



서울대학교
SEOUL NATIONAL UNIVERSITY

Spring 2022

**SNU Admissions for International Student
Graduate Program**

예비합격자 안내사항

Reference Guide

for Preliminarily Admitted Applicants

Office of International Energy Policy Program

2021. 10. 5.

【예비합격자 안내사항 Reference Guide for Preliminarily Admitted Applicants】

2022 학년도 전기 글로벌인재특별전형 대학원 예비합격자는 반드시 아래 사항을 참고하시어 기한 내에 해당 서류를 제출하시기 바랍니다. 최종합격자 발표는 **2021. 11. 26.(금) 17:00이후로 예정 되어있습니다.**

Preliminarily Admitted Applicants for the Spring 2022 International Admissions must refer to the information below and submit the required documents within the designated period. **The Final admission results will be announced after 17:00(K.S.T.) on November 26th, 2021(Fri.).**

- 기한 내 원본서류 미제출 시 최종 결격 처리되며, '예비합격' 자격은 금번 학기 모집에 한하므로 예비합격의 연기나 이월은 불가합니다. **Please note that the admission decision will be rescinded if Preliminarily Admitted Applicants do not submit the original documents. Qualification as a Preliminarily Admitted Applicant is valid for the Spring 2022 application only; any defer or carryover of Preliminarily Admitted Qualification is prohibited.**
- 반드시 지원자격(글로벌인재특별전형 I 혹은 II) 에 따른 필수 제출 서류 목록을 확인하고, 서류를 제출하기 바랍니다. Required documents are different depending on your Application Type (International Admission I or II). Please make sure to refer to the list of documents to be submitted written below.
- 최종 선발 심사기준 및 평가 세부사항은 공개하지 않습니다. Evaluation criteria and its details of admission will not be disclosed.

1. 원본서류 제출방법 및 제출기간 Submission procedure and Period

- 제출방법 : 우편 및 이메일 모두 발송 (COVID-19로 인해 방문 접수 불가)
- 제출기간: 2021. 10. 4. (월) ~ 2021. 10. 22. (금) 17:00 (서류 도착 기준)
- Submission procedure: by post & by email(Due to COVID-19, submission by visit is prohibited.)
- Submission Period(Must be arrived within): Oct 4th, 2021(Mon.) ~ Oct 22nd, 2021(Fri.) 17:00

* Address: 1 Gwanak-ro, Gwanak-gu, Seoul, Office of International Energy Policy Program, Building no. 37, Room 304 (08826) / IEPP Manager

* 연락처 Phone: +82-2-880-1521

* 이메일 E-mail: 1212leehj@snu.ac.kr

※ All schedules are based on Korean Standard Time.

※ Scan& send all documents by email as well as by post(including [Form 1-1]or[Form1-2]& [Form 2])

※ Email submission must include proof of Delivery (delivery note/receipt, invoice, etc.



2. 지원자격별 제출서류 Documents to be Submitted for Each Admission Type

- ※ All documents must be in English/Korean (for documents written in other languages, translate-notarization required)
- ※ Fill in [Form 1-1] or [Form 1-2] and [Form 2] and **put it as the first page of all documents**, and organize the documents in the numbered order (as shown on the table below)
- ※ **Personal information(name, date of birth, (expected) graduation date) must be highlighted/** marked with a colored pen.
- ※ All documents and materials submitted will not be returned under any circumstances. Individual confirmation of document arrival and receipt is not allowed (IEPP office will contact the applicant if the documents are insufficient or unreceived).

가. 글로벌인재특별전형 I (부모가 모두 외국인인 외국인)

A. International Admission I (Applicant and Parents Not Citizens of Korea)

연번 No.	제출 서류 Documents for Submission	유의사항 Requirement
0	Form 1-1 (Please refer to page 7)	-Fill in every part of the form
1	Proof of Language Proficiency (Kor/Eng)	-If Score Reporting was done during the online application period, please submit a printed copy of the Score Reporting confirmation page which contains the applicant's information.
2	Official Bachelor's(Expected) Graduation Certificate *Applicants of doctoral degree: Official Master's Certificate of (Expected) Graduation as well.	-Translate-notarization required for documents written in languages other than Korean/English. -Must be apostilled/authenticated by Korean Embassy - Applicants who have not graduated & unable to submit Graduation Certificate: submit apostilled/authenticated enrollment certificate & confirmation document issued by your school/ adviser professor. (must indicate the applicant's Expected Graduation Date)
3	Official Transcript for all years of Bachelor's *Applicants of doctoral degree: Official Transcript for all years of Master's as well	-Applicants who have transferred from other institutions must also submit the transcript of the previous school.

