



# THE GRADUATE SCHOOL OF BUSINESS SEOUL NATIONAL UNIVERSITY

GLOBAL MBA | SNU MBA  
ADMISSION GUIDE



| [www.gsb.snu.ac.kr](http://www.gsb.snu.ac.kr) |

# Admission Timeline

Step	Timeline (Korean standard time)	Venue	Reference
1. Online Application	March 2 (Mon), 2020 (10:00) ~ March 20 (Fri), 2020 (17:00)	SNU Admission ( <a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a> ) – Online Application for Graduate School of Business	Upload a photo taken in last 3 months(3×4cm)
2. Submission of Documents	March 2 (Mon), 2020 ~ March 23 (Mon), 2020 (17:00)	MBA Office	Only applicable to document that must be submitted by post or by visit in person.(refer to p.5)
3. TEPS Special Test (Applicable only to those who don't have the required test score.)	March 12 (Thu), 2020 (14:00)	SNU Language Education Institute	Application deadline for test takers : March 9 (Mon), 2020 (Application fee must be paid by the deadline.)
4. Final decision announcement for International Admission Early decision & Interview / Oral examination announcement for Regular Admission	April 17 (Fri), 2020	SNU Admission ( <a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a> )	
5. Interview/Oral examination	May 1 (Fri), 2020	Graduate School of Business	Only invited candidates for Interview/Oral examination
6. Final decision announcement for Regular Admission	May 15 (Fri), 2020 (18:00)	SNU Admission ( <a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a> )	
7. Registration	June 15 (Mon), 2020 (10:00) ~ June 18 (Thu), 2020 (16:00)	SNU Admission ( <a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a> )	
8. Announcement for additional candidates	June 23 (Tue), 2020	Individual notification	Only if there's a corresponding candidate
9. Registration for additional candidates	July 1 (Wed), 2020 (10:00) ~ July 2 (Thu), 2020 (16:00)	SNU Admission ( <a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a> )	

※ The scheduled dates above are subject to change.

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[Notice]

- Global MBA and SNU MBA are full-time regular master programs.
- Applicants must apply to one program: either Global MBA or SNU MBA. Any student who applies to both will be disqualified from admissions.

## 1 Admission types and quota

[ Master's degree : total 100 students (except International admission(supernumerary) ) ]

School	Department	Program	Admission quota		Etc.
			Regular	International	
Graduate School of Business	MBA	Global MBA	30	not predetermined	All English curriculum
		SNU MBA	70	not predetermined	
Total			100	-	

\*\* The quota for international admissions is not predetermined. For international admission, we will select students only if there are applicants with sufficient academic ability.

## 2 Eligibility

### A. Regular admission

- 1) Applicants must hold, or expect to hold in prior to entering SNU(before August 2020), a bachelor's degree or its equivalent (or higher) degree from an accredited college or university.
- 2) Applicants must submit a score report of recognized English Proficiency Test.
  - a) Required scores

Program	TEPS (Old)	TEPS (New)	TOEFL IBT	IELTS (Academic)	TOEIC
Global MBA	701	387	99	6.5	-
SNU MBA	664	363	94	-	825

※ Scores taken within 2 years from the admission deadline(March 20 (Fri), 2020) are valid and the score should be written in the online application form. The score report must be submitted by the document submission deadline(March 23(Mon), 2020).

- ※ The score of New TEPS is valid from the 248<sup>th</sup> TEPS(May 12, 2018).
- ※ In case of the hearing impaired(2~3 grades) submitting a score report of New TEPS, the Listening Comprehension score(240) will not be counted and the rest of the score(360) will be converted into the total score(600).
- ※ In regards to submitting a score report of TOEFL, MyBest Scores will not be considered valid and applicants are required to submit official test date score reports.

