must be checked by the consuls.

7. Every notice will be informed by email addresses or school email adrdress after registering KINGO ID or phone numbers students wrote on the application form for Certificate of Admission. **The change of email addresses and phone numbers should be notified to Office of International Students Services.** If a student does not notify, one might not be informed of important notices from the university and it might cause the student's disadvantages.

개인정보 수집·이용 동의서

Personal Information Collection·Use Consent Form

목적 Purpose	▶ 출입국관리법 제18조의4 및 동법 시행령 제24조의8 및 「외국인유학생 사증발급 및 체류관리 지침」에 따른 외국인 유학생 체류관리 Management of International Students' Stay according to 「Visa issuance and management of stay of international students」from Immigration Control Law Article 18-4 and Enforcement Ordinance Article 24-8 from the same law
수집항목 Collected Information	▶ 필수적 정보 : 개인 식별정보 Necessary Information : Personally Identifiable Information - 사진, 성명, 생년월일, 국적, 주소 및 거주지, 이메일 주소, 전화번호, 휴대폰 번호 등 「표준입학허가서 발급신청서」 상의 모든 정보 Photo, Name, Date of Birth, Nationality, Address and Residence, Email Address, Phone number, Cell phone number and etc. Every Information on 「Application form for Certificate of Admission」
보유이용기간 Retention Period	▶ 위 개인정보는 수집·이용에 관한 동의일로부터 10년 동안 위 목적을 위해 보유·이용됩니다. Personal Information as above will be retained and used from the date of agreement on the collection and use for 10 years.
동의를 거부할 권리 및 동의를 거부할 경우의 불이익 Right to refuse the consent and disadvantages in case of refusal	▶ 위 개인정보 중 필수적 정보의 수집·이용에 관한 동의는 외국인유학생 표준입학허가서 발급 및 재학 중 체류 관리를 위하여 필수적이므로, 위 사항에 동의하셔야만 표준입학허가서 발급이 가능합니다. Consent on the collection and use of the necessary information from personal information above is essential for the issuance of Certificate of Admission and management of the student's stay during studying period. The Certificate of Admission will only be issued with the consent.
수집·이용 동의 여부 Consent on the collection and use	▶ 위와 같이 본인의 개인정보를 수집·이용하는 것에 동의합니다. I consent to the collection and use of my personal information as above. - 필수적 정보Necessary Information (동의함Consent ☐ 동의하지 않음Do not consent ☐)

본인은 상기내용을 확인 및 이해하였으며 위와 같이 개인정보의 수집 및 이용에 동의합니다. I confirm that I thoroughly understood the content of this form and consent to the collection, use of my personal information as above.

2016   .   .

성명 :   서명 또는 (인)
Name and Signature

성균관대학교 총장 귀하

학부 표준입학허가서 발급신청서

Certificate of Admission Application Form for Undergraduate Students

※ p.11의 작성요령을 참고하여 작성 Please refer to the Guidance file before filling in the blanks below.

A. 개인정보 Personal Details

성 명 Name	한글 Korean		사 진 (컬러) Color Photo
	영문 English		
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No.			
국 적 Nationality		☐ 대만 화교 Chinese-Korean ☐ 한국계 중국인 Korean-Chinese ☐ 한국계 러시아인 Korean-Russian	
여권번호 Passport No.		성 별 Gender ☐ 남(M) ☐ 여(F)	
전화번호 혹은 휴대폰번호 Phone Number or Mobile			
이메일 E-mail	1)	2)	

비상연락처 Emergency Contact Information	가족 Family	성명 Name		본인과의 관계 Relationship	
		휴대폰 번호 Mobile No.		집 전화 번호 Home Tel. No.	
	유학원 Agency(if any)	유학원 명칭 Company Name		전화번호 Tel. No.	
		담당자 성명 Person in Charge		이메일 E-mail	

B. 입학정보 Detailed Admission Information

학위과정 Degree	학사 Bachelor's Degree	수험번호 Candidate No.	
입학유형 Type of Admission	신입학 New student		

전 공 Major	☐ Humanities ☐ Social Sciences ☐ Business Administration ☐ Global Business ☐ Global Economics	☐ Film, TV & Multimedia ☐ Fashion Design ☐ Theatre ☐ Natual Sciences ☐ Electronic & Electrical Eng.	☐ Software ☐ Engineering ☐ Architecture ☐ Global Biomedical Engieering ☐ Sport Science

C. 학비조달 계획 Source of Funding

☐ 본인부담 Self-funding

☐ 대한민국 정부초청 Korea Government Scholarship Program (KGSP)

☐ 해외정부파견 Scholarship from Government of Applicant's Home Country

본인은 상기 내용이 사실임을 확인하며 첨부 서류와 함께 표준입학허가서를 신청합니다.

