

Spring 2017 (1st Round)  
Admission Guide  
for Undergraduate  
International Students  
(Freshmen)

1398





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## 1 Application Schedule

Category	Dates	Remarks
Admission Information Session	September 3, 2016	Details to be announced at <a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a>
Application Submission	Sep 27 ~ Oct 19, 2016	By online application (Please refer to <a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a> )
Document Submission	Sep 27 ~ Oct 19, 2016	Submission by post or in person to Office of International Student Services
Admission Announcement	Nov 11, 2016 (14:00)	<a href="http://admission-global.skku.edu/">http://admission-global.skku.edu/</a>
Enrollment	Jan 4 ~ Jan 11, 2017	Payment of tuition fee
Certificate of Admission Issuance	Jan 4 ~ Jan 13, 2017	
Dormitory registration	Jan 2017	Details to be announced
Freshmen Orientation	Feb 2017	Details to be announced
Course Registration	Feb 2017	Details to be announced
Classes begin	March 2, 2017	

1. Application submission is due **October 19(Wed) 17:00**
2. Submission of documents by visit: Office of International Student Services  
 Location: 2<sup>nd</sup> Floor, International Hall, Humanities and Social Sciences Campus  
 Available Time: 10:00~17:00, Monday ~ Friday
3. Documents must **arrive** by **October 19(Wed) 17:00**.
4. In principle, applicant must submit application form online  
 (However, if applicant's place of residence is overseas, it can be received in writing)  
 Form Download: Application Forms & Documents on admissions website  
 (<http://admission-global.skku.edu/>)

## 2 Academic Departments

### 1. Important Notes

- In principle, applicants can apply for only one admission unit
- Only for those who apply for the admission unit which requires language level higher than TOPIK level4(Business Administration, Fashion Design, Film, Television & Multimedia, Theatre, Architecture, Sport Science) can apply for Humanities Department, Natural Science Department, Engineering Department and Electronic and Electrical Engineering as a second choice.

### [ Admission unit without 2<sup>nd</sup> choice ]

College	Department (Major)
Humanities	<ul style="list-style-type: none"> <li>- <b>Confucian and Oriental Studies</b></li> <li>- <b>Language and Literature</b> Korean Language and Literature, English Language and Literature, French Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Literature in Classical Chinese, History, Philosophy, Library and Information Science</li> </ul>
Social Sciences	<ul style="list-style-type: none"> <li>- <b>Social Sciences</b> Public Administration, Political Science and Diplomacy, Journalism and Mass Communications, Sociology, Social Welfare, Psychology, Consumer &amp; Family Science, Child Psychology &amp; Education</li> <li>- <b>Economics</b> Economics, Statistics</li> </ul>
Global Economics	<ul style="list-style-type: none"> <li>- <b>Global Economics*</b></li> </ul>
Global Business Administration	<ul style="list-style-type: none"> <li>- <b>Global Business Administration*</b></li> </ul>



College	Department (Major)
Natural Sciences	<ul style="list-style-type: none"> <li>– <b>Natural Sciences</b> Biological Science, Mathematics, Physics, Chemistry</li> <li>– <b>Biotechnology and Bioengineering</b> Food Science &amp; Technology, Bio–Mechatronics Engineering, Genetic Engineering</li> </ul>
Electronic & Electrical Engineering	<ul style="list-style-type: none"> <li>– <b>Electronic &amp; Electrical Engineering</b></li> </ul>
Software	<ul style="list-style-type: none"> <li>– <b>Software*</b></li> </ul>
Engineering	Chemical Engineering*, Advanced Materials Science & Engineering*, Mechanical Engineering*, Systems Management Engineering, Civil/Architectural Engineering & Landscape Architecture
Biomedical Engineering	<ul style="list-style-type: none"> <li>– <b>Biomedical Engineering*</b></li> </ul>

[ Admission unit with 2<sup>nd</sup> choice ]

	College	Department (Major)
1 <sup>st</sup> choice	Business Administration	– Business Administration
	Fashion Design	– Fashion Design
	Film, Television & Multimedia	– Film, TV & Multimedia
	Theatre	– Theatre (Acting, Directing)

