Application Guide

SKKU
SUNG KYUN KWAN UNIVERSITY

2020 ISS

INTERNATIONAL SUMMER SEMESTER

You can see **APPLICATION tab** on the main page of ISS website: http://summer.skku.edu

Click on **Create Account**

Online Application System

SKKU International Summer Semester

To register, student who have already
participated in former ISS/WISE should also
create a new ID.
This webpage is designed to operate
best through Chrome.

SUNGKYUNKWAN UNIVERSITY

Create Account

ID

PW

Login

Forgot ID and Password

Fill in your **Personal Information (1)**

Name	First Name [ ] Last Name [ ]
	* Please ensure the name entered above is written the same as it is on your passport.
	* If you have a middle name, please write it in a first name field together with your 'first name' (Your transcript will be issued with the name you write above.)
Nationality	Select ▾
Gender	○ Male ○ Female
Date of Birth	[📅]
T-Shirt Size	○ XS ○ S ○ M ○ L ○ XL ○ XXL ○ XXXL
Dietary Restrictions	[ ]
	* Please write your dietary restrictions if there is any. (ex. vegetarian, halal)
Passport Number	[ ]
Passport (Scanned Image)	[ ] 찾아보기
	* Only PDF, JPG or GIF file can be uploaded.
	* All scanned documents should not exceed 2 MB in size.

Fill in your **Personal Information (2)**

Phone number	
	* Please write a phone number including area/country code.
Mailing Address	
E-mail Address	
	* Please make sure your email address should be accurate in order to receive emails about further application process, course registration, campus life etc.
Emergency contact (Name)	
Emergency contact (Telephone)	

Fill in your **Home University Information**

Home University Information

Location of University	Select ▾
Home University	Select ▾ * Please click on 「Write」 at the bottom of the list and type in the name of your home university if you can't find one on the list. * Please write your matric number (National University of Singapore students only) [text field]
Official Transcript/Certificate of Enrollment	[찾아보기] * Only PDF, JPG or GIF file can be uploaded. * All scanned documents should not exceed 2 MB in size.
Major	Select ▾
Current Year	Select ▾

* The information above should match your certificate of enrollment or academic transcript.

Agree to **Consent Form** and Save

Consent Form

I hereby consent that

1. I am solely responsible for the personal information that I put on the application and I am fully aware that neither Sungkyunkwan University (SKKU) nor any of staff members are responsible for the wrong information that I input.
2. I will abide by SKKU rules, regulations, and polices as an ISS student during my period of study at SKKU.

Privacy Protection Agreement

1. Your personal information is collected and used for the proper administration of Sungkyunkwan University's International Summer Semester (ISS) only. It will not be disclosed for any other purpose.
2. The following items are necessary for collection: student's name, gender, nationality, date of birth, passport number, phone number, email, ID, address, name of home university, major concentration, and the current attending year.
3. Student information collected on the application will be used and possessed until the end of the ISS program.
4. You may choose to decline the agreement, but please be aware that your registration may not be processed properly.

◉ I Agree ○ I don't Agree

Save   Cancel

Now your registration is complete!

Click the blue button down here.

Registration Complete!
After finishing the Course Application, please click the 'Virtual
Account Request' button in the Application Confirmation section and
send the fee to the virtual account given. When the process is
finished, please send us an email confirming that the process is
finished.

확인

You can move on to **Course Application**.

Go to **Course Application** page.

Course Application

Course Selection

Morning (AM 9:00 ~ 11:45)	Select ▼
Afternoon (PM 1:30 ~ 4:15)	Select ▼
Evening (PM 4:30 ~ 7:15)	Select ▼

* Course Tuition for 1 course is 1,600,000 KRW and tuition for 2-3 courses is 2,600,000 KRW
* Extracurricular Activities fee is included in the tuition fee
* Exchange Students with a 100% waiver have to pay a program fee of 250,000 KRW
* Korean Language Courses (both Beginner and Intermediate) require 2 study hours per day, and start at the same time as the regular courses
* Students are allowed to take up to 3 courses from each time slot.
* Course changes are allowed only until June 3.

Dormitory

Dormitory	○ Yes, I want to stay at SKKU Dormitory. ○ No, I have my own place to stay.