I respectfully request that you issue a certificate of admission for the purpose stated above.

신청서 제출일 Submission Date   201   .   .   .

지원자 서명 _____ (자필기재)

신청서 대리제출자	대리인 연락처	합격자와의 관계 Relationship to Applicant

학 부 표 준 입 학 허 가 서 발 급 신 청 서
学 部 (本 科)生 标 准 入 学 许 可 书 发 行 申 请 书

※ p.11의 작성요령을 참고하여 작성 填写下列空格时，请务必阅读注意事项后再填写。

A. 개인정보 个人信息

성 명 姓 名	한글 韩文		사 진 (컬러) 彩色照片
	영문 英文		
생년월일 혹은 외국인등록번호 出生日期或外国人登录号码			
국 적 国籍		□ 한국계 중국인 朝鲜族 □ 대만 화교 臺灣華僑	
여권번호 护照号码		성 별 性別 □ 남(男) □ 여(女)	
휴대폰번호 手机号码			
이메일 E-mail	1)　　　　　　　2)		

비상연락처 紧急联络处	가족 家人	성 명 姓 名		본인과의 관계 与本人的关系	
		휴대폰 번호 手机号码		집 전화 번호 电话号码	
	유학원 留学中介机构	유학원 명칭 中介机构名称		전화번호 电话号码	
		담당자 성명 负责老师		이메일 E-mail	

B. 입학정보 详细信息

학위과정 学位	학사 学士	수험번호 考号	
입학유형 入学类别	신입학 新生		

전 공 合格专业	□ 인문과학계열	□ 영상학	□ 소프트웨어학
	□ 사회과학계열	□ 의상학	□ 공학계열
	□ 경영학	□ 연기예술학	□ 건축학(5년)
	□ 글로벌경제학	□ 자연과학계열	□ 글로벌바이오메디컬엔지니어링
	□ 글로벌경영학	□ 전자전기·컴퓨터공학계열	□ 스포츠과학

C. 학비조달 계획 经费来源

□ 본인부담 自费
□ 대한민국 정부초청 韩国政府奖学金 (KGSP)
□ 해외정부파견 申请人本国政府奖学金

본인은 상기 내용이 사실임을 확인하며 첨부 서류와 함께 표준입학허가서를 신청합니다.

本人确认上述内容属实，在此提交标准入学许可书发行申请书以及学校要求的附件， 请予以发行标准入学许可书。

신청서 제출일 申请书提交日期　　201 ．　　．　　．

지원자 서명 _____ *(자필기재)*

신청서 대리제출자 申请书代理提交人信息	대리인 연락처 代理人联系方式：	합격자와의 관계 与合格者的关系：

How to fill in Certificate of Admission

번호	주 의 사 항
<1>	Name in passport(including space)
<2>	Foreign Registration No. or Fill in your birth date YYYY-MM-DD
<3>	Chinese Korean / Korean Chinese / Korean Russian
<4>	Color Photo
<5>	Mobile phone no. in Korea (If not, please fill in the mobile no. in your country)
<6>	Email currently in use
<7>	Emergency contact person such as parents and relatives
<8>	Fill in the information of your agency if any
<9>	You can find it from the UWAY(online application) website.
<10>	Financial source for your tuition fee and living expense
<11>	Your signature (You can sign in any language)
<12>	Only applicable when you apply for it by your substitute

결핵검진 확인서

성명(Name)	성별(Sex) ☐ M(남)　☐ F(여)	사진 (Photo) 3㎝×4㎝
출생일(Date of Birth)	전화번호(Phone Number)	
여권번호(Passport Number)	한국 내 주소(Address in KOREA)	

1. 검사일시 _____/_____/_____

2. 검사 결과

　　정상 ☐,　　비활동성결핵 ☐ ,　활동성결핵 ☐,

　　기타 ☐ :　　　　　　　　　　　　　　　　　)

3. 객담검사 결과

　(1) 객담도말검사 :　음성 ☐,　　양성 ☐

　(2) 객담 Xpert MTB/RIF 검사

　　　- 음성 ☐,　감수성결핵 ☐,　RIF내성결핵 ☐

※ 결핵환자 : 흉부X선검사 결과 '활동성결핵', 객담도말검사 결과 '양성',
　　　　　　객담 Xpert MTB/RIF 검사 결과 '감수성결핵' 및 'RIF내성결핵'
　　　　　　중 하나라도 표시된 자.

위와 같이 검사하였습니다.