	College	Department (Major)
1st choice	Architecture (5 years)	– Architecture
	Sport Science	– Sport Science
2nd choice	Humanities	– Confucian and Oriental Studies – Language and Literature Korean Language and Literature, English Language and Literature, French Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Literature in Classical Chinese, History, Philosophy, Library and Information Science
	Natural Sciences	– Natural Sciences Biological Science, Mathematics, Physics, Chemistry – Biotechnology and Bioengineering Food Science & Technology, Bio–Mechatronics Engineering, Genetic Engineering
	Electronic & Electrical Engineering	– Electronic & Electrical Engineering
	Engineering	Chemical Engineering*, Advanced Materials Science & Engineering*, Mechanical Engineering*, Systems Management Engineering, Civil, Architectural Engineering & Landscape Architecture,

**Note:**

- Applicants for Global Economics/Global Business Administration/Software/Global Biomedical Engineering need to meet English language requirement
- Applicants for Chemical Engineering/Advanced Materials Science & Engineering/Mechanical Engineering can submit either English or Korean language test certificate



- Specific major will be determined at the end of the freshmen year.  
(If the number of students applying for a specific major exceeds the number of available spaces, students with a higher GPA will be given priority.)
- \* Students who applied for Chemical Engineering/Advanced Materials Science & Engineering/Mechanical Engineering and submitted English language test certificate in advance will get into the department he/she applied for.
- Students can double major up to 2 other departments.(2<sup>nd</sup>,3<sup>rd</sup> major)
- International students of foreign nationality can double major Interdisciplinary Program for Korean Studies.
- In case of low academic performance, credits allowed to register can be limited after 1<sup>st</sup> semester.

### 3 Admission Requirements

#### 1. Nationality Requirements

**International students whose both parents are foreign national.**

**(Non-Korean nationality)**

- For Taiwanese nationals, at least one of parents must be a foreign national (valid until **2018** academic year)
- Student with dual nationality is not eligible
- If an applicant or parent abandons their Korean citizenship, the applicant must submit proof of denationalization(loss of nationality)
- If an applicant is legally a family with only one parent(divorce, death), the nationality of the corresponding parent shall be considered for the application qualification. (It should be proven by a government document)

#### 2. Academic Requirements

**Applicants must meet one of the following conditions:**

- 1) Graduated from high school or expected to graduate in February, 2017
- 2) Have high school graduate equivalency approved by an authorized organization

### 3. Language Requirements

SKKU requires at least one of the following language requirements:

(Language test scores must be valid at the time of submission)

College	Language Requirements
Humanities Social Sciences Natural Sciences Electronic&Electrical Engineering Engineering	TOPIK (Test of Proficiency in Korean) level 3 or above <b>※ Student who only completed Korean course in university affiliated language institutes without TOPIK score is not eligible.</b>
Business Administration Fashion Design Film, Television & Multimedia Theatre Architecture (5 years) Sport Science	TOPIK (Test of Proficiency in Korean) level 4 or above <b>※ Student who only completed Korean course in university affiliated language institutes without TOPIK score is not eligible.</b>
Global Economics Global Business Administration Biomedical Engineering	1) TOEFL iBT 90 or IELTS 6.5 2) Students with nationality that use English as a mother tongue/official language can submit proof of secondary or higher education completion within their home country.
Software	1) TOEFL iBT 80 or IELTS 5.5 2) Students with nationality that use English as a mother tongue/official language can submit proof of secondary or higher education completion within their home country.



College	Language Requirements
Specific departments among <b>College of Engineering</b> – Chemical Engineering – Advanced Materials Science & Engineering – Mechanical Engineering	1) TOEFL iBT 80 or IELTS 5.5 2) Students with nationality that use English as a mother tongue/official language can submit proof of secondary or higher education completion within their home country. 3) TOPIK (Test of Proficiency in Korean) level 3 or above

## 4 Required Documents

**\*All applicants MUST submit below documents:**

Documents	Note
Application [form 1]	Write online and print to submit (For overseas applicants, use attached [form1])
Personal statement [form 2]	Must be written in Korean or English
Letter of consent [form 3]	Fill out the form with the requested school information and sign

