

S E O U L  
N A T I O N A L  
U N I V E R S I T Y  
—  
서 울 대 학 교

2023 학년도 전기

# 글로벌인재특별전형 대학원 모집안내

2023 Spring Graduate Admissions Guide for  
INTERNATIONAL ENERGY POLICY PROGRAM (IEPP)



## Program Overview

### International Energy Policy Program (IEPP)

- International Energy Policy Program (IEPP) of Seoul National University is a government sponsored graduate degree program for government officials from abroad who is working in the field of energy and resources.
- IEPP-SNU has offered Master's and Doctoral Program since 2009 at interdisciplinary graduate program of Technology Management, Economics and Policy (TEMEP) of Seoul National University.

### Eligibility

- Government Officials (or officials in equivalent government institution) from abroad in the field of energy and resources ONLY able to apply
- A bachelor's or master's degree holders

### Scholarship

The successful applicants will enroll the 2023 Spring semester (starting from March 2nd) according to SNU academic year and regular scholarship will be granted as followed:

- Tuition (Master's: up to 2 years, Doctoral: up to 3 years)
- One-way Airfare (Actual amount up to 1,500,000 KRW)
- Living Expenses : 1,500,000 KRW per month
- Health Insurance Fee (Monthly)
- Korean Language and Cultural Program supported

### Admission Timeline (All times and dates are based on Korean Standard Time)

- Application Submission (E-Mail) : July 4, 2022 (Mon.) ~ August 10, 2022 (Wed.) 17:00
  - Interview : August~September, 2022 (TBA)
  - Preliminary Admissions Decision : October 7, 2022 (Fri.), After 17:00
  - Final Admissions Decision : November 25, 2022 (Fri.), After 17:00
- All applicants should send a copy of required documents via e-mail (iepp@snu.ac.kr)
- Preliminary admitted students will be asked to submit the original copy of application documents to IEPP Office by post.

### Admission Type : International Admission I

His or her parents as well as the applicant himself or herself are NOT citizens of Republic of Korea

## Required Documents (Checklist)

No.	<input checked="" type="checkbox"/>	List
1		[Form 1] Application Form
2		[Form 2] Personal Statement and Study Plan
3		[Form 3] Two Letters of Recommendation - 1 Letter should be given from the head of your organization - Recommenders must send the letter of recommendation to IEPP Office in person (E-mail: iepp@snu.ac.kr)
4		Proof of Language
5		Official Bachelor's Degree of (Expected) Graduation Certificate
6		Official Master's Degree of (Expected) Graduation Certificate <b>(ONLY for Doctoral Program)</b>
7		Official Bachelor's Transcript
8		Official Master's Transcript <b>(ONLY for Doctoral Program)</b>
9		Nationality Certificate of Applicant
10		Nationality Certificate of Parents
11		Certificate of Parents-Child Relationship
12		Explanatory Statement
13		Supplementary Material Proof <b>(Optional)</b> (Language proficiency except KOR, ENG / Awards / Scholarship / Thesis, etc.)
14		Curriculum Vitae** (A4 Size, 1~2 Pages, in English)
15		Proof of Employment** (indicates a position and an employment period)

## IEPP Office

**E-mail** Office: [iepp@snu.ac.kr](mailto:iepp@snu.ac.kr) Manager: [1212leehj@snu.ac.kr](mailto:1212leehj@snu.ac.kr) (Ms. HyeJung Lee)

**Website** IEPP) <https://iepp.snu.ac.kr> TEMEP) <https://temep.snu.ac.kr>  
SNU) <https://snu.ac.kr>

**Address** IEPP Office  
Room 304, Bldg. 37, Seoul National University  
1, Gwanak-ro, Gwanak-gu, Seoul  
Republic of Korea (08826)