<p>4</p>	<p>Copy of Applicant's Valid Passport / Other Official Document indicating the Applicant's Nationality</p>	<p>-Applicants who don't have a valid passport must submit a notarized copy of identify card or notarized translation of birth certificate.</p>
<p>5</p>	<p>Copy of Both Parents' Passport / Other Official Document indicating Both parents' Nationality (One Each)</p>	<p>-When submitting Birth Certificate to prove parents' nationality, applicant must submit Birth Certificate of each parent. (Father's& mother's Birth Certificate.)</p> <p>-In the case of divorce/decease that cannot offer of Both Parents' Passport, applicant must submit an official document indicating of divorce/ decease and custody information.</p>
<p>6</p>	<p>Official Document indicating Parent-Child Relationship between the Applicant and his/her parents</p>	<p>-Translate-notarization is required if written in languages other than Korean/ English.</p>
<p>7</p>	<p>Form 2 (refer to page 8)</p>	<p>-Fill in items that are highlighted in Yellow</p>

3. 최종합격자 발표 Final Admission Decision Schedule

- **Period: November 26th, 2021. (Fri) After 17:00**

Announcement will be made on the <https://admissionsnu.ackr> / <https://ieppsnu.ackr>

- Detailed information (Such as Instructions for VISA issuance, course registration, dormitory application, tuition fee payment, etc.) will be provided along with final admission decision.

4. 자주 묻는 질문 Frequently Asked Questions(FAQ)

* Following questions will not be answered via phone/email. Please check before asking.

Q. 원본 서류를 제출하면 최종합격자로 선발되는 건가요?

Will I be fully qualified if I submit the original documents?

A. 제출 서류를 검토하여 원본 서류의 진위 여부나 지원 자격 등 문제가 확인되는 경우 불합격 처리 될 수 있습니다. 기타 평가 기준 및 평가 세부사항은 공개하지 않습니다.

If we find any falsehood in documents or problems regarding eligibility after examining the documents, admission can be rescinded. Please note that evaluation details and criteria related to qualification will not be disclosed.

Q. 합격증을 발급받을 수 있나요?

Can I have my Acceptance Certificate?

A. 예비합격자에게는 합격증을 발급해 드리지 않습니다. 최종합격자 발표 이후 합격자 안내사항을 통해 합격증 발급에 대해 안내할 예정입니다.

We do not issue Acceptance Certificates to Preliminarily Admitted Applicants. Acceptance Certificate issuance will be guided through Guideline for New International Students after the Final Admissions decision.

Q. 온라인 지원접수기간에 스캔하여 제출한 모든 서류를 실물로 제출해야 하나요?

Do I have to submit the hard copy of documents for all of the documents that I scanned and submitted during the online application period?

A. 본 안내사항 제출서류 목록에 나와 있는 서류들만 실물로 제출하시기 바랍니다.

Applicants need to submit the hard copy of documents for only the ones listed on the 'Document List' of this guideline.

Q. 우편으로 제출한 서류와 스코어리포팅 서류가 도착했는지 궁금합니다.

I'd like to know if my documents and Score Reports sent by post have arrived.

A. 서류 도착여부는 전화나 이메일을 통해 개별적으로 안내드리지 않습니다.

우편/배송조회나 시험주관기관의 스코어 리포팅 현황을 통해 확인 바랍니다.

서류를 받지 않았거나 미비한 서류가 있는 지원자에게는 개별 연락을 드릴 예정입니다.

We do not individually guide the arrival status of each document by phone call/email.

Please check through your delivery tracking. **We will contact the applicant whose documents are not received, or insufficient.**

Q. 졸업예정 증명서의 영사확인본을 제출하는 경우 졸업 이후 졸업증명서는 제출하지 않아도 되나요?

Am I exempt from submitting my Graduation Certificate after graduation if I submit a Consulate version of the Expected Graduation Certificate?

A. 졸업예정자인 경우 졸업예정증명서와 현재 출력 가능한 성적증명서의 영사확인본을 제출하고, 합격 이후 졸업증명서 및 최종성적증명서의 원본을 제출하여야 합니다. 단, 한국어 또는 영어가 아닌 경우 번역 공증본을 제출하시기 바랍니다.(제출 기간 및 방법은 합격자 발표 시 안내 예정)

Applicants who are expected to graduate must submit (consulate version of) their Expected Graduation Certificate and most up-to-date transcripts at this time, and must submit their original Graduation Certificate and final Transcript Certificate after graduation. If the document is not in Korean/ English, please submit with translate notarization. (Submission period and method to be announced with Final Admissions Decision announcement.)

Q. 현재 출신 학교가 있는 국가에 체류하고 있지 않고, COVID-19 으로 해당 국가에 들어가기 어려운 상황입니다. 영사확인이나 아포스티유 처리는 어떻게 해야 하나요?

I am not in the country where my school is located. However, due to COVID-19 lock down, it is hard for me to enter that country. What should I do about Apostille / consulate copy for my documents?

A. 락다운 등 확인이 가능한 공식 사유로 수학국에 입국할 수 없는 경우 해당 국가의 재외공관에서 영사확인을 받아 제출하실 수 있습니다. (영어/한국어가 아닌 경우 번역 공증본과 함께 제출 필수)

*예시) 미국에서 학교를 나왔고, 현재 미국에 거주하지 않고 있다면, 지원자 본인이 거주하고 있는 지역의 미국 재외공관에서 영사확인을 받아 제출할 수 있습니다.

