



SNU BUSINESS SCHOOL

Full-time MBA
Admission Guide



| www.gsb.snu.ac.kr |

Admission Timeline

Category	Date (Korean standard time)	Location	Remarks
1. Application Submission (Online submission only)	February 29, 2024 (Thursday) 10:00 ~ March 15 (Friday), 2024 (17:00)	SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements	Upload a recent photo file (3x4cm) taken in last 3 months
2. Document Submission (Including the application)	~ March 18 (Mon), 2024 (17:00)	MBA Office	Visit in person or send by mail (refer to p.5~6 for details)
3. TEPS Special Test (For applicants without English scores)	March 7 (Thu), 2024 (14:00)	SNU Language Education Institute	Complete the application submission by March 4, 2024 (Monday) 17:00 ※ Payment of Application fee must be completed
4. Announcement of International Admission (Final), Priority Selection & First-Round Successful Applicants for Regular Admission	April 12 (Fri), 2024	SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements	
5. Interview/Oral Examination (For Regular Admission First-Round Successful Applicants)	May 1 (Wed), 2024	Graduate School of Business	Date and location to be confirmed separately on our graduate school's homepage (http://gsb.snu.ac.kr)
6. Announcement of Regular Admission Successful Applicants	May 10 (Fri), 2024	SNU Admission (http://admission.snu.ac.kr) – Go to Overview → Announcements	
7. Registration	June 10 (Mon), 2024 (10:00) ~ June 13 (Thu), 2024 (16:00)	Local Nonghyup, Shinhan Bank, Woori Bank Branches nationwide	Print the tuition bill from the admission homepage – Graduate School of Business Notices for Payment
8. Announcement for additional candidates	June 18 (Tue), 2024	Individual notification	Separate notification for cases where applicable
9. Registration for additional candidates	June 24 (Mon), 2024 (10:00) ~ June 25 (Tue), 2024 (16:00)	Local Nonghyup, Shinhan Bank, Woori Bank Branches nationwide	Print the tuition bill from the admission homepage – Graduate School of Business Notices for Payment

※ The scheduled may be subject to change according to the SNU academic calendar and other factors.

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[Notice]

– The Graduate School of Business Administration offers a full-time daytime MBA program.

1 Admission types and quota

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

School	Department	Program	Admission quota		Etc.
			Regular	International*	
Graduate School of Business	MBA	MBA	100	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 Admissions

- 1) Applicants **who have obtained a bachelor's degree** from domestic or international institutions [including those who are scheduled to graduate by August 2024 (September for graduates of foreign universities)] or Applicants recognized as having academic qualifications equivalent to or higher than a bachelor's degree according to relevant laws.
- 2) Applicants falling under 1) who have achieved a certain minimum score in English proficiency.

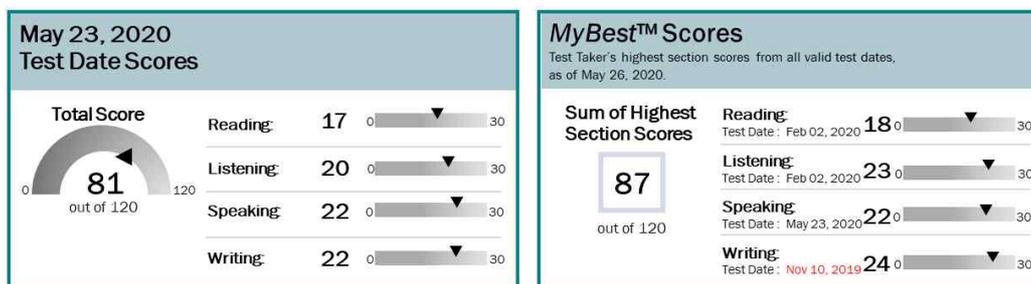
a) Required English Scores

Program	TEPS (New)	TOEFL iBT	TOEIC	IELTS (Academic)
MBA	322 or higher	94 or higher	825 or higher	6.5 or higher

※ The scores must have been obtained within **2 years prior to the application deadline [March 15, 2024 (Friday)]**, and they must be submitted by the document submission date [March 18, 2024 (Monday)] as indicated on the admission application. Only the **scores specified on the admission application will be valid.**

※ If you wish to submit MyBest Scores for TOEFL, the validity period (2 years) will be calculated based on **the test date of the earliest section among the 4 sections, using the application deadline [March 15, 2024 (Friday)]** as the reference date.