## [ 01/ Timeline ]

	Step	Schedule (All times and dates are based on Korea Standard Time)	
		Notes & Caveats	
1	<b>Online Application</b> E-mail Submission of Application Documents (Scanning & Attaching)	July 4, 2022 (Mon.) 10:00 ~ August 10, 2022 (Wed.) 17:00	
		<ul style="list-style-type: none"> <li>• <b>Online Application</b> : E-mail Application                ☞ E-mail Address: (Office) iepp@snu.ac.kr / (Manager) 1212leehj@snu.ac.kr</li> <li>• <b>IEPP Application Guidance</b> :                   <ul style="list-style-type: none"> <li>- Application type : Admission International I</li> <li>- Desired degree : Master's or Doctoral Program only (Combined Program not available)</li> <li>- Desired college : College of Engineering</li> <li>- Desired dept./school : TEMEP (IEPP)</li> </ul> </li> </ul>	
2	<b>Online Submission of Recommendation Letters</b> E-mail Submission	July 4, 2022 (Mon.) 10:00 ~ August 10, 2022 (Wed.) 17:00	
		<ul style="list-style-type: none"> <li>• SNU-IEPP will <b>only</b> accept Letters of Recommendation submitted via E-mail. <b>Letters sent through any other means including post, courier service, fax will not be accepted.</b></li> <li>• <b>Two Letters</b> of Recommendation should be submitted by each recommender.</li> <li>• Do NOT include detailed personal information (e.g. name, occupation) of applicants' parents or their relatives.</li> </ul>	
3	<b>Interview / Performance Test</b>	August ~ September 2022, TBA	
		<ul style="list-style-type: none"> <li>• The applicant <b>may be</b> asked to undertake interviews.</li> <li>• Applicants will not be considered for admission if they fail to submit documents within online application period.</li> </ul>	
4	<b>Preliminary Admissions Decision</b> <b>Submission of Original Documents</b>	Preliminary Admissions Decision	October 7, 2022 (Fri.) After 17:00
		Submission of Original Documents	~ November 4, 2022 (Fri.) 17:00
		<ul style="list-style-type: none"> <li>• Preliminary Admissions Decision will be announced by IEPP Office via E-mail.</li> <li>• Please consult the 'Reference Guide for Preliminary Admitted Applicants' for information on submission of the original documents.</li> <li>• Applicants will be asked to submit the original copy of application documents that have been submitted by E-mail. The documents should be sent to IEPP Office by post.               <ul style="list-style-type: none"> <li>- <b>Preliminary Admissions Decision could be revoked if applicants fail to submit all the required documents within the designated period.</b></li> </ul> </li> </ul>	
5	<b>Final Admissions Decision</b> <b>Registration</b>	Final Admissions Decision	November 25, 2022 (Fri.), After 17:00
		Registration	December 2022 ~ February 2023 (TBA)
		<ul style="list-style-type: none"> <li>• Decision Notification will be announced by IEPP Office via E-mail.</li> <li>• Applicants should type in their date of birth and application number to find out the decision.</li> <li>• Successful Applicants should consult the 'Reference Guide for Admitted Students' to find out their next steps including tuition fee payment and Korean visa issuance procedure.</li> </ul>	

※ The scheduled dates/deadlines above are subject to change. Please refer to IEPP website for the latest updates.

## [ 02/ Eligibility and Requirements ]

### ❖ Eligibility

#### □ Requirements

Government Officials from abroad in the field of energy and resources  
(or Officials in equivalent government institutions of related area)

#### □ Level of Education

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

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

2) Doctoral Programs : a master's degree or higher

※ 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 the Explanatory Statement and corresponding official evidence.)

※ Applicants who graduated from or are currently in their final year of enrollment at colleges/universities in Korea are eligible to apply if applicants and their parents fulfill the following requirements.

#### □ Citizenship/Nationality Requirements

Applicants AND both of their parents should not hold Korean nationality.

※ If applicants and/or their parents hold Korean nationality, all of them must complete the renunciation process of Korean nationality by July 13, 2022.

Applicants must submit their and/or their parents' evidence of Korean nationality renunciation (e.g. Abstract of Deleted Family Register, Certificate of Personal Records)

### ❖ Required Documents (Online Submission)

- Applicants will not be considered for admission if they fail to submit documents within the application period. Submission after the deadline via any means will not be accepted.
- All documents must be original and written in Korean or English. See page 13 for more information.
- Files must be in a JPG, PNG or PDF format, and each file should not exceed the 8MB size limit.
  - Applicants should merge multiple files within the same category into a single attachment before submission.
  - Files that are illegible, unopenable, and/or encrypted will not be taken into admission consideration. Please be informed that it is the responsibility of applicants to ensure their validity.
- IEPP applicants are not allowed to switch Admission Type, change the desired degree course/ program/major, or withdraw their application after completion of application.
  - Applicants can make changes to other files/components not listed above including Personal Statement and Study Plan and uploaded files before the application deadline.
- Applicants may be asked to submit additional documents in case that the documents they have previously submitted are deemed insufficient and require further scrutiny to confirm the validity.