If you are not able to enter the country where your school is located due to ascertainable official reasons such as COVID-19 lock down, you may receive the consulate copy from the diplomatic office of the country where your school is located. (If the document is not in Korean/ English, please submit with a translate notarization)

* For example, if your school is in the U.S. and you are not currently living in the U.S., you can receive a consulate copy from U.S Diplomatic office in the country you are residing in.

Q. 한국에서 학사(석사) 졸업을 했습니다. 영사확인이 필요한가요?

I finished my undergraduate(master's) from a university in Korea. Do I still need to have my graduation certificate/transcript apostilled or obtain the verification of consulate of Korean Embassy?

A. 국내(한국)에서 학사/석사를 이수한 경우 영사확인이 필요하지 않습니다. 졸업증명서(졸업예정증명서)와 성적증명서의 원본 제출이 필수입니다.

Apostilled/Consulate documents are not required if you have completed bachelor's/master's degree from a university in Korea. Please submit the original certificate of graduation and transcript.

Q. 본인/부모의 여권이 만료되었습니다 (여권이 없습니다). 어떻게 국적증명을 하면 될까요?

The passport has expired (I/My parents don't have a passport). How can I prove my nationality?

A. 해당 국가에서 공식적으로 발급하는 국적증명서 원본 또는 공증 받은 신분증 사본, 출생증명 원본으로 국적증명이 가능합니다. (영어/한국어가 아닌 경우 번역 공증본과 함께 제출 필수)

You can prove nationality with an original document of official nationality certificate issued from a government institution or a notarized copy of identity card, or original copy of birth certificate. (If the document is not in Korean/English, please submit with translate notarization.)



[첨부 1-1] 글로벌인재특별전형 I (부모가 모두 외국인인 외국인)

[Form 1-1] International Admission Type I (Applicant and Parents Not Citizens of Korea)

본 페이지를 **반드시 작성**하여 제출서류 첫 페이지에 첨부해주시기 바랍니다. Preliminarily Admitted Applicants of 'International Admission I' **must fill out this page and put it as the first page of all documents.**

1. 지원자 기본 정보 Applicant Information

지원자 이름 Applicant Name	
접수번호 Application Number	
모집단위 Program	

2. 연락처 Contacts

이메일 주소 Email address	
전화번호 Phone Number	

3. 제출 서류 목록 Document List

NO	✓	제출 서류
1		언어능력 증빙서류 원본 (한국어, 영어) Proof of Language Proficiency(Original Document)
2		학사 졸업(예정) 증명서, 석사 졸업(예정)증명서(박사지원자만) 영사확인본 Official Bachelor's(Expected) Graduation Certificate & Master's Graduation Certificate for doctoral degree applicants(Apostilled/ Consulate by Korean embassy)
3		학사 전 학년 성적증명서 석사 전 학년 성적증명서(박사지원자만) 영사확인본 Official Bachelor's Transcript & Master's Transcript for doctoral degree applicants (Apostilled/ Consulate by Korean embassy)
4		지원자의 여권사본/국적증명(원본) Photocopy of Applicant's Passport / Other Official Document indicating the Applicant's Nationality(must be original document)
5		부모의 여권사본/국적증명(원본, 부모 각 1 부) Photocopy of Both Parents' Passport / Other Official Document indicating Both parents' Nationality (One each, must be original document)
6		지원자와 부모의 관계 증명 원본 Official Document indicating Parent-Child Relationship between the Applicant and his/her parents(must be original document)
7		학력조회 동의서 Letter of Agreement

※ 영어 또는 한국어 서류 제출이 원칙이며 그 외 언어의 경우 번역공증 필수

※ 주요 인적 사항 (이름, 생일, 졸업일 등)을 형광펜이나 색이 있는 볼펜으로 표시 후 제출

※ Documents must be in English/Korean (for other languages, translate-notarization required)

※ Personal information such as Name, Graduation Date must be highlighted/ marked with a pen

[첨부2] [Form2] 학력조회동의서 LETTER OF AGREEMENT for VERIFICATION REPORT

석사/석박통합지원자- 학사과정, 박사지원자- 석사과정 출신 학교 정보를 기입

Please fill in the information of [master's degree(for Ph.D Applicants)/ bachelor's degree(for other applicants)]

SEOUL NATIONAL UNIVERSITY

LETTER OF AGREEMENT for VERIFICATION REPORT

Name of Institution			
-School/Dept./Major:			
-Duration of Enrollment:			
-Date of Graduation:		Degree:	

To whom it may concern:

We are pleased to inform that your alumni/alumnae has been admitted to Seoul National University. Please examine the enrollment record above, complete the verification report below and return it to us as soon as possible. Do not separate the verification report portion as the form is required to be returned in its entirety. Your answers are appreciated and will be held in strict confidence. Thank you for your cooperation.

Sincerely yours,

Office of admissions, Seoul National University

To whom it may concern:

Please note that I have applied to Seoul National University in Seoul, Korea and agree that Seoul National University could rightfully make a request for my enrollment records.

In accordance with my agreement, I request your full cooperation to Seoul National University in providing the requested information.

Student name:	
Date of birth:	
Signature:	
Date:	

VERIFICATION REPORT

Accuracy of above enrollment record: Correct Incorrect

Name:

Title:

(Signature)