[Examples]: In the case where scores were obtained as follows, the test date for the Writing Section (the earliest among the 4 sections) on November 10, 2019, will be considered, and the validity period (2 years) will be calculated based on this date.



본 이미지는 지원자의 이해를 돕기 위해 작성된 샘플이며, 실제 성적표 이미지는 위와 다를 수 있습니다.

- ※ In the case of hearing impairment (severe disability, former grades 2–3), the scores other than listening scores (240 points) will be converted to a total score (600 points) according to the Revised TEPS standards.
- b) Graduates (or scheduled graduates) from universities (or colleges) located in English-speaking countries are exempt from submitting English proficiency scores
 - ※ "English-speaking countries" refer to nations where English is the native language or an official language by law, and this excludes universities (or colleges) located in South Korea. English language courses at non-English-speaking universities are not exempted.
- c) Special TEPS Test (for MBA admissions purposes)
 - Applicants who do not have the required minimum English proficiency scores mentioned in 2) above are eligible to apply if they take the Special TEPS Test, which will be held by Seoul National University Language Education Institute on March 7, 2024 (Thursday).
 - Applicants who do not meet the minimum score criteria based on the Special TEPS Test will be disqualified.
 - **Special TEPS Test Applicants: Complete the application submission from February 29, 2024 (Thursday) at 10:00 AM to March 4, 2024 (Monday) by 5:00 PM**
 - ※ **Payment of the application fee is also required by the above deadline**
- 3) Submission of GMAT or GRE scores is highly recommended. (Optional, No limit on test date)

B. International admission (beyond quota)

- 1) Eligibility (Applicants must fall into one of the following categories):
 - International Admission I : Applicants and parents hold foreign citizenship. (Not Korean)
 - International Admission II: Individuals (Korean or foreigner) who completed all levels of their primary, secondary, and university education in a foreign country, equivalent to the education curriculum in South Korea.
 - ※ Applicants with multiple citizenships, including Korean citizenship, are not eligible for International Admission I.
 - ※ Those who completed their education in a domestic foreign school are not eligible for International Admission II.
 - ※ Foreign nationals with both parents holding foreign citizenship are encouraged to apply under International Admission I (as obtaining documents related to entry and exit from South Korea can be challenging, which is a mandatory requirement for International

Admission II)

2) Applicants falling under 1) who have obtained a bachelor's degree or are scheduled to obtain one by August 2024 (September for graduates of foreign universities), or Applicants recognized as having academic qualifications equivalent to or higher than a bachelor's degree from an accredited college or university.

3) Applicants falling under 1) and 2) who have achieved a certain minimum score in English proficiency.

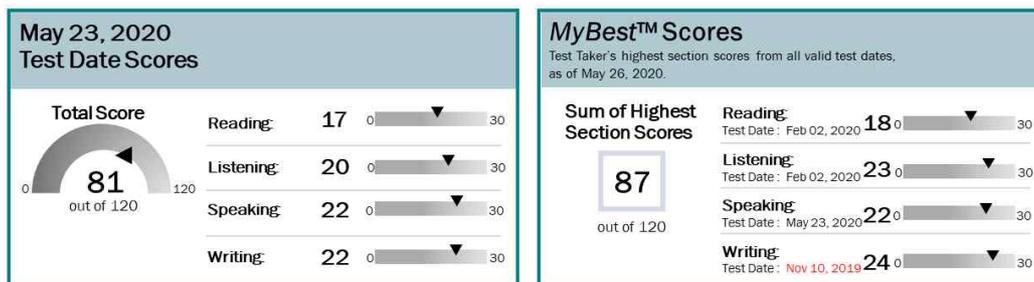
a) Required English Scores

Program	TEPS (New)	TOEFL iBT	TOEIC	IELTS (Academic)
MBA	322 or higher	94 or higher	825 or higher	6.5 or higher