## Required Documents

No.	Document	Notes & Caveats
❖ 1-3 : Must write in either Korean or English within the application period.		
1	Application Form (Form 1)	<ul style="list-style-type: none"> <li>+ Personal Information (e.g. name, date of birth) written on the form should be identical with the one on submitted documents.</li> <li>+ Full name should be written in application form (First / Middle / Last) clearly.</li> </ul>
2	Personal Statement and Study Plan (Form 2)	<ul style="list-style-type: none"> <li>+ 4,000 bytes limit including spaces and line breaks for each entry (approximately 2,000 Korean characters or 800 English words)</li> <li>+ Do NOT include detailed personal information (e.g. name, occupation) of applicants' parents or their relatives.</li> </ul>
3	Two Letters of Recommendation * One Letter from Each Recommender	<ul style="list-style-type: none"> <li>+ Letters can only be submitted via E-mail. ✉ E-mail Address: iepp@snu.ac.kr</li> <li>+ 4,000 bytes limit including spaces and line breaks for each entry (approximately 2,000 Korean characters or 800 English words)</li> <li>+ Applicants may designate individuals who are well aware of the applicants' academic abilities (e.g. faculty members at another university, managers/supervisors at work) if it is not feasible to receive the Letters from faculty members at the institution of their enrollment.</li> <li>+ Applicants cannot change the recommenders once the Letter has been submitted.</li> <li>+ Applicants may check the submission status from IEPP Office during application period.               <ul style="list-style-type: none"> <li>- Do NOT make a phone call or send an email to check the status of Letter submission.</li> <li>- IEPP Office is not sending confirmation email to recommenders.</li> </ul> </li> <li>+ Do NOT include detailed personal information (e.g. name, occupation) of applicants' parents or their relatives.</li> </ul>
❖ 4-12 : Scan and send the original documents via E-mail within the application period. Preliminarily Admitted Applicants will be required to submit the original documents by post/visit.		
4	Proof of Language Proficiency (Korean and/or English; A Minimum of One Document Required)	<ul style="list-style-type: none"> <li>+ Submit a minimum of one document proving their Korean and/or English language proficiency. Applicants may submit the documentation confirming their program's medium of education <b>if they have completed their entire bachelor's or master's degree program in Korean or English.</b></li> <li>+ <u>Minimum Language Proficiency Requirement</u> Applicants should meet at least one of the following thresholds: [Korean] TOPIK Level 3 / Completion of Level 4 at university language centers in Korea [English] TOEFL iBT 80 / IELTS Academic Overall Band Score 6.0 / TEPS 269 SNU will accept TOEFL MyBest (see page 9) and/or iBT Home Edition scores, but does not consider TOEFL ITP scores.</li> <li>+ SNU would only accept above-mentioned test results if the tests were taken on or after July 1, 2020 and the results became available before the application deadline. (Applicants are not allowed to submit language proficiency test results after the deadline under any circumstances)</li> <li>+ Applicants who cannot submit language proficiency within the application period should submit 'Explanatory Statement' with signature.</li> </ul>
5	Certificate of (Expected) Graduation or Academic Degree (Bachelor's Program)	<ul style="list-style-type: none"> <li>+ Send a scanned copy of the original documents (with notarized, word-for-word translations if they are not written in Korean or English) within the application period.</li> <li>- After the Preliminary Admissions decision, successful applicants should get the documents either authenticated by the Korean diplomatic missions abroad or apostilled (see page 9) before submitting them by post or visit in person.</li> </ul>

