

SEOUL NATIONAL UNIVERSITY

서울대학교



2024 Fall Graduate

Admissions Guide
for International Students

Int'l Energy Policy Program

2024 Fall Master's Degree

sponsored by
the Ministry of Trade, Industry and Energy
of the Republic of Korea



Ministry of Trade,
Industry and Energy



서울대학교
SEOUL NATIONAL UNIVERSITY

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(Korea Standard Time, Except Public Holidays in Korea)

01 Timeline

No	Step	Schedule (All times and dates are based on Korea Standard Time)	Notes and Caveats
1	E-mail Application (*) Submission of Documents (p.7~9) via E-mail ONLY	Monday, March 4, 2024, 10:00 – Monday, April 1, 2024, 17:00	<ul style="list-style-type: none"> - E-mail Submission : iepp@snu.ac.kr (Inquiry : 1212leehj@snu.ac.kr) - IEPP applicants are NOT required to pay the application fee (KRW 90,000). - Application number will be assigned after document evaluation. - Personal information, personal statement and study plan, and submitted files can be modified during the online application period.
2	Online Submission of Recommendation Letters	Monday, March 4, 2024, 10:00 – Monday, April 1, 2024, 17:00	<ul style="list-style-type: none"> - ONLY submissions through E-mail can be accepted. (Submissions through post, or fax will not be considered valid.) - Recommenders cannot change their information, including their name and email address after sending e-mail to IEPP Office.
3	Interview (Online)	April, 2024 (TBA)	<ul style="list-style-type: none"> - Details of Interview will be informed after document evaluation.
4	Preliminary Admission Decisions & Original Document Submission	Preliminary Admission Decision	Thursday, May 23, 2024 after 17:00
		Submission of Original Documents	Thursday, May 23 - Friday June 14, 2024
<ul style="list-style-type: none"> - Decision Announcement : SNU Office of Admissions Website (https://en.snu.ac.kr/admission) - [Overview] → [Announcements] - To check the preliminary admission decision, applicants will need to enter their date of birth and application number into the admissions page on the website. (It is important to remember the application number and keep it in a safe place.) - For inquiries about submitting original documents, applicants should refer to the “Reference Guide for Preliminarily Admitted Applicants”. (The Guide is informed on May 23, 2024 after 17:00 through e-mail.) - Preliminarily admitted applicants are required to submit original copies of documents that were scanned and submitted during the online application period. - Failure to submit or partially omitting required documents by the deadline may result in the revocation of preliminary admission decisions. 			
5	Final Admission Decisions	Friday, June 28, 2024, After 17:00	<ul style="list-style-type: none"> - Decision Announcement : SNU Office of Admissions Website (https://en.snu.ac.kr/admission) - [Overview] → [Announcements] - To check the preliminary admission decision, applicants will need to enter their date of birth and application number into the admissions page on the website. (It is important to remember the application number and keep it in a safe place.)
6	Registration/Enrollment	July - August 2024 (TBA)	<ul style="list-style-type: none"> - Please refer to the “Reference Guide for Admitted Students” for information on tuition payment and procedures for obtaining a Korean visa, etc.

※ Please note that the schedule is subject to change. Please check IEPP website for the latest updates.

02 Eligibility and Requirements

Admission Type. International Admission I

(Neither the applicant nor the applicant's parents are Korean citizens.)

Eligibility

Applicants should meet all of the following requirements to be eligible for admission.

◆ Career*

Applicants should be **foreign government officials in the field of energy and resources** OR **officials acting in the equivalent government institutions of related area**

◆ Level of Education

Applicants must hold the following academic degree or a recognized equivalent from an accredited institution:

1) Master's : a bachelor's degree or higher

- ※ **IEPP ONLY accept Master's degree application** for 2024 Fall Admission.
- ※ Applicants who earned higher education credentials/certificates outside the conventional education system are not eligible to apply. Those “credentials/certificates” include, but are not limited to:
 - Bachelor's Degree Examination for Self-Education (in Korea) or other qualification/degree equivalency exams
 - Home schooling and/or cyber schooling
(Applicants who were required to take courses offered by their institution online/remotely due to **COVID-19** are eligible to apply if they provide an Explanatory Statement and corresponding official evidence.)
- ※ Graduates from Korean universities may apply.
- ※ Applicants who will complete their courses by August 31, 2024, and whose degree will be awarded in September 2024 are also eligible to apply.

