

S E O U L  
N A T I O N A L  
U N I V E R S I T Y



2024 SPRING

# International Energy Policy Program Master's Program Admission Guide

Government Scholarship Program  
(for International Students)

## TABLE OF CONTENTS



01	Timeline .....	1
02	Eligibility and Requirements .....	2
03	Admissions Quota .....	5
04	Admissions Criteria .....	5
05	Precautions for Applicants .....	6
	[Reference 1] Original Documents (with Notarized Translation) .....	7
	[Reference 2] Apostille/Authentication from Korean Embassy, Consulate .....	7
	[Reference 3] Submission of TOEFL MyBest scores .....	7
	[Reference 4] IEPP Scholarship .....	8
APPENDIX	[Appendix 1] Sample Application Forms .....	9

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SNU Website	<a href="https://www.snu.ac.kr">https://www.snu.ac.kr</a> (KOR) <a href="https://en.snu.ac.kr">https://en.snu.ac.kr</a> (ENG)
IEPP Website	<a href="https://iepp.snu.ac.kr">https://iepp.snu.ac.kr</a>
Mailing Address	304, Building 37, IEPP Office, Seoul National University Gwanak-ro 1, Gwanak-gu, Seoul, Republic of Korea (08826)
Office hours	Mon. to Fri., 9:30 AM – 11:00 AM and 1:30 PM – 5:00 PM (Korea Standard Time, Except Public Holidays in Korea)

# [ 01/ Timeline ]

## ❖ Timeline

	Step	Schedule (All times and dates are based on Korea Standard Time)	
		Notes and Caveats	
1	Online Application (❖)	<b>Monday, July 3, 2023, 10:00 – Monday, July 31, 2023, 17:00</b>	
	Submission of Documents via Electronic Means (Scanning & Sending e-mail)	<ul style="list-style-type: none"> <li>E-mail Application: submit [form 1] via e-mail (E-mail: iepp@snu.ac.kr OR 1212leehj@snu.ac.kr)</li> <li>Application fee KRW 90,000 will be exempted to only IEPP applicants</li> <li>Personal information, personal statement and study plan, and submitted files can be modified during the online application period.</li> </ul>	
2	Online Submission of Recommendation Letters	<b>Monday, July 3, 2023, 10:00 – Monday, July 31, 2023, 17:00</b>	
		<ul style="list-style-type: none"> <li>The recommenders designated by the applicant are required to write a [form2] and send it to IEPP Office via e-mail in person. (E-mail: iepp@snu.ac.kr OR 1212leehj@snu.ac.kr)</li> </ul>	
3	Interview (Online)	<b>August, 2023 (TBA)</b>	
3	Preliminary Admission Decisions & Submission of Original Documents	Preliminary Admission Decisions	<b>Friday, October 13, 2023, After 17:00</b>
		Submission of Original Documents	<b>Friday, October 13, 2023 – Friday, November 3, 2023, 17:00</b>
		<ul style="list-style-type: none"> <li>Decision Announcement: SNU Office of Admissions Website (<a href="https://en.snu.ac.kr/admission">https://en.snu.ac.kr/admission</a>) → [Overview] → [Announcements]</li> <li>To check the preliminary admission decision, <b>applicants will need to enter their date of birth and application number.</b> (It is important to remember the application number and keep it in a safe place.)</li> <li>For inquiries about submitting original documents, applicants should refer to the "Reference Guide for Preliminarily Admitted Applicants" <b>announced by IEPP Office.</b></li> <li>Preliminarily admitted applicants are required to submit original copies of documents (by post) that were scanned and submitted during the online application period. <ul style="list-style-type: none"> <li><b>Failure to submit or partially omitting required documents by the deadline may result in the revocation of preliminary admission decisions.</b></li> </ul> </li> </ul>	
4	Final Admission Decisions	<b>Friday, November 24, 2023, After 17:00</b>	
		<ul style="list-style-type: none"> <li>Decision Announcement: SNU Office of Admissions Website (<a href="https://en.snu.ac.kr/admission">https://en.snu.ac.kr/admission</a>) → [Overview] → [Announcements]</li> <li>To check the admission decision, <b>applicants will need to enter their date of birth and application number.</b></li> </ul>	
5	Registration (Enrollment Confirmation)	<b>December 2023 – February 2024 (TBA)</b>	
		<ul style="list-style-type: none"> <li>Please refer to the "Reference Guide for Admitted Students" <b>announced by IEPP Office</b> for information on tuition payment and procedures for obtaining a Korean visa.</li> </ul>	

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

❖ For applicants without internet access: Submission by post or in-person is only possible if **official reasons** such as natural disasters or communication disruptions can be confirmed.