※ The scores must have been obtained within **2 years prior to the application deadline [March 15, 2024 (Friday)]**, and they must be submitted by the document submission date [March 18, 2024 (Monday)] as indicated on the admission application. Only the **scores specified on the admission application will be valid.**

※ If you wish to submit MyBest Scores for TOEFL, the validity period (2 years) will be calculated based on **the test date of the earliest section among the 4 sections, using the application deadline [March 15, 2024 (Friday)]** as the reference date.

[Examples]: In the case where scores were obtained as follows, the test date for the Writing Section (the earliest among the 4 sections) on November 10, 2019, will be considered, and the validity period (2 years) will be calculated based on this date.



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※ In the case of hearing impairment (severe disability, former grades 2–3), the scores other than listening scores (240 points) will be converted to a total score (600 points) according to the Revised TEPS standards.

b) Graduates (or scheduled graduates) from universities (or colleges) located in English-speaking countries are exempt from submitting English proficiency scores

※ "English-speaking countries" refer to nations where English is the native language or an official language by law, and this excludes universities (or colleges) located in South Korea. English language courses at non-English-speaking universities are not exempted.

c) Special TEPS Test (for MBA admissions purposes)

– Applicants who do not have the required minimum English proficiency scores mentioned in 2) above are eligible to apply if they take the Special TEPS Test,

which will be held by Seoul National University Language Education Institute on March 7, 2024 (Thursday).

- Applicants who do not meet the minimum score criteria based on the Special TEPS Test will be disqualified.

- **Special TEPS Test Applicants: Complete the application submission from February 29, 2024 (Thursday) at 10:00 AM to March 4, 2024 (Monday) by 5:00 PM**

※ **Payment of the application fee is also required by the above deadline**

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

5) Submission of TOPIK scores is highly recommended. (Optional, No limit on test date)

3 Admission Criteria

A. Score details

University	Types		Total Score	Document Review	Interview/Oral Examination	Remarks
Graduate School of Business	Regular	1 st round selection	100	100	-	
		2 nd round selection	200	100	100	
	International		200	200	-	

B. Selection process

University	Types		Selection details
Graduate School of Business	Regular	1 st selection (Document Review)	(1) Priority Selection: Applicants can be prioritized for admission by the 1 st round selection based on document review scores from up to 30% of the total number of admission quota (2) Interview/Oral Examination: Candidates will be selected within two fold of the total number of admission quota excluding the number of Priority Selection based on the results of document screening
		2 nd selection (Interview/Oral Examination)	The final candidates will be selected within the quota except the number of Priority Selection 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

※ The interview and oral examination will only be conducted for candidates selected as "Interview and Oral Examination Candidates" among the 1st round selection passers

C. Interview/Oral Examination

1) **Date:** May 1 (Wednesday), 2024

2) **Venue:** LG Business Building (Building 59)

- ※ Detailed interview information (time and place, etc.) will be **separately announced on the Graduate School of Business Administration's website** (<http://gsb.snu.ac.kr/>)
- ※ Online interview
 - Applicants residing abroad or in special circumstances may apply for an online interview when submitting their applications. However, eligibility for the online interview is subject to prior consultation with the Graduate School of Business Administration
 - Applicants who participate in the online interview and pass will be required to submit supporting documents (proof of entry and exit, medical certificates, etc.). If it is found that an applicant participated in the online interview through false pretenses or by unauthorized means, their acceptance or admission will be revoked