◆ Nationality Requirements

- **The applicant and his/her parents must not be Korean citizens.**

- ※ If the applicant and/or his/her parents were Korean citizens before, both the parents and the applicant must renounce Korean citizenship before March 7, 2024.
 - In this case, the applicant **must submit an official certificate of renunciation of Korean nationality**, such as a Certificate for Renunciation of Korean Citizenship or Korean Residence Registration as a Foreigner, etc.

Required Documents (E-mail Submission)

- **Applicants who do not submit the required documents within the online application period will be disqualified. (Additional document submissions are not allowed after the application deadline.)**
- **All documents must be written in Korean or English.** (Refer to page 11 for more information.)
- Submitted files should be in **JPG, PNG, or PDF** format.
 - Applicants should merge multiple files within the same category into a single attachment.
 - Unidentifiable files (e.g., encoded or unopenable files) will be considered non-submitted, so please double-check after uploading.
- Personal information, personal statements, study plans, and submitted files can still be updated during online application period, even after payment.
- If the documents submitted by applicants are deemed insufficient, they may be requested to provide additional documents for further scrutiny to confirm their validity.

◆ Check-list

No	Document	Check
1	Application Form	<input type="checkbox"/>
2	Personal Statement and Study Plan	<input type="checkbox"/>
3	Two Letters of Recommendation	<input type="checkbox"/>
4	Proof of Language Proficiency (English)	<input type="checkbox"/>
5	Certificate of (Expected) Graduation OR Academic Degree	<input type="checkbox"/>
6	Academic Transcript	<input type="checkbox"/>
7	Certificate of Applicant's Nationality (ID Card, Passport, etc.)	<input type="checkbox"/>
8	Certificate of Parents' Nationality (ID Card, Passport, etc.)	<input type="checkbox"/>
9	Parent-Child Relationship	<input type="checkbox"/>
10	Explanatory Statement & Supporting Documentation (Optional)	<input type="checkbox"/>
11	Proof of Language Proficiency in addition to English (Optional)	<input type="checkbox"/>
12	Supplementary Material for Reference (Optional)	<input type="checkbox"/>
13	Thesis (Optional)	<input type="checkbox"/>