　　　　　　　　　　　　　　　년　　　월　　　일

　　　　　　　　　　　　○ ○ ○ ○　보건소장 (직인)

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 this school email address before beginning of semester.
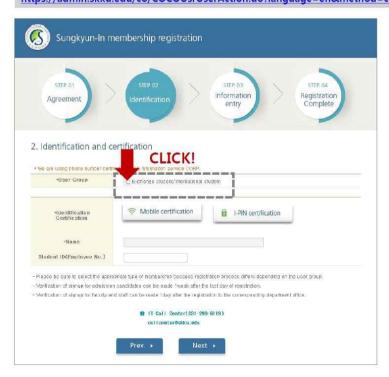
■ Registration Period : After tuition payment
　※ Registered before tuition payment is deleted on January 1st, 2017 (Mon).

■ LINK
https://admin.skku.edu/co/COCOUsrUserAction.do?language=en&method=checkIsUserMain&reqType=T
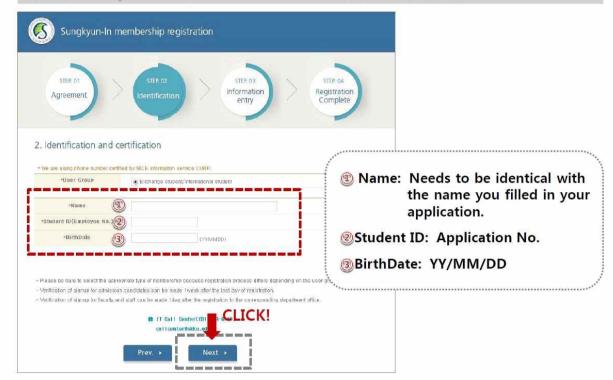
■ **IT CALL CENTER : callcenter@skku.edu**

STEP 2

在点击 Exchange student/International student 后转换的画面中进行

Sungkyun-In membership registration

STEP.01 Agreement > STEP.02 Identification > STEP.03 Information entry > STEP.04 Registration Complete

2. Identification and certification

* We are using phone number certified by NICE information service CORP.

*User Group	⦿ Exchange student/International student
*Name ①	
*Student ID(Employee No.) ②	
*BirthDate ③	(YYMMDD)

- Please be sure to select the appropriate type of membership because registration process differs depending on the user group.
- Verification of signup for admission candidates can be made 1week after the last day of registration.
- Verification of signup for faculty and staff can be made 1day after the registration to the corresponding department office.

☎ IT Call Center(03) ...-0... callcenter@skku.ed...

CLICK!

[Prev. ▸] [Next ▸]

① **Name: Needs to be identical with the name you filled in your application.**

② **Student ID: Application No.**

③ **BirthDate: YY/MM/DD**

STEP 3

Sungkyun-In membership registration

STEP.01 Agreement > STEP.02 Identification > STEP.03 Information entry > STEP.04 Registration Complete

3. Information entry

*Criteria indicated as * required criteria.

*Name	
*User ID ①	@skku.edu [Check existing ID] first character of ID should be a letter. ID should consist of 4~10 lowercase alphabet letters or ...
Existing ID Check	
*Password ②	should consist of 8~20 lowercase letters, numbers, special character combinations
re-type password	...
Alternate email ③	@ [direct input ▾] please input an email address where you can be notified of your forgotten user ID and password
Cell-phone no	010 ▾ - - please input your cell-phone no. where you can be notified of your user ID and new password

☎ IT Call Center(03) ...-6119)

CLICK!

[Prev. ▸] [Next ▸]

① **4~10 characters.**
Please decide your ID carefully as it won't be able to change once it has been issued.

② **8~20 characters with combination of numbers and special characters.**

③ **Please fill in your own email for re-certification of your account when you lose your password.**

TRANSPORTATION

A. Humanities and Social Sciences Campus (Seoul)

❶ Take subway line No.4 and get off at Hyehwa station
  - by walk : Exit No.4 → Sungkyunkwan Univ.(15min)
  - by shuttle bus : Exit No.1 → shuttle bus(KRW 300) → Sungkyunkwan Univ.(5min)

❷ Take a bus line Jongno No.02 in front of Anguk station(Exit No.2) or Jonggak station(Exit No.2,3) → Sungkyunkwan Univ.(5~10min)

❸ Take a bus to Changkyung Palace direction and get off at Myeongnyun-dong
  - Blue bus : 100, 102, 104, 106, 107, 108, 109, 140, 143, 150, 151, 160, 162, 171, 172, 272, 273, 301, 601, 710
  - Green Bus : 2112

B. Natural Science Campus (Suwon)

❶ Subway   - Seoul station (line No.1) → Sungkyunkwan Univ. station(50min)

               - Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)

❷ Shuttle bus(with fee) ※ It stops running on weekend and holidays (Contact No.: 031-290-5466)

               - Sadang station(Line No.2 and 4) : In front of Exit No. 9

❸ Bus   - 62-1, 82-2, 39, 7790, 7800, 3003