**b) Applicants are exempted from submitting English Test score, only if the applicant acquired his/her bachelor's degree or higher from an English-speaking countries.**

**※ English courses at non-English speaking countries are not eligible for exemption.**

c) TEPS special test

- Even if an applicant does not have any English score in (a) above, he/she can apply for admission on the condition of taking the TEPS special exam on March 12 (Thu), 2020, at SNU Language Education Institute.

- If the special test score falls below the required score specified in (a) above, it is treated as a disqualified applicant.

- **Application deadline for test takers: March 2 (Mon), 2020 (from 10:00) ~ March 9 (Mon), 2020 (by 17:00) (Application fee must be paid by the deadline.)**

3) Submission of GMAT or GRE score is highly recommended.(Optional, No limit on test date)

## **B. International admission(supernumerary)**

1) Eligibility(Applicant who satisfy either one of the followings)

- **International Admission I : Both applicant and his/her parents are not citizens of Korea.**

- **International Admission II: Applicant (Korean citizen/foreigner) who received his/her entire course of education outside of Korea from elementary school up to the level of undergraduate education.**

※ Applicants possessing both Korean and foreign citizenship are not eligible for International Admissions I.

※ International Admission II applicants should note that SNU does not acknowledge international schools located in Korea as foreign schools.

※ For International Admission II, the Certificate of Entry and Exit in Korea must contain complete records from the applicant's date of birth to the date of Certificate issuance. Should there be

any missing information, other supporting documents (e.g. transcripts, graduation certificates, etc.) corresponding to the missing period must be submitted.

- 2) Applicants must hold, or expect to hold in prior to entering SNU(before August 2020), a bachelor's degree or its equivalent (or higher) degree from an accredited college or university.
- 3) Applicants must submit a score report of recognized English Proficiency Test.

a) Required scores

Program	TEPS (Old)	TEPS (New)	TOEFL IBT	IELTS (Academic)	TOEIC
Global MBA	701	387	99	6.5	–
SNU MBA	664	363	94	–	825

- ※ Only scores taken within 2 years from **the admission deadline(March 20 (Fri), 2020)** are valid and the score should be written in the online application form. The score report must be submitted by the document submission deadline(March 23(Mon), 2020).
- ※ The score of New TEPS is valid from the 248<sup>th</sup> TEPS(May 12, 2018).
- ※ In case of the hearing impaired(2~3 grades) submitting a score report of New TEPS, the Listening Comprehension score(240) will not be counted and the rest of the score(360) will be converted into the total score(600).
- ※ In regards to submitting a score report of TOEFL, MyBest Scores will not be considered valid and applicants are required to submit official test date score reports.

**b) Applicants are exempted from submitting English Test score, only if the applicant acquired his/her bachelor's degree or higher from an English-speaking countries.**

- ※ English courses at non-English speaking countries are not eligible for exemption.

c) TEPS special test

- Even if an applicant does not have any English score in (a) above, he/she can apply for admission on the condition of taking the TEPS special exam on March 12 (Thu), 2020, at SNU Language Education Institute.
- If the special test score falls below the required score specified in (a) above, it is treated as a disqualified applicant.
- **Application deadline for test takers: March 2 (Mon), 2020 (from 10:00) ~ March 9 (Sun), 2020 (by 17:00) (Application fee must be paid by the deadline.)**

4) Submission of GMAT or GRE score is highly recommended.(Optional, No limit on test date)

### 3 Admission criteria

#### A. Score details

School	Types		Score	Document Screening	Interview /Oral exam	Etc.
Graduate School of Business	Regular	1 <sup>st</sup> selection	100	100	–	
		2 <sup>nd</sup> selection	200	100	100	
	International		200	200	–	

#### B. Selection details

School	Types		Selection details
Graduate School of Business	Regular	1 <sup>st</sup> selection (Document screening)	(1) Early decision: Up to 30% of the applicants can be admitted by the 1 <sup>st</sup> selection based on the results of document screening. (2) Interview/Oral examination: Candidates will be selected within two fold of the total number of admission quota excluding the number of early decision based on the results of document screening.
		2 <sup>nd</sup> selection (Interview/Oral exam)	The final candidates will be selected within the quota except the number of early decision on the basis of the combined results of document screening and the interview/oral examination.
	International		The final candidates will be selected solely on the basis of document screening in consideration of overall evaluation of candidate's academic achievements and potential. The number of slots for international students is yet to be determined by the admission committee.