Documents	Note
<p>High school diploma and transcript of all high school grades</p>	<ul style="list-style-type: none"> <li>- Student who have graduated from overseas high schools should submit the <b>Apostille certificates</b>, and student graduating from countries without the Apostille Agreement (including China) must obtain '<b>Certification of Overseas Institutions</b>' or confirmation from the consul at Korean Embassy located at the country of graduated high school.</li> <li>* All transcripts must show <b>full mark</b> of each subject (Ex. 80 out of 100 points)</li> <li>* Attestation should be done within <b>one year</b> at the point of submission</li> <li>* For Chinese high school graduates must submit original English copy of [会考成绩表]</li> </ul> <p>Issuance of certificate: <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a></p>
<p>Official language test score (Korean or English)</p>	<ul style="list-style-type: none"> <li>- TOPIK score report</li> <li>- TOEFL score report</li> <li>- IELTS score report</li> <li>* Applicants who submit Certification of completion of Language Institute Program additionally to TOPIK score will receive extra points</li> </ul>
<p>Nationality Confirmation Documents</p>	<ol style="list-style-type: none"> <li>1) Copy of ID card (applicant, parents)</li> <li>2) Copy of passport (applicant, parents)</li> <li>3) Copy of applicant' s foreigner registration ID card Issued by Korean Immigration Office (Only for Applicants who are residing in Korea)</li> <li>4) Family relationship certificate or Family registry certificate e.g.) U.S.A: Birth certificate, Japan: Certified copy of Family Register</li> </ol> <ul style="list-style-type: none"> <li>* Documents issued within 6 months at the time of submission</li> <li>* Renunciation of Korean citizenship documents for foreign-born Koreans</li> <li>* In case of divorce or death of parents, applicant must submit proof of document</li> </ul>



## \* Optional Documents

Optional Documents	Note
<b>Proof of documents for extracurricular activities</b>	<ul style="list-style-type: none"> <li>- Awards, team activities, overseas academic experience, volunteering activities, license , portfolio etc.</li> <li>* Extra points are given when proof of document is submitted</li> <li>* Activities completed within the period of <b>High school years</b> are accepted</li> <li>* Proof of team activity must be issued by the chairperson of the institution</li> <li>* Documents not written in Korean/English must be translated from the notary</li> </ul>
<b>College entrance exam score or academic reference</b>	<ul style="list-style-type: none"> <li>- SAT, ACT, AP, A-Level, International Baccalaureate(IB), Australian Tertiary Admission Rank(ATAR), National Certificate of Educational Achievement(NCEA), SIJIL PELAJARAN MALAYSIA(SPM), 高等学校招生考试(高考), 大学入試センター試験, and so on.</li> </ul>
<b>Other official language test score</b>	TOEFL, TOEIC, TEPS, IELTS, HSK, JLPT, DELF, DELE, TestDaF, TORFL, Celpe Bras, etc.

### Note:

- 1) All documents should be original. In case of submitting photocopied documents, applicants **MUST** have the copies notarized or apostilled or bring in the original to SKKU Office of International Student Services and get official confirmation.
- 2) Documents not in Korean or English must be accompanied by a notarized Korean or English translation.
- 3) Write your name and application number on the bottom right corner of every document.
- 4) SKKU may request the submission of additional documents as needed.
- 5) **All documents submitted to Office of International Student Services will not be returned**
- 6) **Submission Period: 10:00 Sep. 27. 2016 ~ 17:00 Oct. 19. 2016**  
(Submission by visit is available on Mon ~ Fri, 10:00 ~ 17:00)  
**Documents must arrive by October 19(Wed) 17:00.**

7) Mailing Address:

Sungkyunkwan University  
**Office of International Student Services**  
International Hall, 2<sup>nd</sup> Floor, #90212  
25-2 Sungkyunkwan-Ro, Seoul, Republic of Korea 03065  
TEL: +82-2-760-0025 , FAX: +82-2-760-0030

## 5 Application Fee

KRW 100,000 or USD 100

Payment method:

Online for online applicants, postal money order or on-site payment for others

※ Refund of Application Fee is unavailable

## 6 Evaluation

1. Evaluation method: **Document screening**  
(Academic transcript, Personal statement, Language ability and other performance scores)  
※ There can be additional interview if needed.
2. Theatre department applicants will go through an interview after document screening

## 7 Admission Announcement

The admission result will be announced on **November 11, 2016 14:00**  
at SKKU admission website (<http://admission-global.skku.edu/>)

※ Name in Korean, Registration Number, Date of Birth is required when checking the result.



