International Admissions for Graduate Program

Online Recommendation Procedure Guide

February 2019

▸ 1. The deadline for the **online submission of recommendation letters is 17:00, March 8th, 2019,** Korean standard time.

▸ 2. Letters of recommendation may be submitted either through the online recommendations systems or by post, though the former is strongly advised.

▸ 3. Recommenders who are unable to submit their recommendations through the online recommendations system may download the recommendation letter format below and send the letter **via post before March 8th, 2019,** Korean standard time. Note that recommendation letters must be sealed and stamped by the recommender.

▸ 4. Note that any recommendation letters by e-mail are not acceptable.

추천서를 작성해주세요.
Request for Lettter of Recommendation.

님, 안녕하십니까.

님이 서울대학교 글로벌인재특별전형에 지원하였습니다.
해당 전형에는 추천서를 반드시 제출하여야 하며,   님이   님께 추천서 작성 및 제출을 요청 하였습니다.
서울대학교 추천서작성시스템에(아래 URL) 접속하시어   추천서 제출을 완료하여 주시기 바랍니다.

Hello   ,

has applied to Seoul National University.
This admissions track requires a recommendation letter from the applicant's academic advisor
Please submit the recommendation letter by

- URL | http://

- 지원자 성명 Applicant name |
- 지원자 수험번호 Application Number |
- 지원자 조회코드 Applicant PIN |

Check the automatic invitation email from Seoul National University.

This is the link to the online recommendation page.

Please check the Application Number and Applicant PIN.

서울대학교
SEOUL NATIONAL UNIVERSITY
추천서 접수 시스템 Recommendation Submission System

| 유의사항Attention | 추천서 작성Recommendation | 추천서 제출Online submission | 접수완료확인Confirmation |

● **2019**학년도 후기　**Fall, 2019**

아래 버튼을 누르면 자세한 전형일정을 보실 수 있습니다.
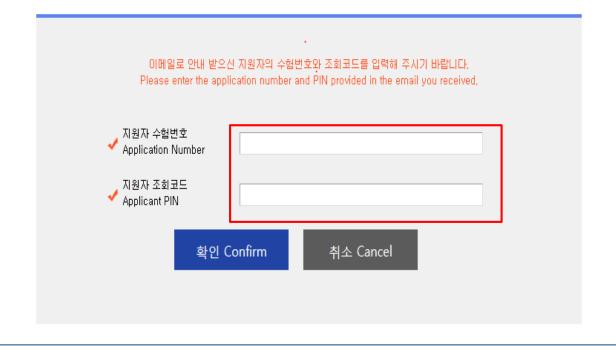Select a language to see the admissions timetable in detail.

○ Korean　　　　　　　　　　　　　● English

Click [로그인 Log-in]

Your e-mail	SNU Recommendation Submission System

Please enter the given Application Number and Applicant PIN from your email.

아래 버튼을 누르면 자세한 전형일정을 보실 수 있습니다.
Select a language to see the admissions timetable in detail.

○ Korean   ◉ English

● Admissions Timeline

Step	Deadline
Online submission of Recommendation Letters	June 18 (Mon), 2018 ~ July 12 (Thu), 2018 (by 17:00, Korean Standard Time)

● Document Submission

Once the online application procedure is completed, an automated invitation email including a secure web link to the online Letter of Recommendation system will be sent to the e-mail account of the recommender listed by the applicant. It is important to enter recommenders' email addresses correctly so that they each receive the automated email.

Please ensure that the recommender has received the guideline, for there are cases where the guiding mails fail to arrive. We kindly suggest the recommenders use their official e-mail account of the high school instead of regular ones such as Gmail. However, if it is difficult to access official e-mail accounts because of network security, regular ones are available.

The applicants can check if the recommendation letter has been submitted or not themselves.

Two recommendation letters are required. You can not submit more than two recommendation letters.

Although the recommender and his/her information may be edited even after the online application procedure is completed, once the letter is submitted, no further changes can be made.

Letters of Recommendation may be submitted online or on paper. Online submission is strongly recommended.