4**Application Submission (Online)**

- A. Date and Time:** From February 29, 2024 (Thursday) 10:00 AM to March 15, 2024 (Friday) 5:00 PM
- For TEPS Special Test Applicants: Application submission is available from February 29, 2023 (Thursday) 10:00 AM to March 4, 2023 (Monday) 5:00 PM
 - ※ Payment of the application fee is also required by the above deadline
- B. Application Fee (including processing fee)**
- 75,000 KRW (including 20,000 KRW for the 2nd stage of admission process)
- C. How to apply**
- Check the Seoul National University Admissions website for Graduate School (<http://admission.snu.ac.kr>)
- D. Note**
- 1) **The application submission deadline is March 15, 2024 (Friday) at 5:00 PM. The application will be recognized only if the application fee is paid by this deadline, and additional submissions will not be accepted**
 - 2) **After completing the application submission (including the payment of the application fee), you cannot change your application or cancel it for a refund.** Therefore, please make sure to carefully review all necessary information related to the application, such as recruitment guidelines, before completing your application. (※ Personal information can be modified until the application deadline)

5 Required Documents

A. **Date:** February 29 (Thu), 2024 ~ March 18 (Mon), 2024 (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

59dong, Room 505

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"> – Printout application form after completing online application – The English name on the application must match the spelling on the passport or official certificate of nationality.
2	Official bachelor's degree or (expected) graduation certificate	○	○	○	<ul style="list-style-type: none"> – Submit separately from the official academic transcript – Only documents issued either in Korean or English are accepted – Copies with the graduated university's stamp for verification (original verification) are also acceptable – The expected graduation date must be clearly stated on the certificate – Apostille or confirmation by the Korean Embassy or Consulate is not required (but must be submitted if the applicant is admitted) * Refer to the Appendix for more details
3	Official transcript of bachelor's degree and higher(if applicable), 1 each	○	○	○	<ul style="list-style-type: none"> – If there is a transfer history, submit transcripts from all previous universities – For those expected to graduate in August 2024, include transcripts up to the 2nd semester of 2023 – Apostille or confirmation by the Korean Embassy or Consulate is not required (but must be submitted if the applicant is admitted)
4	Recommendation Letters (2 Copies)	○	○	○	<ul style="list-style-type: none"> – Use the designated format (mandatory) – Choose between Korean or English formats – Submit one copy each from two different recommenders – Form download(http://gsb.snu.ac.kr/)
5	Personal statement and Study /Career Plan	○	○	○	<ul style="list-style-type: none"> – Use the designated format (mandatory) – Choose between Korean or English formats – Form download(http://gsb.snu.ac.kr/)
6	Proof of English Proficiency (Original or Online Printout, 1 Copy)	○	○	○	<ul style="list-style-type: none"> – Choose one from TOEFL, TEPS, TOEIC, or IELTS

7	GMAT or GRE score report	△	△	△	- (Optional) if applicable - No restriction on the acquisition date
8	TOPIK score report	△	△	△	- (Optional) if applicable - No restriction on the acquisition date
9	Resume (1 Copy)	○	○	○	- Use the designated format (mandatory) - Choose between Korean or English formats - Form download(http://gsb.snu.ac.kr/)
10	Employment Certificate or Proof of Current Employment and Health Insurance Qualification Confirmation (1 Copy Each)	△	△	△	- Applicable to eligible individuals only (unsubmitted records will not be recognized as work experience) - If employed by a domestic company, the Health Insurance Qualification Confirmation must be submitted
11	Certificate of Corporate Sponsorship Verification	△	△	△	- (Optional) if applicable - Use the designated format (mandatory) - Choose between Korean or English formats - Form download(http://gsb.snu.ac.kr/)
12	SNU Scholarship Application	△	△	△	- (Optional) if applicable - Excluding recipients of external scholarships and company-sponsored applicants - Choose between Korean or English formats - Use the designated format (mandatory) - Form download(http://gsb.snu.ac.kr/)
13	Agreement for verification of academic record	×	×	×	- For graduates of foreign universities (no separate form required when completing the online application). ※ Prepare in advance the information such as graduation (expected) date, department responsible for education record inquiry, and email address of the education record inquiry personnel