6	Academic Transcript (Bachelor's Program)	<ul style="list-style-type: none"> <li>※ Apostille/Consular authentication not required for documents issued by Korean institutions</li> <li>- Applicants are encouraged to have the documents apostilled or authenticated by the Korean diplomatic missions in advance as it may take a long time to complete the entire process in some countries/territories.</li> <li>+ Applicants may submit substitute documentation <b>clearly indicating their (expected) graduation date</b> (e.g. certificate of enrollment, academic transcript, official documents issued by university authorities) if the university they previously attended and/or are currently attending does not (re-)issue the certificate of (expected) graduation.</li> </ul>
7	Certificate of (Expected) Graduation or Academic Degree (Master's Program; For Doctoral Applicants Only)	<ul style="list-style-type: none"> <li>+ Applicants who have completed their academic program from universities in China must submit the Certificate of Graduation, the Certificate of Academic Degree and the Certificate of Academic Degree issued from CDGDC(中国学位与研究生教育信息网).</li> <li>- Applicants who are prospective graduates from universities in China should submit both the Certificate of Expected Graduation issued by university authorities and Online Verification Report issued by CHSI(中国高等教育学生信息网)</li> </ul>
8	Academic Transcript (Master's Program; For Doctoral Applicants Only)	<ul style="list-style-type: none"> <li>+ If applicants have attended more than one college or university before the completion of their academic program, they <b>should submit academic transcripts from all institutions</b> they have attended.</li> <li>+ If applicants have not completed their final semester/academic year, they may submit the most up-to-date transcript. (e.g. If applicants are in the the second semester of their final year, they may submit their most up-to-date transcript that reflects their academic progress up until the first semester of the final year.)</li> </ul>
9	Nationality Certificate of Applicants	<ul style="list-style-type: none"> <li>+ Send a scanned copy of <b>valid, unexpired passport ID pages</b>. If not possible, submit the original or notarized original copy of the nationality certificate, or a <b>notarized</b> copy of an identification card with the nationality <b>clearly indicated</b>.</li> <li>+ Applicants holding Chinese nationality must submit either a copy of valid, unexpired passport ID pages or the notarized Certificate of Nationality (国籍证明书) issued <u>on or after January 1, 2022</u> from the Chinese Public Notary Office (公证处).</li> </ul>
10	Nationality Certificate of Parents ( <u>One for Each Parents</u> )	<ul style="list-style-type: none"> <li>- Resident Identity Card (居民身份证) or Household Registration (户口簿) will not be accepted.</li> <li>+ If one specific parent holds the parental authority due to death, divorce, single parenting or other valid reasons, applicants may only submit the nationality certificate of the parent with legal custody.</li> <li>+ Applicants must submit the government-issued Korean nationality renunciation document(s) pertaining to every individual who once held Korean nationality.</li> </ul>
11	Certificate of Parent-Child Relationship	<ul style="list-style-type: none"> <li>+ Send a a copy of a certificate with the names of applicants AND both of their parents clearly indicated. (e.g. birth certificate, citizenship certificate, certificate of family relations)</li> <li>+ Applicants holding Chinese nationality must submit the notarized Certificate of Parent-Child Relationship (亲属关系证明书) issued <u>on or after January 1, 2022</u> from the Chinese Public Notary Office (公证处).</li> <li>+ If applicants have family-related circumstances (e.g. death, divorce, single parenting), they <b>must</b> provide the Explanatory Statement and corresponding official evidence.</li> <li>- Applicants <b>must</b> submit the official documents indicating the information of the parent with legal custody in case of divorce.)</li> </ul>
12	Explanatory Statement/ Evidence Documentation (Optional)	<ul style="list-style-type: none"> <li>+ Submit if applicants need to provide additional evidence for their eligibility and/or further explanation for their special circumstances.</li> <li>+ Applicants may fill out the designated Explanatory Statement form and submit it with <b>corresponding official documents</b>.</li> </ul>

❖ 13 (Optional) : Send the documents within the application period.

Preliminarily Admitted Applicants will NOT be required to submit the original documents by post/visit.

13	Proof of Language Proficiency in Addition to Korean/English (Optional)	+ Applicants may submit their proof of language proficiency other than Korean and/or English. - e.g. HSK, JLPT, JPT, DELF, DALF, DELE, GZ, TestDaF, TORFL
	Supplementary Material for Reference (Optional)	+ Awards, scholarships, and/or other achievements throughout applicants' post-secondary education
	Thesis (Optional)	+ Abstract of applicants' thesis in Korean/English
14	Curriculum Vitae	+ A4 Size, 1~2 pages, in English
15	Proof of Employment	+ indicates a position and an employment period

※ Forms of Application, Personal Statement and Study Plan, Recommendation Letters, and Explanatory Statement are on Page 10.

## [ 03/ Admissions Quota ]

The quota for international admissions is not predetermined. And information related to number of applicants and acceptance rate will not be disclosed.

## [ 04/ Admissions Criteria ]

- Admission decisions are made based on an overall evaluation of the documents submitted by the applicant.
  - No additional documents can be submitted before or after the application period.
  - Evaluations are made based on the scanned versions of the documents submitted by e-mail during the application period.
- Depending on the policy of specific colleges or departments, the applicant may be asked to undertake interviews, examinations, and/or a performance test. In such cases, the applicant will be individually notified of the details.
  - For further inquiries, contact IEPP Office.
- SNU does not disclose information related to admission decisions such as eligibility of each applicant, content of evaluation, and the reason of rejection or disqualification.