※ Interview/Oral examination: Only the candidates who passed the first screening except those who admitted early will be interviewed.

#### C. Interview/Oral examination

1) Date : May 1(Fri), 2020

2) Venue : LG Building (59-dong)

※ Further information for Interview/Oral Examination will be posted in GSB website (<http://gsb.snu.ac.kr/>) when the 1<sup>st</sup> selection result is announced.

※ Video interview

– Only foreign residents and persons in special circumstances can apply for a video interview at the time of application. However, the applicant should be consulted with the Graduate School of Business in advance to determine whether the



applicant is eligible for the video interview.

- Video interviewees must submit the evidence document that they were in a foreign country(Certificate of Facts concerning the Entry & Exit issued in Korea, medical certificates) or were in other special circumstances(eg. Medical certificate issued by a general hospital) on the interview day. Admission will be canceled if you apply for a video interview in an unfair way such as providing false information or conducting a proxy interview.

#### 4 | Application Procedure(online)

A. Date : March 2(Mon), 2020 (from 10:00) ~ March 20(Fri), 2020 (by 17:00)

※ Application deadline for TEPS special test applicants: March 2 (Mon), 2020 (from 10:00) ~ March 9 (Mon), 2020 (by 17:00)

(Note) Application fee must be paid by the deadline.

B. Application fee(including commission)

- 75,000 KRW(including application fee for 2<sup>nd</sup> selection(20,000 KRW)

C. How to apply

Find the notice concerning “Global MBA/SNU MBA admission” on SNU Admission website(<http://admission.snu.ac.kr>). Then open the online application program, and create your account on the online application website.

D. Note

- 1) Online application for the 2020 intake must be completed by 17:00(Korean standard time), March 20(fri), 2020. The application must include all of the relevant information along with application payment via online.
- 2) Please check all relevant information before submitting online application since **any** modification or cancellation of text and application refund is not allowed after the online application is submitted(with payment of the application fee).



**5** | Required documents

A. **Date** : March 2(Mon), 2020 ~ March 23(Mon), 2020 (by 17:00)

B. **Venue** : Graduate School of Business at Seoul National University

– Via registered mail or in person

– Address: MBA office(Admission)

Graduate School of Business, Seoul National University Building

**No. 59-1, MBA office on the 1st Floor (Room No. 104)**

1 Gwanak-ro, Gwanak-gu, Seoul 08826 Korea Rep.

– Tel: 02-880-2551(Korean), 02-880-2554(English)