◆ Requirements

No	Document	Notes and Caveats
<p>◎ 1-3: Should be submitted in Korean or English within the application period.</p>		
1	<p>Application Form (See Page 13)</p>	<ul style="list-style-type: none"> • Fill out [Form1] attached. - Ensure that the personal information provided on the online application website (name, date of birth) matches the information stated in all other submitted documents.
2	<p>Personal Statement and Study Plan (See Page 15)</p>	<ul style="list-style-type: none"> • Fill out [Form2] attached. • Each entry has a limit of 3,000 bytes, including spaces and line breaks (approximately 1,500 Korean characters or 600 English words).
3	<p>Two Letters of Recommendation (See Page 18)</p>	<ul style="list-style-type: none"> • Submissions MUST be made through e-mail. (iepp@snu.ac.kr) • <u>1 letter from the University (faculty members) and 1 letter from the affiliated organization(managers/supervisors)</u> are required. • The applicant can check the submission status will be informed by IEPP Office. • If it is not feasible to receive letters from faculty members at the applicant's institution of enrollment, applicants may designate individuals who are well aware of their academic abilities (e.g., faculty members at another university, managers/supervisors at work).
<p>◎ 4-10: Scan and Submit documents within the application period. (Original documents <u>must be sent by post or in-person after* the preliminary admission decisions.</u>)</p>		
<p>◎ If the document is written in a language other than Korean or English, a <u>notarized translation</u> should besubmitted together.</p>		
4	<p>Proof of Language Proficiency (English)</p>	<ul style="list-style-type: none"> • IEPP Curriculum is provided in English. • Documents providing proficiency in English, including one or more of the following : <ol style="list-style-type: none"> 1) <u>Official documents or school profiles</u> verifying that all courses were conducted in English (Applicable only if the entire bachelor's or master'scurriculum was completed in English) 2) <u>Official documents verifying applicant's proficiency</u> in English (Certificate, Language proficiency test, etc.) ※ There's no designated format for official documents in 1) • If it is NOT available to submit 1) OR 2) with personal situation, please fill out [Explanatory Statement] (see page 20) and submit it <u>with Application documents.</u> * Minimum criteria for English language proficiency scores : <ul style="list-style-type: none"> - Scores must be obtained on or after March 1, 2022, and only scores confirmed before the application deadline are valid. (Scores confirmed after the designated period will not be accepted.) <p>[English] TOEFL iBT 80 OR IELTS Academic Band Score 6.0 OR TEPS 269</p> <ul style="list-style-type: none"> ※ TOEFL: MyBestScores(see page 12) and iBT Home Edition scores are accepted, but TOEFL ITP scores are NOT accepted. ※ IELTS: Online scores are accepted, but IELTS Indicator scores are NOT accepted.
5	<p>Certificate of (Expected) Graduation OR Academic Degree (Bachelor's Program / Master's Program)</p>	<ul style="list-style-type: none"> • Scan and submit the original documents during the online application period. After receiving preliminary admission decisions, graduates (or prospective graduates) from foreign universities should have the documents apostilled or authenticated by the Korean Embassy or Consulate abroad before submitting them by post or in-person visits. - It is also acceptable to submit Apostille or embassy verification documents during the online application period. - Applicants are encouraged to have the documents apostilled or authenticated by the Korean Embassy or Consulate abroad in advance, as it may take a long time to complete the entire process in some countries or territories (see page 11).

No	Document	Notes and Caveats
5	Certificate of (Expected) Graduation OR Academic Degree (Bachelor's Program / Master's Program)	<ul style="list-style-type: none"> Applicants who are unable to obtain a certificate of (expected) graduation from their previous or current university may submit substitute documentation, such as a certificate of enrollment, academic transcript, or official documents issued by university authorities, clearly indicating their (expected) graduation date. The substitute documentation must be accompanied by an explanatory statement. Applicants who have completed their academic program from universities in China must submit the following documents, all of which must be apostilled or authenticated by the Korean Embassy or Consulate abroad: ① Graduation Certificate ② Degree Certificate ③ Academic Transcript. Additionally, applicants must provide the ④ Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (中国高等教育学生信息网). - For applicants who are expected to graduate from universities in China are required to submit the following documents, all of which must be apostilled or authenticated by the Korean Embassy or Consulate abroad: ① Certificate of Expected Graduation (issued by their school with graduation date indicated) ② Academic Transcript. Additionally, applicants must provide the ③ Online Verification Report of Student Record (教育部学籍在线验证报告) issued by CHSI (中国高等教育学生信息网).
6	Academic Transcript (Bachelor's Program / Master's Program)	<ul style="list-style-type: none"> Applicants with credit recognition from a previous institution must also submit the relevant transcript. Applicants who have not completed their final semester or academic year may submit the most up-to-date transcript available. - For instance, if applicants are in the second semester of their final year, they may submit their most recent transcript reflecting their academic progress up to the end of the first semester of their final year.
7	Certificate of Applicant's Nationality	<ul style="list-style-type: none"> Submit a scanned copy of the valid, unexpired passport ID pages. If this is not possible, you may submit either the original or a notarized original copy of the nationality certificate, or a notarized copy of an identification card clearly indicating the nationality. ※ Documents such as driver's licenses or other documents for which nationality cannot be confirmed are not acceptable. Chinese applicants (or parents) must submit either a copy of their valid, unexpired passport ID pages or the notarized Certificate of Nationality (国籍证明书) issued on or after September 1, 2023 by the Chinese Public Notary Office (公证处). ※ Household Registration (户口簿) or Resident Identity Card (居民身份证) will not be accepted.
8	Certificate of Parents' Nationality (One or Each Parent)	<ul style="list-style-type: none"> If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to submit the proof of nationality of the current legal guardian with custody. An explanatory statement and relevant supporting documents must be provided in this case. (If the applicant's parents are divorced, proof of custody should be included in the document confirming the divorce.) Applicants (or parents) who previously held Korean nationality must submit the government-issued Korean nationality renunciation document(s) pertaining to each individual.
9	Parent-Child Relationship	<ul style="list-style-type: none"> Submit a certificate that includes the names of the applicant and both parents, such as a birth certificate, certificate of family relations, or citizenship certificate. Applicants who hold Chinese nationality must provide a notarized Certificate of Parent-Child Relationship (亲属关系证明书) issued on or after September 1, 2023 by the Chinese Public Notary Office (公证处). If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to provide an explanatory statement and relevant supporting documents. - During the e-mail application, please submit the explanatory statement in the designated explanatory statement section. Additionally, submit related supporting documents in the Certificate of Parents' Nationality section.