## [ 05/ Caveats and Disclaimers ]

- **Applicants are not permitted to apply to more than one department** and will be disqualified if found doing so.
- ‘Preliminarily Admitted’ qualification is valid within the admission this semester, and **cannot be deferred to later** admissions. Contact IEPP Office for inquiries related to leave of absence after registration of freshman.
- Admitted students must read the ‘**Notice for Admitted Students**’ which will be given by IEPP Office.
- Admitted students who are notified to take the Korean Proficiency Test at the SNU Language Education Institute(LEI) are responsible to take the test on the scheduled date.
  - ❖ Students may have limits on the selection of courses according to the results.
  - ❖ Contact the SNU Language Education Institute(LEI) for inquiries related to Korea Proficiency Test.
  - ❖ Contact IEPP Office for inquiries related to limits on the selection of courses.
- **Applicants may be disqualified** if:
  - Applicants submitted their Expected Graduation Certificate during the application period, but fails to prove graduation after admission.
  - Preliminarily Admitted Applicants do not submit their graduate certificate and transcript with the Apostille or the attachment of an authentication issued by the Korean embassy or consulate.
  - Preliminarily Admitted Applicants fail to submit some or all of the original documents.
  - Applicants have paid tuition to more than two Korean universities that have the same enrollment period.
  - Applicants having made dual registrations; being registered to another school while being registered to SNU.  
(Applicant must resolve being registered to a different school before enrolling in SNU.)
  - The University finds them having submitted falsified or fabricated document(s) during the admissions process, or having passed the examination by proxy, or having applied with other improper means.
  - Admitted students fail to register (complete payment of tuition) during the designated period.

## [Reference 1] Original Document (With Notarized Translation)

### ❖ Original Document

- A document issued for the first time in the issuing institution, with an autograph of the person in charge or official seal.
- When submitting a copy of the original document due to reasons such as not being able to reissue the original document, applicants must submit it with an explanatory statement.

### ❖ Original Document with Notarized Translation

- An original document translated into Korean or English by authorized notary office and having a notarization seal.
- If the original document is written in foreign language other than Korean or English, issue the notarized translated original document and submit it with the original document.

## [Reference 2] Apostille/Authentication from Korean Embassy, Consulate

### ❖ Apostille Convention

Multilateral convention based on the legalization of official document issuing nation instead of complicated certification process such as authentication issued by foreign Embassy for convenient mutual certification of official document between member nations

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Locations of Apostille offices in each country: [www.hcch.net](http://www.hcch.net)→Members & Parties→HCCH Members
- Applicants from universities in Korea are not subject to certification related to Apostille convention and must submit original document of official (expected) graduation certificate and transcript.

#### 1. Applicants from Universities in member nation

- Required document: Graduation Certificate, Transcript
- Legalizing institute: Authorized office in relevant nation
- Method of Submission: Submit the Apostille for required documents issued from legalizing institute with required document.
- ※ Authentication of Apostille can be replaced with “Certificate of Overseas Education Institutions” or “Authentication issued from Korean Embassy/Consulate”

#### 2. Applicant from Universities in non-member nations

- Required document: Graduation Certificate, Transcript
  - ※ Certificate of Degree is also required for applicants from Chinese university
- Legalizing institute: Korean Embassy/Consulate in relevant nation
- Method of Submission: Submit “Certificate of Overseas Education Institutions” or “Authentication for required documents issued from Korean Embassy/Consulate” with required document

3. **Notice:** Documents in foreign languages other than Korean or English must be translated into Korean or English and notarized.

## [Reference 3] TOEFL MyBest Scores System

If applicants submit their TOEFL score as Proof of Language Proficiency, applicants are allowed to submit their TOEFL score via MyBest Scores System. (submitting via Test Date Scores is also allowed.)

### ❖ TOEFL MyBest Scores

Adding up best scores of each category from multiple TOEFL exam scores.

- When submitting by MyBest Scores, the date of TOEFL exams for all 4 categories must be after July 1, 2020

# Application Forms for Admission [Reference]

You may fill the forms in Korean or English at the application website.



## Seoul National University

### Form 1. Application for Admissions (Graduate)

- Please type in English or Korean.