C. **Required documents for all applicants** ( ○ must submit , △ if applicable, × not applicable )

No.	Documents	Regular	International		Notes
			category I	category II	
1	Application Form	○	○	○	<ul style="list-style-type: none"> <li>- Printout application form after completing online application</li> <li>- Applicant's english name should match the name on passport or official certificate of nationality.</li> </ul>
2	Official transcript of bachelor's degree and higher(if applicable), 1 each	○	○	○	<ul style="list-style-type: none"> <li>- Submit official transcripts from all universities and colleges you have attended.</li> <li>- Prospective graduating students in August 2020 must submit the certificate of expected graduation and the transcript with grades up to the 2<sup>nd</sup> semester 2019.</li> </ul>
3	Two recommendation letters	○	○	○	<ul style="list-style-type: none"> <li>- Form download(<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</li> <li>- From two different persons</li> </ul>
4	Personal statement and Study/Career Plan	○	○	○	<ul style="list-style-type: none"> <li>- form download(<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</li> </ul>
5	Proof of English Proficiency (A score report of recognized English Proficiency Test within two years)	○	○	○	<ul style="list-style-type: none"> <li>- Global MBA: 1 among TOEFL, TEPS, IELTS</li> <li>- SNU MBA: 1 among TOEFL, TEPS, TOEIC</li> </ul>
6	GMAT or GRE score report	△	△	△	<ul style="list-style-type: none"> <li>- (Optional) if applicable</li> <li>- No limit on test date</li> </ul>
7	Resume	○	○	○	<ul style="list-style-type: none"> <li>- Form download(<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</li> </ul>
8	Certificate of work experience, 1 each	△	△	△	<ul style="list-style-type: none"> <li>- (Optional) if applicable</li> </ul>
9	Certificate of corporate sponsorship verification	△	△	△	<ul style="list-style-type: none"> <li>- (Optional) if applicable</li> <li>- Form download(<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</li> </ul>
10	Agreement for verification of academic record	X	X	X	<ul style="list-style-type: none"> <li>- Graduates from foreign educational institutions are required to provide information for verification of academic record when writing the online application (No specific form provided)</li> <li>※ Information that graduates from foreign educational institutions should prepare includes graduation dates, an email address of the person in charge of verification of academic record, and contacts of relevant offices.</li> </ul>
11	SNU Scholarship application	△	△	△	<ul style="list-style-type: none"> <li>- If needed</li> <li>- Applicants receiving scholarships from outside institutions or those who are sponsored by the company in which they are employed can not apply for SNU scholarship.</li> </ul>

※ Applicants who have acquired a bachelor's degree or higher in foreign education institutions will be required to provide a graduation certificate and an apostille for his/her transcripts if admitted.

※ If the applicant is supported by his/her corporate company, he/she is required to submit the certificate of corporate sponsorship verification from the company.

#### D. Additional documents for international admission

No.	Documents	International		Notes
		category I	category II	
1	Official bachelor's degree or (expected) graduation certificate	○	○	<ul style="list-style-type: none"> <li>- Submit separately from official transcript</li> <li>- Only in Korean or in English</li> <li>- Photocopies authenticated officially by the graduated universities or colleges are regarded as "original".</li> <li>- Date of graduation or expected date of graduation must be written.</li> <li>- The Apostille or the attachment of an Authentication issued by the Korean Embassy or Consulate are not necessary (However, the apostille is mandatory if an applicant will be admitted.)</li> </ul> <p><b>* See Appendix</b></p>
2	Copies of the applicant and both parents' passports, 1 each	○	○	<ul style="list-style-type: none"> <li>- The expiry date must be valid.</li> </ul>
2-1	Other official documents indicating the applicant's and both parents' nationalities, 1 each	△	△	<ul style="list-style-type: none"> <li>- Only for the applicant and the applicant's parents not having available passports.</li> <li>- Other official supporting documents indicating the nationality must be original or notarized except for passport.</li> <li>- Chinese nationals: Certificate of nationality issued by the notary public of chinese government within 6 months.</li> </ul>
3	Official document indicating parent-child relationship between the applicant and his/her parents	○	×	<ul style="list-style-type: none"> <li>- Certificate of family relation, Birth certificate</li> <li>- Chinese national: Certificate of family relation issued by the notary public of chinese government within 6 months.</li> </ul>
4	Certificate of facts concerning the entry & exit in Korea(issued by the Korean immigration office/Community service center in Korea/Korean embassy)	×	○	<ul style="list-style-type: none"> <li>- From birth until now (within two months from application deadline)</li> </ul>

#### E. Notes in common

- 1) Original documents should be submitted. However, should they be unavailable, copies must be authenticated by the university/institution that issued them or notarized by a public notary in the country where the document was originally produced.
- 2) Documents in languages other than English or Korean are not accepted. If the document is written in any other foreign language, eh/she must submit a notarized/certified translation (in English or Korean) completed by a public notary in the country where the document was originally produced.
- 3) The admissions staff reserves the right to require additional documents from applicants, should there be any need to clarify the eligibility or to verify the authenticity of the submitted materials. If an applicant is unable to submit any required documents, the School reserves the right to cease consideration of the

application.