No	Document	Notes and Caveats
10	Explanatory Statement & Supporting Documentation (See Page 20)	<ul style="list-style-type: none"> • Submit if applicants need to provide additional evidence for their eligibility and/or further explanation for their special circumstances. • Applicants may fill out the designated Explanatory Statement form and submit it with corresponding official documents
<p>© 11-13 (Optional): Scan and submit documents within the application period. The original documents (11-13) are not needed even after the preliminary admission decisions.</p>		
11	Proof of Language Proficiency in Addition to English (Optional)	<ul style="list-style-type: none"> • Applicants may submit proof of language proficiency in languages other than English. - e.g., TOPIK, HSK, JLPT, JPT, DELF, DELE, GZ, TestDaF, TORFL, etc
12	Supplementary Material for Reference (Optional)	<ul style="list-style-type: none"> • Applicants may submit supplementary materials for reference, such as awards, scholarships, and/or other achievements obtained during applicants' post-secondary education.
13	Thesis (Optional)	<ul style="list-style-type: none"> • Abstract of applicants' thesis in Korean or English.

※ Please refer to page 13 regarding the application templates (application form, personal statement & study plan, and recommendation letter.)

03 Admissions Quota

- The number of applicants and acceptance rates will **NOT be disclosed**.

04 Admissions Criteria

- The admission decisions are made by comprehensively evaluating academic strengths, major aptitude, language proficiency, academic and extracurricular activities based on the submitted documents.
- Late submissions will not be accepted.
- **The assessment is based on the documents submitted through e-mail.**
- After preliminary admission decisions are made, original copies of the uploaded documents must be sent by post or in-person.
- For further inquiries, please contact IEPP Office.
- **Admission data, including the applicants' (dis)qualifications, assessment details, and reasons for rejection, will NOT be disclosed.**

05 Precautions for Applicants

- **Applicants are not allowed to submit multiple applications.** (If an applicant applies for more than one department, they will be disqualified.)
- **The preliminary admission offer** is only valid for the current semester and **cannot be deferred to a future semester.**
- After admission, **it is mandatory for admitted students to review the information in the "Reference Guide for Admitted Students"** provided by IEPP Office.
- **Applicants may be disqualified if:**
 - They are **expected to graduate** at the point of application but **fail to submit a graduation certificate after admission.**
 - They **submit their graduation certificate and transcript without Apostille or authentication by the Korean Embassy or Consulate.**
 - Preliminarily Admitted Applicants **fail to submit some or all of the original documents.**
 - They **pay tuition fees to two or more domestic or international universities** during the same admission period.
 - They are still registered at another university even after the date of admission to SNU (**regarded as dual enrollment**).
 - Any dishonest means, such as submitting false (forged or altered) documents, is found at any point in the admission process. (**This applies even after a student enrolls.**)

Reference

1

Original Document (with Notarized Translation)

- **Original Document:** Documents issued directly by the corresponding institution with a signature or official seal of the authority.
- **Original Document with Notarized Translation:** Documents translated into Korean or English by an authorized notary office with a notary seal on it.
 - For originals in a language other than Korean or English, submit a notarized translation along with the original.