The deadline for submission is July 12, 2018, 17:00, Korean Standard Time. Please have in mind for those who can not access the online application, it is required to present the recommendation letter alongside other application material by July 12, 2018, 17:00 (Korean Standard Time) by post or by visiting in person.

Those who are unable to apply online can download the recommendation letter form from the official website of the Office of Admission first and send the letters via post later after filling out the form. Please have in mind that the reference letter should be sealed in an envelope signed or stamped by the recommender.

Please do not include any detailed information regarding the applicants' parents such as names or occupations in the recommendation letters.

● Recommendation Letters Download

Recommendation Letters[Form 3-1]   **Download**

Recommendation Letters[Counselor Reference, Form 3-2]   **Download**

인터넷 원서접수 시 문의사항 Contact number for enquiries regarding online application procedure and technical errors	(주)유웨이어플라이 (UWAY APPLY Co,. Ltd.)	1588-8988
글로벌인재특별전형 관련사항 Contact number for admissions enquiries	서울대학교 입학본부 Seoul National University Office of Admissions	+82-2-880-6971

추천서 작성 To fill in a recommendation letter

▌비밀번호 등록 Password Registration

서울대학교 글로벌인재특별전형 추천서접수시스템에 오신것을 환영합니다.
Welcome to **the online recommendation system of Seoul National University.**

**Please create a secure password.
Do not share it with anyone.**

✔ 이메일
E-mail

[　　　　　] @ [　　　　　] [선택하세요, Select ▾]

· 초기 설정한 비밀번호를 분실하였을 경우, 비밀번호를 재발급 받기 위한 이메일 주소를 기재하여 주시기 바랍니다.
Please enter an email address to receive a password reset email if you lose or forget your password.

✔ 비밀번호
Password

[　　　　　　　　　　]

· 영문+숫자+특수문자 조합하여 8~12자로 입력하여 주십시오.
(영문은 대, 소문자가 구별됩니다.)
Password must be a combination of 8-12 characters, numbers and special characters.
(Passwords are case-sensitive)

비밀번호 확인
✔ Confirm
Password

[　　　　　　　　　　]

[확인 Confirm] [취소 Cancel]

| 유의사항Attention | 추천서 작성Recommendation | 추천서 제출Online submission | 접수완료확인Confirmation |

추천서 작성 Creating a recommendation letters

추천인 개인정보 제공 동의 여부 Recommender Information Policy

[한국어 안내]

<개인정보 수집 및 이용에 대한 동의>

수집된 개인정보는 입학 전형 이외의 다른 목적으로는 절대 사용되지 않습니다. (단, 합격 시 학사행정정보로 활용)

1. 수집하는 개인정보
   – 추천인 정보(이름, 이메일, 직위, 주소, 연락처, 지원자와의 관계 등)
2. 개인정보의 수집·이용 목적: 입학전형(단, 합격 시 학사행정정보로 활용)
3. 개인정보의 보유 및 이용기간: 개인정보 보류기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다. (단, 합격 시 학사행정정보로 활용)

[English version]

<Agreement for collection and utilization of personal information>

Seoul National University will use the collected personal information solely in connection with the admissions process and not for any purpose other than as authorized by this agreement. (It will however be recorded and used as academic administration data, if admitted.)

1. Personal information requested
   – Recommender's Information : Name, E-mail, Position, Address, Telephone number, relationship with applicant's etc.
2. Purpose of collection : admissions process only (it will however be recorded and used as academic administration data, if admitted.)
3. Terms of retention and usage of the collected personal information: The collected personal information is to be discarded, if the information is no longer in use for the following reasons:the expiry of period for retention of personal information, the termination of using the information for admissions purpose, etc.(It will however be recorded and used as academic administration data, if admitted)

개인정보의 수집 및 이용에 동의하십니까?
Do you agree with the terms and conditions above for admissions guide?

⦿ 동의함 Agree   ◯ 동의하지 않음 Disagree   ⇦ Please click [동의함 Agree]

※ 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 대입 원서를 접수할 수 없습니다.
   An applicant has his/her right not to agree with the terms and conditions above. However, in case of disagreement, he/she cannot proceed application for admissions.