## 02/ Eligibility and Requirements

### ❖ Admission Type

- Admission Type : **International Admissions I** (Neither the applicant nor his/her parents are Korean citizens)
- Department : College of Engineering
- Major : Interdisciplinary Program in Technology Management, Economics and Policy Major (TEMPEP)
- \*English is the primary medium of coursework, academic reports, and theses for SNU-IEPP students.
- \***ONLY applications for Master's degree program can be accepted in 2024.**

### ❖ Eligibility

Applicants should meet **ALL** of the following requirements by **Feb 28, 2024** to be eligible for admission.

#### ◆ Career

A 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:

- **Master's Program: a bachelor'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 an Explanatory Statement and corresponding official evidence.)
- ※ Graduates from Korean universities may apply.
- ※ Applicants who will complete their courses by February 28, 2024, and whose degree will be awarded in March 2024 are also eligible to apply.

#### ◆ Citizenship/Nationality Requirements

- **Neither the applicant nor his/her parents are Korean citizens.**
- ※ If the applicant and/or his/her parents were Korean citizens before, he/she **must renounce Korean citizenship** by July 7, 2023.
  - 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 fail to submit required documents within the email application period will be disqualified.
- ONLY submissions sent to IEPP Office will be accepted.
- All documents must be original and written in Korean or English. (Refer to page 7 for more information.)
- Submitted files cannot exceed the 8MB file size limit and must be in JPG, PNG or PDF format.
  - Applicants should merge multiple files within the same category into a single attachment before submission.
  - Unidentifiable files (e.g. encoded files, unopenable files) are considered non-submitted.

- Applicants may be asked to submit additional documents if the documents they have previously submitted are deemed insufficient and require further scrutiny to confirm their validity.

No	Document	Notes and Caveats
❖ 1–3: Should be written in <b>Korean or English</b> within the application period.		
1	Application Form	<ul style="list-style-type: none"> <li>+ Fill out on the [Form 1] attached at IEPP website → [News &amp; Event] → [Notice]</li> <li>+ Ensure that the personal information provided on the application form matches the information stated in all other submitted documents.</li> <li>+ Submission of the form MUST be sent via email. (E-mail: <a href="mailto:iepp@snu.ac.kr">iepp@snu.ac.kr</a> OR <a href="mailto:1212leehj@snu.ac.kr">1212leehj@snu.ac.kr</a>)</li> </ul>
2	Personal Statement and Study Plan	<ul style="list-style-type: none"> <li>+ Fill out on the [Form 2] attached at IEPP website → [News &amp; Event] → [Notice]</li> <li>+ Each entry has a limit of 3,000 bytes, including spaces and line breaks (approximately 1,500 Korean characters or 600 English words).</li> <li>+ Submission of the form MUST be sent via email. (E-mail: <a href="mailto:iepp@snu.ac.kr">iepp@snu.ac.kr</a> OR <a href="mailto:1212leehj@snu.ac.kr">1212leehj@snu.ac.kr</a>)</li> </ul>
3	Two Letters of Recommendation ❖ One Letter from Each Recommender	<ul style="list-style-type: none"> <li>+ Fill out on the [Form 3] attached at IEPP website → [News &amp; Event] → [Notice]</li> <li>+ Submission of recommendation letters MUST be sent via email <b>from recommenders in person.</b> (E-mail: <a href="mailto:iepp@snu.ac.kr">iepp@snu.ac.kr</a> OR <a href="mailto:1212leehj@snu.ac.kr">1212leehj@snu.ac.kr</a>)</li> <li>+ 1 letter <u>from the university</u> (professor) that applicant graduated and 1 letter from <u>employed organization</u> are recommended.</li> <li>+ Each entry has a limit of 3,000 bytes, including spaces and line breaks (approximately 1,500 Korean characters or 600 English words).</li> <li>+ The submission status can be checked through applicants.</li> <li>+ 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).</li> </ul>
❖ 4–12: <b>Scan and submit</b> documents <b>within the application period.</b> (Original documents must be sent by post or in-person after the preliminary admission decisions.)		
❖ If the document is written in a language other than Korean or English, a notarized translation should be submitted together.		
4	Proof of Language Proficiency (Korean and/or English; At least one document is required)	<ul style="list-style-type: none"> <li>+ Applicants must choose <u>one or more</u> of the following options and submit corresponding documents as proof of their <b>Korean or English</b> language proficiency. <ul style="list-style-type: none"> <li>- Applicants who have completed their entire bachelor's or master's degree program in Korean or English may submit an official documentation confirming their program's medium of education. (There is no designated format for this documentation.)</li> <li>- If it is not available to submit both the certificate and education proof, <u>applicants may submit [Explanatory statement].</u></li> </ul> </li> <li>+ The Korean or English language proficiency tests should be one of the following (Minimum Language Proficiency Requirement): [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 <ul style="list-style-type: none"> <li>※ TOEFL MyBest scores (see page 7), iBT Home Edition, and IELTS Online scores will be accepted, but TOEFL ITP scores are not accepted.</li> <li>※ Only tests taken <b>after July 1, 2021</b>, and <b>only the scores confirmed prior to the application deadline are accepted.</b> Applicants are not allowed to submit language proficiency test results after the deadline under any circumstances.</li> </ul> </li> </ul>