- 4) Graduates from Chinese educational institutions must submit official certificates issued by “China Academic Degree & Graduate Education Development Center”. Such certificates should be translated into Korean or English, and notarized by the Chinese Embassy. (<http://www.cdgdc.edu.cn>)

## F. Notes for international admission

- 1) Documents for International Admission I : Nationality, Family relations
  - International Admission I applicant should submit proofs of applicant and both parents’ nationality AND a proof of parent-child relationship. In case of parents’ divorce/death, related documents should be submitted.
  - In case of Admission I, applicant who obtained foreign citizenship over Korean nationality OR applicant who renounced his/her Korean citizenship from dual (Korean and foreign) citizenship/nationality should submit a proof document for renunciation of Korean nationality (ie. Certificate for renunciation of Korean citizenship, Korean residence registration as a foreigner etc.).
  - 户口簿 in Chinese is not acceptable as a proof of nationality. Copy of passport or a proof of nationality by 公证处 (issued within 6 months) in English or Korean is acceptable.
  - Photocopies of ID card is unaccepted as a proof of nationality.
  - International Admission II applicant who is eligible to apply for admissions type I should submit Certificate of Facts concerning the Entry and Exit issued by Korean immigration office.
- 2) Documents for International Admission II : Certificate of Facts concerning the Entry & Exit
  - Submission of the “Certificate of Facts concerning the Entry & Exit” is mandatory and this certificate must contain a complete record from date of birth to two months prior to application date. The applicant will take full responsibility for any disadvantages or cancellation of admission if the verification of entry and exit is not available due to false information or dual citizenship.
  - If there is any omission, applicant must submit the Certificate of School Attendance(transcripts, certification of graduation, etc.) corresponding angles to the missing period in the record.
  - In case of any personal information having been modified (from being naturalized as a foreign citizen, change of name, issuance of a new passport and etc.), he/she must submit a complete record of entry and exit from date of birth to two months

prior to application date including those records prior to the applicable change.

- Applicants holding dual citizenship are required to submit the Certificate of Facts concerning the Entry and Exit applicable to each passport, respectively.
- The passport number on the passport copy must correspond to the passport number on the certificate of facts concerning entry and exit. If not, please submit a related document or a written explanation.
- This certificate is issued by the Korean Immigration Office/Community Service Center in Korea (residing in Korea) OR Korean Embassy/Consulate abroad (residing outside of Korea, only for Korean citizenship holders).
- Please verify the accuracy of information as the applicant will take full responsibility for any disadvantages arising from errors and/or omission of the necessary information on the document.

## 6 | Final decision announcement for International Admission

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### Early decision & Interview/Oral examination announcement for Regular Admission

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- A. **Date** : April 17(Fri), 2020 (after 18:00)
- B. **Venue** : SNU Admission (<http://admission.snu.ac.kr>)  
(SNU Admission ⇒ Announcements ⇒ Announcement for MBA ⇒ Search with name, date of birth, admission registry number)
- C. **Certificate of Admission** : International admission and early decision of regular admission  
(Same ad “B”: Print out “Certificate of Admission” after searching your information.)

## 7 | Final decision announcement for Regular Admission

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- A. **Date** : May 15(Fri), 2020 (after 18:00)
- B. **Venue** : SNU admission (<http://admission.snu.ac.kr>)  
(SNU Admission ⇒ Announcements ⇒ Announcement for MBA ⇒ Search with name, date of birth, admission registry number)
- C. **Certificate of Admission** : International admission and early decision of regular admission  
(Same ad “B”: Print out “Certificate of Admission” after searching your information.)