1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU.	☑ Agree
2. I waive my right of access to this recommendation.	☑ Agree
3. I take full responsibility for any falsity in the submitted materials.	☑ Agree
4. I hereby affirm that all the contained information is true and complete.	☑ Agree

⇦ Please click [Agree]

추천서 작성 To fill in a recommendation letters   ⇦ Please click [추천서 작성 To fill in a recommendation letters]

추천서 작성 Creating a recommendation letter

○ 추천 학생 선택 Select student to recommend

지원자 수험 번호 Application Number	
지원자 조회 코드 Applicant PIN	

○ 지원자정보 Applicant's Information

Desired Degree Course	
Desired Program of Study	
*English Name	성 Family/Last : 이름 First : 중간이름 Middle(if any) :
*Date of Birth	DAY MONTH YEAR
*E-mail	

○ 추천인 정보 Recommender Information

*Name	성 Family/Last : 이름 First : 중간이름 Middle(if any) :
Title, Position and Institution	
*E-mail	
Recommender Address	※ Please type in the Mailing Address at which we can reach you after the admission decision. Zip Code : Address :
*Telephone	※ Please include the Country and City Codes. ex) 82-2-1234-5678
*How long have you known the applicant and in what context?	

저장하기 Save' 버튼을 누르시면 작성한 정보가 저장됩니다.
Press '저장하기 Save' to save the prepared information.

저장하기 Save

- **Fill in the blanks and then click [저장하기 Save] to continue.**

추천서 작성 Creating a recommendation letter

- 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	Highly Distinct	N/A
Academic achievement	○	○	○	○	○	○
Academic motivation	○	○	○	○	○	○
Leadership	○	○	○	○	○	○
Cooperativeness	○	○	○	○	○	○
Creativity/Originality	○	○	○	○	○	○

- 추천서는 기본언어로 한국어 또는 영어로 작성이 가능합니다. 해당 언어 외의 다른 언어로 추천서를 작성하시는 경우 영인, 공증을 받은 뒤 우편으로 송부해 주십시오.
The letter of recommendation and counselor reference can be written online in either English or Korean. If written in any other language, these forms must be translated by a certified public notary and then submitted by post.
(Address: Office of Admissions, Seoul National University 1 Gwanak-ro, Gwanak-gu, Seoul, Korea 08826)

- 1. Academic / Intellectual evaluation: Please comment on the applicant's academic performance and capacity. We appreciate your evaluation of the academic achievement, motivation, originality and intellectual prospects of the applicant.

입력Byte수 : 0 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0 / 4000Byte limit including Enter & Space

- 2. Personal / Interpersonal evaluation: From the perspective of a teacher/professor, please comment on the personal aspects of the applicant other than his/her academic capabilities. This section may include characteristics such as the applicant's weaknesses/strengths and interpersonal skills.

입력Byte수 : 0 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0 / 4000Byte limit including Enter & Space

- 3. Additional comments: Please provide us with additional comments which cannot be addressed in the sections above. You may attach additional sheets, if necessary.

입력Byte수 : 0 / 줄바꿈, 띄어쓰기 포함 4000Byte 이내
Current Byte : 0 / 4000Byte limit including Enter & Space

'저장하기 Save' 버튼을 누르시면 선성한 추천서가 저장됩니다.
Press '저장하기 Save' to save the prepared recommendation letters.

이전단계 Prev   저장하기 Save

- **Please draft your recommendation letter and then click [저장하기 Save] once you are done.**

유의사항Attention	추천서 작성Recommendation	추천서 제출Online submission	접수완료확인Confirmation

추천서 제출 Submission of recommendation letters

○ 작성한 추천서는 '제출하기 Submit'를 완료하셔야 제출이 완료됩니다.
   You must click 'Submit' to complete the submission.

지원자 정보 Applicant's Information	접수사항 Admission type, Program, Major	제출마감일시 Deadline for submission	수정 Modification	제출 Submission
			수정하기 Modify	제출하기 Submit

- Please [제출하기 Submit] after completing the recommendation.
- Please note that no modifications can be made once a recommendation letter has been submitted.