No	Document	Notes and Caveats
5	Certificate of (Expected) Graduation or Academic Degree (Bachelor's Program)	<ul style="list-style-type: none"> <li>+ Submit a <u>scanned copy</u> of the original documents within the application period. <ul style="list-style-type: none"> <li>- <b>After receiving the preliminary admissions decision, successful applicants should get the documents either authenticated by the Korean diplomatic missions abroad or apostilled (see page 7) before submitting them by post or visiting in person.</b></li> <li>※ Apostille or consular authentication is 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 or territories.</li> </ul> </li> <li>+ 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, <u>clearly indicating their (expected) graduation date</u>. <b>The substitute documentation must be accompanied by an explanatory statement.</b></li> </ul>
6	Academic Transcript (Bachelor's Program)	<ul style="list-style-type: none"> <li>+ Applicants who have completed their academic program from universities in China are required to submit the following documents: ① Graduation Certificate and ② Degree Certificate, both of which must be verified by the embassy. In addition, applicants must provide the ③ Online Verification Report for 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).</li> <li>- For applicants who are expected to graduate from universities in China, an embassy verification of the ① Certificate of Expected Graduation issued by their school is necessary. They should submit this certificate along with the ② Online Verification Report issued by CHSI (中国高等教育学生信息网).</li> </ul>
7	Certificate of (Expected) Graduation or Academic Degree (Master's Program; If applicant has)	<ul style="list-style-type: none"> <li>+ Applicants who attended more than one college or university before completing their academic program must submit academic transcripts from all institutions they attended.</li> </ul>
8	Academic Transcript (Master's Program; If applicant has)	<ul style="list-style-type: none"> <li>+ 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.</li> </ul>
9	Nationality Certificate of Applicants	<ul style="list-style-type: none"> <li>+ 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 <b>clearly indicating the nationality</b>.</li> <li>※ Documents such as driver's licenses or other documents for which nationality cannot be confirmed are not acceptable.</li> <li>+ 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 <b>after January 1, 2023</b> by the Chinese Public Notary Office (公证处).</li> <li>※ Resident Identity Card (居民身份证) or Household Registration (户口簿) will not be accepted.</li> </ul>
10	Nationality Certificate of Parents (One for Each Parent)	<ul style="list-style-type: none"> <li>+ 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. <b>An explanatory statement and relevant supporting documents must be provided in this case.</b> (If the applicant's parents are divorced, proof of custody should be included in the document confirming the divorce.)</li> <li>+ Applicants(or parents) who previously held Korean nationality <b>must</b> submit the government-issued Korean nationality renunciation document(s) pertaining to each individual.</li> </ul>