## 8 | Announcement for additional candidates

### A. Selection of additional candidates(Admission ranking is not open.)

Up to 30% of the admission quota for each program can be selected as additional candidates based on the admission results.

### B. Announcement for additional candidates

- 1) If a vacancy occurs due to unregistered persons, the applicant will be notified of the additional admission via individual notification(eg. phone call) in order of the ranking. Final decision will be made after verifying the additional candidate's will.
- 2) The applicant will take full responsibility for any disadvantages arising from not being reached.

## 9 | Refund of admission fee

### A. Reasons and the amount of refund based on HIGHER EDUCATION ACT, Article 34-4 (4)

- 1) In case an applicant make the admission payment in excess by mistake. : partial refund(the amount paid in excess)
- 2) In case an applicant is not able to apply for the admission screening due to the university's liabilities. : full-refund
- 3) In case an applicant is not able to apply for the admission screening due to natural disasters. : full-refund
- 4) In case an applicant is not able to apply for the admission screening due to hospitalization (disease or accident) or death.(Only if verification documents will be submitted.) : full-refund
- 5) In case of applying step-by-step admission but failed before the final step begins : Partial refund(admission fee for remaining step)

B. Refunds will be only made upon request of applicants who correspond to one of reasons above. Refunding applicants need to submit "Application of admission refund" with evidential documents before the announcement of final decision. Any "application of admission refund" sent after the announcement of final decision is not accepted.

C. No refund will be made for any mistakes made by the applicant for the matters listed in the admission guide.

D. Application of admission refund : form download (<http://gsb.snu.ac.kr/>)

## 10

## Notes in general

- A. Applicants must apply to one program: either Global MBA or SNU MBA. Any student who apply both will be disqualified from all admissions.
- B. Even if the number of applicants is below the selection quota, SNU MBA reserves all rights not to select candidates unqualified.
- C. SNU does not disclose information related to admission decisions.
- D. Application and all submitted documents(including online application) can not be cancelled, modified, and returned(including the admission refund). This condition same applies before and after the application deadline.
- E. Admissions offered will be rescinded if false information, forged documents or any other unfair practice for admissions is found to have been used at any time during the application period. This condition applies even after the offending student enrolls at SNU. Offending students may be restricted from entering SNU in the future.
- F. All of the submitted documents can not be returned and the application fee is not refundable in any case of disqualification(eg. English score). (Please refer [9] related to “Refund of admission fee”)
- G. Admissions offered will be rescinded as below.
  - If admitted student who has submitted an expected graduation certificate, can not graduate until August 2020.
  - If admitted student does not complete registration(payment for tuition fee) in the designated period.
  - If admitted student does not submit any designated document.
- H. All applicants are expected to visit GSB website(<http://gsb.snu.ac.kr/>) and SNU admissions website(<http://admission.snu.ac.kr>) on a regular basis to check announcements and notices. The applicant will take full responsibility for any disadvantages arising from not checking notices.
- I. Other issues not specified in this admission guide should comply with the admission criteria of SNU.

## 11

## Others

- A. Admitted students can apply for the MBA scholarship. The recipients will be selected through separate selection procedure and the amount of benefit may vary. Applicants who need scholarship must submit the separate scholarship application by application deadline.



- B. The first semester's leave of absence is not allowed after registration. However, students can take the first semester's leave of absence with GSB Dean's approval if unavoidable circumstances(eg. military service, pregnancy, illness) occurred. Duties at work or preparation of examinations are not considered unavoidable circumstances.
- C. Global MBA and SNU MBA are full time regular master programs. Duties at work or any other personal circumstances are not taken into consideration when operating MBA programs.