Reference

2

Apostille/Authentication from the Korean Embassy/Consulate

○ Apostille Convention

A multilateral agreement aimed at facilitating the international use of official documents among signatory countries. Instead of complex certification procedures such as consular legalization by foreign embassies, the agreement allows the country of origin to authenticate the document.

- Official title: Convention Abolishing the Requirement of Legalization for Foreign Public Document.
- For information about Apostille organs for each country: www.hcch.net → Members & Parties — HCCH Members.
- Applicants from Korean universities are exempt from Apostille requirements; however, they must submit the original documents of enrollment certificates, (expected) graduation certificates, and transcripts.

1. Applicants from Member Countries

- Apostille-required documents: (Expected) graduation certificates and transcripts. (Applicants who have completed their academic program from universities in China should also include degree certificates.)
- Issuing authority: Designated institution by the respective country's government.
- Submission procedures: Obtain an "Apostille Verification Certificate" for the above-mentioned documents from the designated institution in the respective country.
 - ※ The Apostille Verification Certificate can be substituted with consular authentication by the Korean Embassy or Consulate in the respective country.

2. Applicants from Non-Member Countries

- Consular authentication required documents: (Expected) graduation certificates and transcripts. (Applicants who have completed their academic program from universities in China should also include degree certificates.)
- Issuing authority: Korean Embassy/Consulate in the respective country.
- Submission procedures: Obtain "Consular Authentication" for the above-mentioned documents from the Korean Embassy or Consulate in the respective country.

3. Notice

- Documents not written in Korean or English must be translated into Korean or English and notarized.
- Original documents obtained with Apostille/Consular authentication must be submitted as is. (Copies of the original with Apostille/Consular authentication will not be accepted.)

Reference

3

Submission of TOEFL MyBest scores

Applicants choosing to submit TOEFL scores as language proficiency scores may submit their MyBest Scores. (Submitting scores from a single test date is also acceptable.)

○ TOEFL My Best Scores

- This is the sum of an applicant's highest scores from each section across all valid TOEFL iBT scores within the last two years.
- When submitting MyBest Scores, the test dates of all four sections must be **on or after March 1, 2022**.

Academic Information

※ In chronological order, list the names and complete addresses (including zip code) of all the schools and institutions that you have attended. Indicate the (expected) Graduation date or the Last date of Attendance for the current school.

	Grade/Semester	Dates Attended (DD/MM/YY)	Name of School/Univ	School Location	(Expected) Graduation or Last Date of Attendance (DD/MM/YY)	Telephone Fax	School/Institution
Primary (Elementary) Schools	~	From / / To / /			/ /		
		From / / To / /			/ /		
Secondary (Middle & High) Schools	~	From / / To / /			/ /		
		From / / To / /			/ /		
Post-Secondary Studies (Undergraduate /Graduate)	~	From / / To / /	(Major:)		/ /		
		From / / To / /	(Major:)		/ /		
		From / / To / /	(Major:)		/ /		

[Form 2]

Personal Statement & Study Plan (Reference)

- Applicants may fill out the form in Korean or English on the application website.

**Seoul National University****Form 2. Personal Statement & Study Plan (Graduate)**

- Please type in English or Korean.
- Please feel free to attach additional sheets if necessary.

Academics

Current or most recent school or institution attended : _____

Entry Date : _____ (Expected) Degree Conferred : _____ Graduation Date : _____
mm/yyyy *mm/yyyy*Institution Address : _____
*Number & Street*_____ *City/Town* *State/Province* *Country ZIP/Postal Code*

Applicant's Name : _____ Birthdate (dd/mm/yyyy): _____

Desired College/Department: _____

Desired Field of Study (If applicable): _____

※ Please fill out after checking the field of study on desired program's website in advance.

Personal statement (자기소개)

※ 3,000 bytes limit including spaces and line breaks for each entry (approximately 1,500 Korean characters or 600 English words)

Short Answer

1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.

Please fill in this form on the online application website.