No	Document	Notes and Caveats
11	Certificate of Parent-Child Relationship	<ul style="list-style-type: none"> <li>+ Submit a certificate that includes the names of the applicant and both parents, such as a birth certificate, citizenship certificate, or certificate of family relations.</li> <li>+ Applicants who hold Chinese nationality must provide a notarized Certificate of Parent-Child Relationship (亲属关系证明书) issued on or <b>after January 1, 2023</b> by the Chinese Public Notary Office (公证处).</li> <li>+ If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to provide <b>an explanatory statement and relevant supporting documents</b>. <ul style="list-style-type: none"> <li>- During the online application period, the explanatory statement should be submitted in the "Explanatory statement" section, and the relevant supporting documents should be submitted in the "Both Parents' Certificate of Nationality" section.</li> </ul> </li> </ul>
12	Explanatory Statement & Supporting 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 corresponding official documents (see page 16).</li> </ul>
<b>❖ 13-15 (Optional): Scan and submit documents within the application period.</b> <b>(The original documents are not needed even after the preliminary admission decisions.)</b>		
13	Proof of Language Proficiency in Addition to Korean/English (Optional)	<ul style="list-style-type: none"> <li>+ Applicants may submit the proof of language proficiency other than Korean and/or English. <ul style="list-style-type: none"> <li>- e.g. HSK, JLPT, JPT, DELF, DALF, DELE, GZ, TestDaF, TORFL</li> </ul> </li> </ul>
14	Supplementary Material for Reference (Optional)	<ul style="list-style-type: none"> <li>+ Applicants may submit supplementary materials for reference, such as awards, scholarships, and/or other achievements obtained during applicants' post-secondary education.</li> </ul>
15	Thesis (Optional)	<ul style="list-style-type: none"> <li>+ Abstract of applicants' thesis in Korean or English.</li> </ul>

※ Please refer to Appendix 1 regarding the application templates (application form, personal statement & study plan, and recommendation letter).

## [ 03/ Admissions Quota ]

The admission offers are decided based on the applicants' academic strengths and the admissions purpose. The admitted students are selected without an admission quota limit, and additional admissions offers will not be made. **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 via email.**

- After preliminary admission decisions are made, original copies of the submitted documents must be sent by post or in-person.
- 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.
- Admitted students must read the "Notice for Admitted Students" announced by IEPP Office after the announcement of final decision for admission.
- 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 to two or more universities in Korea.
  - They are still registered at another university even after the date of admission to SNU (regarded as dual enrollment).
  - Admitted students fail to register (complete payment of tuition) during the designated period.
  - Any dishonest means, such as submitting false(forged or altered) documents, are found at any point in the admission process. This applies even after a student enrolls at Seoul National University.



### SNU-IEPP Office Contact Information

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SNU Website	<a href="http://snu.ac.kr">http://snu.ac.kr</a> (Kor) <a href="http://en.snu.ac.kr">http://en.snu.ac.kr</a> (Eng)
IEPP Website	<a href="http://iepp.snu.ac.kr">http://iepp.snu.ac.kr</a> (Eng)
Telephone	+82-2-880-1521
Fax	+82-2-886-8220
E-mail	iepp@snu.ac.kr (official)    1212leehj@snu.ac.kr (IEPP Manager, HyeJung Lee)
Mailing Address	Bldg.37 Room 304, College of Engineering, 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)

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## [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
- If applicant is unable to submit original copies because the documents are not re-issuable, he/she **must submit an explanatory statement** along with the documents.

### ✦ Original Document with Notarized Translation

- Documents translated into Korean or English by an authorized notary office with a notary seal on it.
- If the original is written in a language other than Korean or English, submit a notarized translation along with the original.

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

### ✦ Apostille Convention

Multilateral agreement that replaces the complicated traditional legalization process with the issuance of a certificate called an Apostille. This certificate is issued by the state of origin and authenticates the origin of a public document so that it can be simply presented abroad in another Contracting Party.