* SKKU may not be able to provide accommodation for all ISS students due to the availability of university space.
* Dormitory check-in is available on June 22nd~23rd and check-out is on July 22nd~23rd.
  http://dorm.skku.edu/en_skku_seoul/

Insurance

* All ISS students are automatically joined to SKKU group insurance when they complete their payment. But, please note that group insurance covers only medical expenses from June 24 to July 22 (KST).
* If you have your own insurance, please upload the scanned image of your insurance policy at the "Travel Details/ Insurance" section no later than June 10.
  (In case your university provides the group insurance, please contact the International office.)

Save   Cancel

Choose your courses here.
You can check list and syllabi on our website [Program → Course & Faculty]

If you want to stay in SKKU Dormitory, choose 'Yes.'
You can check information about dormitory on our website [Life at SKKU → Housing]

SKKU group insurance will be automatically purchased when you pay for the tuition. If you have Individual insurance, or any group insurance from your home university, please upload the document at 'Travel Details/ Insurance' tab

Confirm Your Application

Statement	신청(Application)
Selected Morning	Algorithm & Problem Solving
Selected Afternoon	Climate Change: Science, Technology and Policy
Selected Evening	Discover Korea: Korean Culture and History

Application Fee	100,000 KRW
Tuition Fee	2,340,000 KRW
Extracurricular activities fee	0 KRW
Dormitory Fee	650,000 KRW
Total	3,090,000 KRW

Notice of Balancing Adjustment

Please note that,
If any variance occurs between the original amount and the one we received in the transferring process,
you will be asked to make up the balance due after arriving in Korea.
The ISS Office will contact you in that case.

Virtual Account Request

Now your application is confirmed.

You can find the list of the courses and the total fees here. If all information is correct, please click the green button down the page to create a virtual bank account for the payment.

You will get your virtual account information within 5-10 minutes.
You will still be able to freely change your application details after
the virtual account is given, but please note that after payment it
will be difficult to change them.

확인 취소

It takes 5-10 minutes to assign virtual account number.

Payment Request Complete!
You would be able to check your virtual account information in the
Application Confirmation section after your application information
is transferred to the bank. Please try again after 5-10 minutes.

확인

Go to **Application Confirmation** page, and payment information will be shown.

SUNG KYUN KWAN UNIVERSITY(SKKU)   International Summer Semester

Why SKKU   Program   Registration   Life at SKKU   Memories of SKKU   Board

YOOJIN CHOI

Personal Information

University Information

Course Application

Application Confirmation

Travel Details/Insurance

Cancel Application

LOGOUT

SKKU
SUNG KYUN KWAN UNIVERSITY

2020 ISS
**INTERNATIONAL
SUMMER
SEMESTER**

SUNG KYUN KWAN UNIVERSITY(SKKU) | SAMSUNG

PAYMENT METHOD

* Tuition and fees can be paid only by bank transfer to the bank account that was given no later than June 3.

* Bank account number will be given to each applicant when application is completed. Total fees need to be paid only in Korean won. Transaction fees or any other handling charges occurred during the payment process are applicant's responsibility.

* Please do not forget to scan the proof of payment documents and upload it on "Bank Transfer Receipt" in Application Confirmation' section after you finish the transfer.

* Application fee is not refundable.

Bank Account Information for Wire Transfer
· Bank:WOORI BANK SUNGKYUNKWAN UNIV. BR
· Bank Code:20531
· Bank Address:WOORI BANK SUNGKYUNKWAN UNIV.
· BR. 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul 03063
· Account No. : 27591108118552
· Swift Code(if any):HVBKKRSE
· Receiver:SUNGKYUNKWAN UNIV.

Bank Transfer Receipt

file name	None
	[찾아보기]
	* The amount and date of wire transfer and the name of the remittor must be clearly stated on the remittance slip or wire transfer receipt.
	* Only PDF, JPG or GIF file can be uploaded.
	* All scanned documents should not exceed 1.5 MB in size.

Save

Account No. is your personal and individual information. Please do not share it with your friends. It only accepts one transfer.

Upload your Bank Transfer Receipt after you make the payment.

Go to **Travel details/Insurance** page.

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SEMESTER

Travel Details

Flight Schedule

Airline (Flight Number)	[ ]
Arrival Time (at Incheon Airport)	[📅] [-- ▼] [HH ▼] [MM ▼]

[Save] [Cancel]

Please fill in your flight information before **June 14** at the latest.

Insurance

Insurance policy	None [ ] [찾아보기]

* Please upload the scanned image of the insurance policy if you have any..
(In case your university provides the group insurance, please contact the International office.)

[Save]

Upload your insurance certificate here if you have your own insurance package.