-
2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experiences in the space below.

Please fill in this form on the online application website.

Personal Essay

-
-
3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken; or discuss an issue of personal, local or international concern and its importance to you; or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

Please fill in this form on the online application website.

Study Plan (수학계획)

Please explain in some detail your purpose in studying at Seoul National University and your plans for study. Be as specific as you can regarding your academic interests and the curriculum you expect to follow in achieving your goals.

Please fill in this form on the online application website.

[Form 3]

Recommendation Letter Form (Reference)

- The recommender may fill out the form in Korean or English on the recommendation submission website.



Seoul National University

Form 3. Recommendation (Graduate)

- Please type in English or Korean. This form is two pages in length.

To be completed by the applicant

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's Name: _____

Current attending/Last attended School: _____

Date of Birth (DD/MM/YY): _____ E-mail: _____

Desired Dept/Program: _____

1. This recommendation will be treated confidentially by the officers and faculty members.	<input type="checkbox"/> Agree	Date
2. After the submission period, any right to this recommendation belongs to SNU.	<input type="checkbox"/> Agree	_____
3. The recommender only contained true information, and take full responsibility for any falsity in the submitted materials.	<input type="checkbox"/> Agree	DD/MM/YY

To be completed by the recommender

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: _____ E-mail: _____

Title, Position and Institution: _____

Address: _____

_____ Telephone: _____

How long have you known the applicant and in what context? _____

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for Judgement
Academic achievement						
Academic motivation						
Future academic potential						
Leadership / Influence						
Concern for others						
Emotional maturity						
Written expression						
Oral expression						
Creativity/Originality						
Respect for differences						

※ 3,000 bytes limit including spaces and line breaks for each entry (approximately 1,500 Korean characters or 600 English words)

-
- 1. Academic / intellectual evaluation:** Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

*Please fill in this form
on the online recommendation website.*

-
- 2. Personal / interpersonal evaluation:** What are your impressions of the applicant as a person? How is he or she viewed by professors (teachers)? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

*Please fill in this form
on the online recommendation website.*

-
- 3. Additional comments:** Is there anything else we should know about this applicant?

*Please fill in this form
on the online recommendation website.*

Date _____
yyyy. mm. dd.

Signature _____

[Form 4]

Explanatory Statement Form

- Submit along with supporting documents if applicants need to provide additional evidence to demonstrate their eligibility or offer further explanation for special circumstances.

사유서 EXPLANATORY STATEMENT		
● 수험번호 Application number		
● 생년월일 Date of Birth		
● 영문성명 English Name	Family/Last:	First:
<input type="checkbox"/> 언어 능력 증빙 관련 Regarding the proof of language proficiency <input type="checkbox"/> 학력사항 관련 Regarding academic information <input type="checkbox"/> 재학기간/학기 수 차이 관련 Regarding the period of enrollment / the number of semesters <input type="checkbox"/> 지원자 국적 관련 Regarding the certificate of applicant's nationality <input type="checkbox"/> 부모 국적 관련 Regarding the certificate of parents' nationality <input type="checkbox"/> 가족관계증빙 관련 Regarding the certificate of parents-child relationship <input type="checkbox"/> 출입국 사실에 관한 증명 관련 Regarding the certificate of entry and exit <input type="checkbox"/> 기타 Others		

Date _____
 yyyy. mm. dd.

Signature _____

SNU-IEPP Office Contact Information

SNU Website	https://www.snu.ac.kr (Kor)	https://en.snu.ac.kr (Eng)
SNU Admission	https://admission.snu.ac.kr (Kor)	https://en.snu.ac.kr/admission (Eng)
Telephone	+82-2-880-1521	
Fax	+82-2-873-5021	
E-mail	iepp@snu.ac.kr (Admissions)	
Mailing Address	314, Building 37, IEPP Office, Seoul National University Gwanak-ro 1, Gwanak-gu, Seoul, Republic of Korea (08826)	
Office Hours	Weekdays 9:30AM ~ 11:00AM, 1:30PM ~ 5:00PM (Korean Standard Time, Except for National Holidays)	