Admission Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline (Korean standard time)</th>
<th>Venue</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Online Application</td>
<td>March 2 (Wed), 2022 (10:00) ~ March 18 (Fri), 2022 (17:00)</td>
<td>SNU Admission (<a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a>)</td>
<td>Online Application for Graduate School of Business. Upload a photo taken in last 3 months (3×4cm)</td>
</tr>
<tr>
<td>2. Submission of Documents</td>
<td>~ March 21 (Mon), 2022 (17:00)</td>
<td>MBA Office</td>
<td>Only applicable to document that must be submitted by post or by visit in person. (refer to p.5)</td>
</tr>
<tr>
<td>3. TEPS Special Test</td>
<td>March 10 (Thu), 2022 (14:00)</td>
<td>SNU Language Education Institute</td>
<td>Application deadline for test takers: ~ March 7 (Mon), 2022. Application fee must be paid by the deadline.</td>
</tr>
<tr>
<td>4. Final decision announcement for International Admission Early decision and Interview/Oral examination announcement for Regular Admission</td>
<td>April 15 (Fri), 2022</td>
<td>SNU Admission (<a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a>)</td>
<td></td>
</tr>
<tr>
<td>5. Interview/Oral examination</td>
<td>April 30 (Sat), 2022</td>
<td>Graduate School of Business</td>
<td>Only invited candidates for Interview/Oral examination</td>
</tr>
<tr>
<td>6. Final decision announcement for Regular Admission</td>
<td>May 13 (Fri), 2022</td>
<td>SNU Admission (<a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a>)</td>
<td></td>
</tr>
<tr>
<td>7. Registration</td>
<td>June 13 (Mon), 2022 (10:00) ~ June 16 (Thu), 2022 (16:00)</td>
<td>SNU Admission (<a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a>)</td>
<td></td>
</tr>
<tr>
<td>8. Announcement for additional candidates</td>
<td>June 21 (Tue), 2022</td>
<td>Individual notification</td>
<td>Only if there’s a corresponding candidate</td>
</tr>
<tr>
<td>9. Registration for additional candidates</td>
<td>June 30 (Thu), 2022 (10:00) ~ July 1 (Fri), 2022 (16:00)</td>
<td>SNU Admission (<a href="http://admission.snu.ac.kr">http://admission.snu.ac.kr</a>)</td>
<td></td>
</tr>
</tbody>
</table>

※ The scheduled dates above are subject to change.
1. Admission types and quota ................................................................. 1
2. Eligibility .......................................................................................... 1
   A. Regular Admission ........................................................................ 1
   B. International Admission ............................................................... 2
3. Admission Criteria ........................................................................... 3
   A. Score details ................................................................................. 3
   B. Selection details ........................................................................... 3
   C. Interview/Oral examination .......................................................... 3
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5. Required documents ........................................................................ 5
6. Final decision announcement for International Admission / Early decision and Interview/Oral examination announcement for Regular Admission .......... 8
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[Notice]
- MBA are full-time regular master programs.

1. Admission types and quota

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

<table>
<thead>
<tr>
<th>School</th>
<th>Department</th>
<th>Program</th>
<th>Admission quota</th>
<th>Etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Business</td>
<td>MBA</td>
<td>MBA</td>
<td>100</td>
<td>not predetermined</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>100</td>
<td>–</td>
</tr>
</tbody>
</table>

* 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 2022), 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

<table>
<thead>
<tr>
<th>Program</th>
<th>TEPS (New)</th>
<th>TOEFL IBT</th>
<th>TOEIC</th>
<th>IELTS (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>363</td>
<td>94</td>
<td>825</td>
<td>6.5</td>
</tr>
</tbody>
</table>

* Scores taken within 2 years from the admission deadline (March 18 (Fri), 2022) 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 21 (Mon), 2022).
* If applicants submit TOEFL score via My Best Scores System, the date of TOEFL exams for all 4 categories must be within 2 years from the admission deadline (March 18 (Fri), 2022).
* 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).

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.
null
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: April 30 (Sat), 2022
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 1st 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) or were in other special circumstances (e.g., 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 (Wed), 2022 (from 10:00) ~ March 18 (Fri) (by 17:00)
※ Application deadline for TEPs special test applicants: March 2 (Wed), 2022 (from 10:00) ~ March 7 (Mon), 2022 (by 17:00)
(Note) Application fee must be paid by the deadline.

B. Application fee (including commission)
   - 75,000 KRW (including application fee for 2nd 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 2022 intake must be completed by 17:00 (Korean standard time), March 18 (Fri), 2022. 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 (Wed), 2022 ~ March 21 (Mon), 2022 (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)