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Documents.
- For information about Apostille organs for each country, please visit [www.hcch.net](http://www.hcch.net) → Members & Parties → HCCH Members.
- Applicants from Korean universities do not need an Apostille or authentication, but must submit the original documents of enrollment certificates, (expected) graduation certificates, and transcripts.

#### 1. Applicants from member nations:

- Apostille-required documents: enrollment certificates, (expected) graduation certificates, and transcripts.
- Issuing institutes: national organs for each nation.
- Submission procedures: submit the required documents with the Apostille issued from the designated institutes.
  - ✧ Applicants may replace the Apostille with the "Certificate of Overseas Education Institutions" or an "Authentication issued from the Korean Embassy/Consulate."

#### 2. Applicants from non-member nations:

- Authentication-required documents: enrollment certificates, (expected) graduation certificates, and transcripts.
- Issuing institutes: Korean Embassies/Consulates in each nation.
- Submission procedures: submit the required documents with the "Certificate of Overseas Education Institutions" or an "Authentication issued from the Korean Embassy/Consulate."

#### 3. Notice: Documents in a language other than Korean or English must be translated into Korean or English and notarized.

## [Reference 3] TOEFL MyBest Scores System

If using the TOEFL as proof of language proficiency, applicants may submit their scores via the 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.

- All four categories must have a test date **after July 1, 2021**.

## [Reference 4] IEPP Scholarship

SNU-IEPP is government-sponsored graduate degree program for government officials in the field of energy and resources OR officials acting in the equivalent government institutions from related area.

### ✦ IEPP Scholarship

SNU-IEPP Scholarship covers the following :

- Full Tuition Fees (Master's : up to 2 years, Doctoral : up to 3 years)
  - ↳ include tuition fee for Korean Language Training \*SNU Korean language education centre
- One-way airfare (up to 1,500,000 KRW, at the time of initial entry)
- Settlement Fund (at the time of initial entry)
- Monthly Allowance (1,500,000 KRW per month)
- National Health Insurance Fee (every month)

SNU-IEPP not only provides financial benefits but also support IEPP special activities, mentoring services and dormitory assignments.

## Sample Application Forms

You may fill the forms in Korean or English



## Seoul National University

## Form 1. Application for Admissions (Graduate)

- Please type in English or Korean.

**Admissions Type**

- Please indicate your application type.  International Admissions 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(DD/MM/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_ Level \_\_\_\_\_
- IELTS Registration No. \_\_\_\_\_ Test Date(DD/MM/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TEPS Registration No. \_\_\_\_\_ Test Date(DD/MM/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TOEFL (Test Date Scores)
  - Registration No. \_\_\_\_\_ Test Date(DD/MM/YYYY) \_\_\_\_\_ Final Score \_\_\_\_\_
- TOFEL (MyBest Scores)
  - Registration No. \_\_\_\_\_ Test Date(DD/MM/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 divorcedCustody (de facto) belongs to (please check one):  Father  MotherParental 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: )		/ / / /		



You may fill the forms in Korean or English

## 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.*



## Seoul National University

### Form 3. Recommendation Letter (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)

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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.*

- 
- 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.*

## Explanatory Statement Form

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

사유서 EXPLANATORY STATEMENT		
● 수험번호 Application number		
● 생년월일 Date of Birth		
● 영문성함 English Name	Family/Last:	First:
<input type="checkbox"/> 학력사항 관련 A reason for academic information <input type="checkbox"/> 재학기간/학기 수 차이 관련 A reason for period of enrollment / number of semesters <input type="checkbox"/> 출입국 사실에 관한 증명 관련 A reason for Certificate of Facts concerning the Entry and Exit <input type="checkbox"/> 지원자 국적 관련 A reason for certificate of nationality(Applicant) <input type="checkbox"/> 부모 국적 관련 A reason for certificate of nationality(Parents) <input type="checkbox"/> 가족관계증빙 관련 A reason for certificate of parents-child relationship <input type="checkbox"/> 언어 능력 증빙 관련 A reason for certificate of language proficiency <i>* If you have checked any of the above reasons, please provide detailed information below.</i>		

Date \_\_\_\_\_  
*yyyy. mm. dd.*

Signature \_\_\_\_\_