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## Registration and submission of supplementary documents

### A. Registration

- 1) **Date** : June 15(Mon), 2020 (from 10:00) ~ June 18(Thu) 2020 (by 16:00)(open hours of banks)
- 2) **Venue** : Payments can be made at all Nonghyup, Shinhan, and Woori banks.
- 3) **Tuition fee** : Check tuition bill
- 4) **Tuition bill** : Print out at SNU admissions website (<http://admission.snu.ac.kr>)

### B. Additional documents submission for admitted students : by July 31(Fri), 2020, MBA Office

Documents	notes
· Graduation certificate of bachelor's degree	· Only graduates of foreign colleges or universities ※ See notes below
· Permission of entering school	· Only public officials and military officers (Permission of the head of affiliated institute)
· "Certificate of Facts concerning the Entry and Exit" or "Medical certificate issued by a general hospital"	· Only admitted students through video interview

- ※ Graduates of foreign colleges or universities: Newly admitted students from countries which are signatories to the "1961 Hague convention abolishing the requirement of Legalization for Foreign Public Documents(Apostille)" must submit official certificates with the attachment of Apostille. And admitted students from countries which are NOT signatories to the "1961 Hague convention(Apostille)" and do not recognize the Apostille must submit official certificates with attachment of an Authentication(eg. Certificate of Authentication or Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate.
- For information regarding how to get an Apostille, please refer to the website. ([www.hcch.net](http://www.hcch.net) - Apostille Section)
  - All documents should be in Korean or English. If it is in any other language, students must submit a notarized/certified translation (in Korean or English) completed by a public notary in the country where the document was originally produced.

- Graduates from Chinese educational institutions must submit official certificates issued by “China Academic Degree & Graduate Education Development Center”. Such certificates should be translated into Korean or English, and notarized by the Chinese Embassy. (see <http://www.cdgd.edu.cn>)
- ※ Admissions offered can be rescinded if designated documents will not be submitted before deadline.

## 13 | Inquiries

### A. Admission details(procedure, schedule)

- (1) Venue : MBA office
- (2) Tel : 82-2-880-2551(Korean), 82-2-880-2554(English)

Please use public transportation because parking fees will be collected.

This admission guideline(English version) is translated from the official “SNU Admission Guideline” written in Korean. Any omitted details or missed information not specified in this English translation will abide by the Admission Guideline(Korean). In case of any divergence in the interpretation or application of this guideline, the Admission Guideline(Korean) shall prevail.

## Appendix

### APOSTILLE Requirements for Newly Admitted Students

Since July 14, 2007, the Republic of Korea has been a party of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention.

The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

- Apostille certificates are to be submitted within 15 days after enrollment at SNU.
- For information regarding how to get an Apostille, please refer to the website <http://www.hcch.net> (Apostille Section).

A. Newly admitted students from countries which are signatories to the convention must meet the following requirements:

1. Official certificates (transcripts, graduation certificate/diplomas, etc.) from public schools or institutions should be submitted with the attachment of "Apostille".
2. Official certificates (transcripts, graduation certificate/diplomas, etc.) from private schools or institutions, however, should be officially notarized by a notary, agency or any other authority competent under the law of the country of origin of the certificates, and then, should be submitted with the attachment of "Apostille".

N.B. All documents should be in English or Korean. If it is in any other language, you must submit a notarized/certified translation (in Eng. or Kor.) completed by a public notary in the country where the document was originally produced.

B. Admitted students from countries which are NOT signatories to the convention and do not recognize the Apostille must meet the following requirements:

1. Official certificates (transcripts, graduation certificate/diplomas, etc.) must be legalized by a Korean consular officer in the country which issued the certificates.
2. Applicants from these countries should submit the official certificates with the attachment of an Authentication (e.g. Certificate of Authentication or Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate.
3. Graduates from Chinese educational institutions must submit official certificates issued by "China Academic Degree & Graduate Education Development Center". Such certificates should be translated into Korean or English, and notarized by the Chinese Embassy.

N.B. All documents should be in English or Korean. If it's in any other language, you must

submit a notarized/certified translation (in Eng. or Kor.) completed by a public notary in the country where the document was originally produced.