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents</th>
<th>Regular</th>
<th>International</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Form</td>
<td>○</td>
<td>○</td>
<td>○ - Printout application form after completing online application.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>○</td>
<td>- Applicant’s English name should match the name on passport or official certificate of nationality.</td>
</tr>
<tr>
<td>2</td>
<td>Official transcript of bachelor’s</td>
<td>○</td>
<td>○</td>
<td>○ - Submit official transcripts from all universities and colleges you have attended.</td>
</tr>
<tr>
<td></td>
<td>degree and higher(if applicable), 1</td>
<td></td>
<td>○</td>
<td>- Prospective graduating students on August 2022 must submit the certificate of expected graduation and the transcript with grades up to 2nd semester 2021.</td>
</tr>
<tr>
<td></td>
<td>each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Two recommendation letters</td>
<td>○</td>
<td>○</td>
<td>○ - Form download (<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>○</td>
<td>- From two different persons</td>
</tr>
<tr>
<td>4</td>
<td>Personal statement and Study</td>
<td>○</td>
<td>○</td>
<td>○ - Form download (<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</td>
</tr>
<tr>
<td></td>
<td>/Career Plan</td>
<td></td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Proof of English proficiency</td>
<td>○</td>
<td>○</td>
<td>○ - Regular and International Admission:</td>
</tr>
<tr>
<td></td>
<td>(A score report of recognized</td>
<td></td>
<td>○</td>
<td>- among TOEFL, TOEPS, TOEIC, IELTS</td>
</tr>
<tr>
<td></td>
<td>English Proficiency Test within two</td>
<td></td>
<td>○</td>
<td></td>
</tr>
<tr>
<td></td>
<td>years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>GMAT or GRE score report</td>
<td>△</td>
<td>△</td>
<td>△ - (Optional) if applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>△</td>
<td>- No limit on test date</td>
</tr>
<tr>
<td>7</td>
<td>TOPIK score report</td>
<td>△</td>
<td>△</td>
<td>△ - (Optional) if applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>△</td>
<td>- No limit on test date</td>
</tr>
<tr>
<td>8</td>
<td>Resume</td>
<td>○</td>
<td>○</td>
<td>○ - Form download (<a href="http://gsb.snu.ac.kr/">http://gsb.snu.ac.kr/</a>)</td>
</tr>
</tbody>
</table>
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, he/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 both certificate of (expected) graduation and degree which must be notarized by the Chinese Embassy. Document issued by "China Academic Degree & Graduate Education Development Center" which must be notarized is acceptable. (http://www.cdgdc.edu.cn)

※ If the applicant do not submit the required documents within the deadline without any special reason, the admission may be revoked.

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 of the applicant and their parents. (ie. Certificate for renunciation of Korean citizenship, Korean residence registration as a foreigner etc.).
   - 戸口簿 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 & Exit by the Korean immigration office.

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<table>
<thead>
<tr>
<th>No.</th>
<th>Documents</th>
<th>International</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Official bachelor’s degree or (expected) graduation certificate</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>2</td>
<td>Copies of the applicant and both parents’ passports, 1 each</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>2-1</td>
<td>Other official documents indicating the applicant’s and both parents’ nationalities, 1 each</td>
<td>△</td>
<td>△</td>
</tr>
<tr>
<td>4</td>
<td>Certificate of facts concerning the entry &amp; exit in Korea (issued by the Korean immigration office)</td>
<td>×</td>
<td>○</td>
</tr>
</tbody>
</table>
2) Documents for International Admission: 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. (from date of birth to two months prior to application date.)
   - 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

   Early decision & Interview/Oral examination announcement for Regular Admission

   A. Date: April 15 (Fri), 2022 (after 17:00)

   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 as "B": Print out "Certificate of Admission" after searching your information.)

7) Final decision announcement for Regular Admission

   A. Date: May 13 (Fri), 2022 (after 17:00)

   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 as "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.


### 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(e.g. 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 2022.
- 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/](http://gsb.snu.ac.kr/)) and SNU admissions website([http://admission.snu.ac.kr/](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.

### 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.

### Registration and submission of supplementary documents

#### A. Registration

1) Date: June 13 (Mon), 2022 (from 10:00) — June 16 (Thu) 2022 (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/](http://admission.snu.ac.kr))

#### B. Additional documents submission for admitted students: by July 29 (Fri), 2022, MBA Office

<table>
<thead>
<tr>
<th>Documents</th>
<th>notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation certificate of bachelor’s degree</td>
<td>Only graduates of foreign colleges or universitites</td>
</tr>
<tr>
<td>Official transcript of bachelor's degree</td>
<td>See notes below</td>
</tr>
<tr>
<td>Permission of entering school</td>
<td>Only public officials and military officers (Permission of the head of affiliated institute)</td>
</tr>
<tr>
<td>&quot;Certificate of Facts concerning the Entry and Exit&quot; or &quot;Medical certificate issued by a general hospital&quot;</td>
<td>Only admitted students through video interview</td>
</tr>
</tbody>
</table>

※ 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 – Members & Parties – HCCH Members)

- 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 their certificate of (expected) graduation and degree which must be notarized by the Chinese Embassy. Document issued by “China Academic Degree & Graduate Education Development Center” which must be notarized is acceptable. (http://www.cdgdc.edu.cn)

Admissions offered can be rescinded if designated documents will not be submitted before deadline.

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**Inquiries**

13. Admission details (procedure, schedule)

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

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Please use public transportation because parking fees will be collected.

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**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 by July 29 (Fri), 2022.
- For information regarding how to get an Apostille, please refer to the website http://www.hcch.net (Members & Parties – HCCH Members).

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.

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.

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This is 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.