※ For graduates of foreign universities, Apostille or Confirmation by the Korean Embassy/Consulate for the diploma and academic transcripts **MUST** be submitted **upon final acceptance**. (Please refer to page 12 ([12]. "Registration and submission of supplementary documents" Section B) and appendix 1 for details)

※ If the applicant is receiving tuition support from their current company, they **MUST** 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	Copies of the applicant and both parents' passports, 1 each	○	○	- Expired passports are not accepted. - In case of parents' death (divorce), a death (divorce) certificate must be submitted
1-1	Other official documents indicating the applicant's and both parents' nationalities, 1 each	△	△	- Only for the applicant and the applicant's parents not having available passports - Original or notarized original nationality certificates, or notarized copies of identification cards are acceptable (driver's licenses, etc., which do not confirm nationality, are not accepted) - For Chinese nationals: Certificate of nationality issued by the notary public of Chinese government within 6 months (not accepting the Hukou or identification card)
2	Official document indicating parent-child relationship between the applicant and his/her parents	○	×	- Submit originals or notarized originals of documents such as the applicant's birth certificate, family relationship certificate, Citizenship Certificate, which confirm the names of the applicant and parents - For Chinese national: Certificate of family relation issued by the notary public of

				chinese government within 6 months (亲属关系证明)
3	Certificate of facts concerning the entry & exit in Korea(issued by the Korean immigration office /Community service center in Korea /Korean embassy)	×	○	- Covers the entire period from birth to the application submission date within one month
4	Graduation certificates from primary, middle, high school, and university	×	○	- Proof of completion of the education equivalent to 16 years of Korean education completed abroad ※ Not recognized for foreign schools or institutions
5	Transcripts for all previous years of primary, middle, high school, and university	×	○	- Apostille or Korean Embassy confirmation required

E. Notes in common

- 1) In cases where the original document cannot be reissued, a notarized copy with the original verification (original verification seal) from the issuing institution or a notarized copy obtained through a notarization agency (in the case of China, a notary public) must be submitted
 - 2) Documents not written in Korean or English must be submitted with a notarized Korean or English version
 - 3) If it is difficult to confirm the facts based on the applicant's submitted documents alone, additional documents may be requested, and in cases where the necessary documents for fact-checking are insufficient, the applicant may be excluded from the selection process
 - 4) **For graduates of universities located in China**, it is mandatory to obtain Confirmation by Korean Embassy / Consulate for all three documents: ① the graduation certificate, ② the degree certificate, and ③ the academic transcript. **Additionally**, an ④ English certificate issued by China Higher Education Student Information (CHSI) known as the "Online Verification Report for Higher Education Degree Certificate" MUST also be submitted. (Refer to <https://www.chsi.com.cn/>)
- ※ Please note that failure to submit the required documents within the specified deadline, without valid reasons, may result in the cancellation of acceptance

F. Notes for International Admission

- 1) Documents for International Admission I : Nationality, Family Relationship certificate
 - International Admission I applicant must submit documents proving your nationality, as well as documents proving the relationship between yourself and your parents. In cases of divorce or death of parents, relevant supporting documents must be submitted
 - In case of Admission I, applicants who have acquired foreign nationality through immigration or other means must submit proof of loss of South Korean nationality that can confirm the date of acquisition, such as an 'Overseas Nationality Acquisition Confirmation Certificate' issued by an embassy or consulate