#### Admissions Type

- Please indicate your application type.  Admission International I  International Admissions II
- Check the appropriate box and indicate your desired program of study. You may apply to only one program.  
 Master's Program  Combined Master's/Doctoral Program  Doctoral Program

Desired College: \_\_\_\_\_ Desired Department/School (Major): \_\_\_\_\_

Desired Field of Study (If applicable): \_\_\_\_\_

#### Language Proficiency

- TOPIK Registration No. \_\_\_\_\_ Test Date(MM/DD/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_ Level \_\_\_\_\_
- IELTS Registration No. \_\_\_\_\_ Test Date(MM/DD/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TEPS Registration No. \_\_\_\_\_ Test Date(MM/DD/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TOEFL (Test Date Scores)  
Registration No. \_\_\_\_\_ Test Date(MM/DD/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TOFEL (MyBest Scores)  
Registration No. \_\_\_\_\_ Test Date(MM/DD/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- Other (GRE, Etc.) \_\_\_\_\_

#### Personal Information

English Name: \_\_\_\_\_  
Family / Last (姓) \_\_\_\_\_ First (名) \_\_\_\_\_ Middle (if any) \_\_\_\_\_

Gender:  Male  Female Korean Name/English Nickname : \_\_\_\_\_

Resident Registration Number / Passport Number: \_\_\_\_\_ / \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of nationality acquired (國籍取得日- DD/MM/YY): \_\_\_\_\_

Date of Birth (DD/MM/YY): \_\_\_\_\_ Marital Status:  Single  Married  Other \_\_\_\_\_

[If Dual Nationality of Korean and other foreign citizenship : Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_]

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone (Korea or permanent residence): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Family Information [For International Admission I applicants only]

##### ◆ Father

Check one:  Father  Father deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY): \_\_\_\_\_ Passport No.: \_\_\_\_\_

##### ◆ Mother

Check one:  Mother  Mother deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY): \_\_\_\_\_ Passport No.: \_\_\_\_\_

Check only if applicable:  Parents divorced

Custody (de facto) belongs to (please check one):  Father  Mother

Parental Authority (de jure) belongs to (please check one):  Father  Mother

#### VERIFICATION OF ACADEMIC RECORDS

Name of Institute: \_\_\_\_\_ Name of Department or Major: \_\_\_\_\_

(Expected) Date of Graduation(DD/MM/YY): \_\_\_\_\_

Type of Degree: (Bachelor / Master / Doctorate / Combined Bachelor-Master's / Combined Master's-Doctoral)

Name of Office in Charge: \_\_\_\_\_ e-mail of Staff in Charge: \_\_\_\_\_

## 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 Email address
Primary (Elementary) Schools	?	From / / To / /			/ / / /		
		From / / To / /			/ / / /		
		From / / To / /			/ / / /		
Secondary (Middle & High) Schools	?	From / / To / /			/ / / /		
		From / / To / /			/ / / /		
		From / / To / /			/ / / /		
Post-Secondary Studies (Undergraduate / Graduate)	?	From / / To / /	(Major: )		/ / / /		
		From / / To / /	(Major: )		/ / / /		
		From / / To / /	(Major: )		/ / / /		

## Personal Statement & Study Plan [Reference]

You may fill the forms in Korean or English at 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 check field of study on desired program's website in advance.

#### Personal statement (자기소개)

※4,000 bytes limit including spaces and line breaks for each entry (approximately 2,000 Korean characters or 800 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 (수학 계획)**

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.*

## Recommendation Letter Form [Reference]

You may fill the forms in Korean or English at the recommendation 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						

※ 4,000 bytes limit including spaces and line breaks for each entry (approximately 2,000 Korean characters or 800 English words)

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**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.*

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**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.*

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

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

## Explanatory Statement Form

Submit if applicants need to provide additional evidence for their eligibility and/or further explanation for their special circumstances.

<b>사유서</b> <b>EXPLANATORY STATEMENT</b>
<ul style="list-style-type: none"><li>● 접수번호 Application number</li><li>● 생년월일 Birth of date</li><li>● 이름 Full name</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> 학력사항 관련 A reason for academic information</li><li><input type="checkbox"/> 재학기간/학기 수 차이 관련 A reason for period of enrollment / number of semesters</li><li><input type="checkbox"/> 출입국 사실에 관한 증명 관련 A reason for Certificate of Facts concerning the Entry and Exit</li><li><input type="checkbox"/> 지원자 국적 관련 A reason for certificate of nationality(Applicant)</li><li><input type="checkbox"/> 부모 국적 관련 A reason for certificate of nationality(Parents)</li><li><input type="checkbox"/> 가족관계증빙 관련 A reason for certificate of parents-child relationship</li><li><input type="checkbox"/> 언어 능력 증빙 관련 A reason for certificate of language proficiency</li><li><input type="checkbox"/> 기타 The others</li></ul>

Signature \_\_\_\_\_ Date \_\_\_\_\_

mm/dd/yy