- Applicants who hold multiple nationalities must both themselves and their parents renounce or lose South Korean nationality before the application deadline (including cases where foreign nationality was acquired through immigration), and relevant documents proving the renunciation or loss of nationality must be submitted
 - Both copies of identification documents in Chinese and copies of 户口簿 (Hukou, household registration) in China are not acceptable as a proof of nationality. A copy of passport or a certificate of nationality by 公证处 (issued within the last 6 months) in English or Korean must be submitted
 - Copies of identification documents from each country are not recognized as proof of nationality
 - If an applicant who meets the eligibility criteria for International Admissions I (Foreigners with both parents being foreigners) applies for International Admissions II (Applicants who completed the entire curriculum abroad), they must submit Certificate of Entry and Exit issued by Korean Immigration Office
- 2) Documents for International Admission II: Certificate of Entry & Exit
- Certificate of Entry and Exit must be submitted. The certificate must include the entire entry and exit history from the date of birth up to one month before the date of application submission. If false information or the possession of multiple passports makes it impossible to confirm entry and exit records, the applicant may face disadvantages or have their admission and enrollment canceled
 - In cases where there are any gaps or omissions in the entry and exit records, proof of enrollment during those missing periods (such as academic transcripts or graduation certificates) must be provided along with the application
 - If there has been any change in personal information due to passport replacement or the acquisition of foreign nationality through immigration, all entry and exit record certificates (from the date of birth up to one month before the date of application submission) both before and after the change must be submitted
 - For applicants with multiple nationalities, Certificate of Entry and Exit (from the date of birth up to one month before the date of application submission) must be submitted for each nationality
 - The passport number of the applicant must match the passport number on the entry and exit record certificate. If they are different, a statement explaining the reason for the difference must be provided
 - Certificate of Entry and Exit can be obtained from Korean Immigration Offices, Office/Community Service Centers for residents in Korea and from Korean Embassies or Consulates for overseas residents (limited to Korean nationals)
 - All changes in personal information must be accurately recorded, and any disadvantages resulting from errors, omissions, or misinformation in the records are the responsibility of the applicant. Therefore, please exercise caution when providing this information

6 | Final Decision Announcement for International Admission

Priority Selection & Interview/Oral examination Announcement for Regular Admission

- A. **Date:** April 12 (Fri), 2024 (after 17:00)
- B. **Where:** SNU Admission (<http://admission.snu.ac.kr>)
(Seoul National University ⇒ Admissions ⇒ Announcements ⇒ Announcement for MBA ⇒ Search by name, date of birth, admission registration number)
- C. **Certificate Issuance for Successful Applicants:** International admission and Priority Selection of Regular Admission
(Same as “B”: Print out “Certificate of Acceptance” after searching your information)

7 | Final Decision Announcement for Regular Admission

- A. **Date:** May 10 (Fri), 2024 (after 17:00)
- B. **Where:** SNU admission (<http://admission.snu.ac.kr>)
(Seoul National University ⇒ Admissions ⇒ Announcements ⇒ Announcement for MBA ⇒ Search by name, date of birth, admission registration number)
- C. **Certificate Issuance for Successful Applicants:** Same as “B”(Print out “Certificate of Acceptance” after searching your information)

8 | Announcement for Additional Candidates

- A. **Selection of additional candidates (Ranking Confidential)**
Up to 30% of the admission quota may be selected as additional candidates based on their test scores in descending order (pre-successful status and rankings will not be disclosed during the initial announcement)
- B. **Announcement for additional candidates**
- 1) In cases where vacancies occur due to non-registration or other reasons, additional successful applicants may be selected from additional candidates based on their test scores, using individual phone notifications to confirm their intention to register
 - 2) The responsibility for any disadvantages resulting from non-contact lies with the applicant

9 | Refund of Admission Fee

A. Reasons and Amounts for the Refund under Article 34-4(4) of the Higher Education Act

- 1) Overpayment due to an applicant's error: The amount overpaid
- 2) Inability to participate in the admission examination due to the university's liabilities: The full amount of the paid admission fee
- 3) Inability to participate in the admission examination due to a natural disaster: The full amount of the paid admission fee
- 4) Inability to participate in the admission examination due to hospitalization or death (only applicable if proven): The full amount of the paid admission fee
- 5) **In case of applying for step-by-step admission but failing before the final step begins: The fee for the admission examination stage not taken**

B. Applicants falling under reasons 1) to 4) above should submit a refund application along with supporting documents by the final successful applicant announcement date of this admission. No applications will be accepted after the final successful applicant announcement

C. Refunds will not be granted if applicants fail to comply with the guidelines during the application process, including online submission

D. Application of admission fee refund: Refer to the Graduate School of Business website admissions menu (<http://gsb.snu.ac.kr/>)

10 | Notes in General

- A. Even if the number of applicants is less than the admission quota, SNU MBA reserves the right not to select candidates who do not meet the qualifications
- B. Admission test scores will not be disclosed
- C. Submitted admission applications and documents (including online submissions) cannot be canceled, amended, or returned, and the same applies before and after the application deadline (based on Article 42-3 of the Enforcement Decree of the Higher Education Act)
- D. False information in the admission application, forgery or alteration of documents, or any other fraudulent means of application may result in the cancellation of admission and enrollment, and future admission to SNU may be restricted
- E. Failure to meet the required English proficiency score or other disqualifying reasons will not result in a refund of application fees. (However, for information regarding fee refunds, please refer to Section 9, "Refund of Admission Fees.")
- F. **If as an accepted student, you do not meet the admission qualifications for new students until August 2024 (September for graduates of foreign universities) or fail to register during the registration period or fail to submit the required documents, your admission will be canceled.**

- G. Pursuant to Article 70 of the Seoul National University Regulations, dual enrollment is prohibited, so you cannot be enrolled or on leave at two or more departments or other universities simultaneously. Violation of this rule may result in the cancellation of admission and enrollment
- H. All applicants are responsible to check GSB website(<http://gsb.snu.ac.kr/>) and SNU admissions website(<http://admission.snu.ac.kr>) on a regular basis for announcements and notices. Any disadvantages resulting from failure to do so lie with the applicant
- I. Other matters related to admission not specified in this guidance will be subject to Seoul National University's admission standards

11 | Others

- A. Students in need of scholarships may be exempted from part of the tuition fees through the procedures established by SNU MBA. This applies only if the scholarship application is submitted in advance
- B. Generally, taking a leave of absence in the first semester after enrollment is not allowed. However, in cases of unavoidable circumstances (military service, childbirth, illness), you may be granted a leave of absence with the permission of the Dean of the Graduate School of Business. Preparation for various exams or employment is not considered an unavoidable circumstance
- C. SNU MBA operates a full-time daytime MBA program without considering employment or personal circumstances

12 | Registration and Submission of Supplementary Documents

A. Registration

- 1) **Date:** June 10 (Mon), 2024 (from 10:00) ~ June 13 (Thu) 2024 (by 16:00) (During banking hours)
- 2) **Where:** Payments can be made at all Nonghyup, Shinhan, and Woori banks
- 3) **Tuition Bills:** To be determined and notified through the tuition bill
- 4) **How to check tuition bills:** You can print it directly from the Seoul National University Graduate School of Business Administration's admission homepage (<http://admission.snu.ac.kr>)
- 5) Failure to register within the specified period will result in the cancellation of your admission

B. Additional documents submission for admitted students

- 1) **Date:** by the end of July 2024, MBA Office (TBA for more details)
- 2) **Where:** MBA Office, Graduate School of Business Administration

Documents	notes
<ul style="list-style-type: none"> · Graduation certificate of bachelor's degree · Graduation certificate of master's degree(if have) · Official transcript of bachelor's degree 	<ul style="list-style-type: none"> · Original documents must be submitted · Applicable to graduates from foreign universities ※ Refer to the ※ note below
<ul style="list-style-type: none"> · Permission of entering school (Free format) 	<ul style="list-style-type: none"> · Applicable to public officials and active-duty military personnel (Permission of the head of affiliated institute)
<ul style="list-style-type: none"> · "Certificate of Entry and Exit" or "Medical Certificate" 	<ul style="list-style-type: none"> · Applicable to those who underwent a video interview and passed

- ※ Successful applicants who **graduated from foreign universities** MUST **submit an "Apostille Certificate"** for the required documents if they are from a member country of the Apostille Convention. Graduates from universities in countries without Apostille membership must provide a document confirming their graduation from the respective country's Korean embassy or consulate
 - Information on Apostille Convention member countries: www.hcch.net – Members & Parties – HCCH Members
 - All documents must be in either Korean or English. If any document is in a language other than Korean or English, students are required to provide a notarized or certified translation into either Korean or English, along with the original document
 - **For graduates of universities located in China**, it is mandatory to obtain Confirmation by Korean Embassy / Consulate for all three documents: ① the graduation certificate, ② the degree certificate, and ③ the academic transcript. **Additionally**, an ④ English certificate issued by China Higher Education Student Information (CHSI) known as the "Online Verification Report for Higher Education Degree Certificate" MUST also be submitted. (Refer to <https://www.chsi.com.cn/>)
- ※ Failure to submit the required documents within the specified deadline without a valid reason may result in the cancellation of your admission

13

 |

Inquiries

A. Details of the Admission Process (Procedure, Schedule)

- (1) Contact: MBA office, Graduate School of Business Administration
- (2) Tel: 82-2-880-2551(Korean), 82-2-880-2554(English)

Please consider using public transportation whenever possible as parking fees are collected when entering SNU campus.

This admission guideline, in its English version, has been translated from the official "SNU Admission Guideline" originally written in Korean. Any omitted details or missed information not specified in this English translation will adhere to the Admission Guideline written in Korean. In the event of any discrepancies in the interpretation or application of this guideline, the Admission Guideline written in Korean shall take precedence

(Appendix 1)

Apostille Agreement for Certification of Academic Documents

✦ Apostille Agreement

An international agreement among member countries aimed at simplifying the mutual authentication of public documents, eliminating the need for complex authentication processes like embassy verification, and instead relying on the document-issuing country to confirm (legalize) the documents

- Name: Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Information on Apostille-related authorities by country: www.hcch.net – Members & Parties – HCCH Members for reference
- Korean university graduates are exempt from this requirement and should submit original academic transcripts and degree certificates

1. Admitted Students from Apostille Member Countries

- Required Documents: 1) Academic Transcript, 2) Proof of Highest Education (Graduation Certificate or Degree Certificate)
- Where to issue: The designated authority in the respective country (in the case of Korea, the Ministry of Foreign Affairs)
 - ✧ Information on Apostille-related authorities by country is available at (<https://www.hcch.net/>) – Apostille Section
- How to Submit: Obtain an "Apostille Confirmation Certificate" for the mentioned documents from the designated authority in your country and submit it within the specified timeframe (in person or by mail)
[Note] The Apostille Confirmation Certificate may be substituted with Confirmation by the Korean Embassy/Consulate

2. Admitted Students from Non-Apostille Member Countries

- Required Documents: 1) Academic Transcript, 2) Proof of Highest Education (Graduation Certificate or Degree Certificate)
- Where to issue: The Korean embassy or consulate in the country where the graduated school is located
- How to Submit: Obtain confirmation by the Korean Embassy or Consulate in the jurisdiction of the country where the school is located and submit them within the specified period (in person or by mail)
- **For graduates of universities located in China**, it is mandatory to obtain Confirmation by Korean Embassy / Consulate for all three documents: ① the graduation certificate, ② the degree certificate, and ③ the academic transcript. **Additionally**, an ④ English certificate issued by China Higher Education Student Information (CHSI) known as the "Online Verification Report for Higher Education Degree Certificate" MUST also be submitted. (Refer to <https://www.chsi.com.cn/>)

3. Important Notes

Documents not originally written in Korean or English must be accompanied by a notarized Korean or English translation, along with the original documents