## 8 Enrollment

1. Procedure: Wire transfer to the virtual bank account number on the tuition invoice
2. Period: Jan 4, 2017 (Wed) ~ Jan 11, 2017 (Wed) [Payment hour: 10:00 – 16:00]

**Note: Payment must be received during the enrollment period, otherwise admission will be canceled**

### \* Tuition and Fees for the 2016 Academic year (There will be change for the 2017 academic year)

- 1) Entrance fee (for 1<sup>st</sup> semester only): KRW944,000
- 2) Tuition (per semester)
  - Humanities, Social Science, Business: KRW 3,478,000
  - Global Economics: KRW 4,839,000
  - Global Business Administration: KRW 5,410,000
  - Film, Television & Multimedia, Theatre, Fashion Design: KRW 4,557,000
  - Natural Sciences, Sport Science: KRW 4,035,000
  - Engineering, Architecture, Electronic & Electrical Engineering, Software, Biomedical Engineering: KRW 4,557,000

## 9 International student Scholarship

Type of Scholarship	Conditions	Amount
Admission Scholarship	Top 2% of successful candidates	100% tuition waiver
	Top 2~3% of successful candidates	70% tuition waiver
	Top 3~10% of successful candidates	50% tuition waiver
	Top 10~55% of successful candidates	10% tuition waiver
Merit based scholarship after enrollment	Average GPA 4.0 or above	70% tuition waiver
	Average GPA 3.5~4.0	50% tuition waiver
	Average GPA 3.0~3.5	30% tuition waiver

- Percentage of successful candidate will be determined according to document screening evaluation score
- Successful applicant can check the amount of admission scholarship he/she will receive at the time of admission announcement
- There is no need to apply for the admission scholarship individually
- Merit based Scholarship is given based on GPA of previous semester and student must apply for the scholarship individually

## 10 Dormitory Information

### 1. Humanities and Social Sciences Campus [Seoul]

- a. Room & Board (per semester): KRW 1,400,000 ~ KRW 1,890,000
- b. Application periods:  
Exact dates will be announced on the SKKU dormitory website in Jan 2017
- c. Contact: 82-2-760-0162 dorms@skku.edu
- d. Website: <http://dorm.skku.edu>

### 2. Natural Sciences Campus [Suwon]

- a. Room & Board (per semester): KRW 500,000 ~ KRW 1,460,000
- b. Application periods:  
Exact dates will be announced on the SKKU dormitory website in Jan 2017
- c. Contact: 82-31-290-5182 dorm@skku.edu
- d. Website: <http://dorm.skku.edu>

\* Please be aware that if the number of applicants exceeds the available dormitory space, individuals will need to find outside accommodation by themselves



## 11 Attention

### 1. General

- A Diploma (Certificate) and the required credits for academic eligibility should be earned no later than February 28, 2017.
- Results of the evaluation are not disclosed
- If the admission qualifications are not met by the applicant, admission is cancelled regardless of the quota.
- Details not specified in the Admission Guide are subject to the University' s criteria

### 2. Application

- a. In principle, applicant must submit application form online.  
(However, if applicant' s place of residence is overseas, it can be received in writing)
- b. Application is accepted by university ONLY in cases when application number is assigned.**(Offline applicants will receive registration number via email after Oct. 19)**
- c. After application form is submitted, required documents MUST be turned in by **17:00 Oct 19, 2016.**  
If required documents are not submitted until the deadline or some parts are missing, the applicant can be disqualified.
- d. After paying the application fee, applicant cannot cancel or modify the application. Return of application fee is unavailable.
- e. Evaluation of the applicant is based on the submitted documents. (Revision after submission is not allowed).
- f. Applicants are responsible for all the disadvantages caused by omission of information (i.e. missing phone number), lack of documents, etc.
- g. When false documents, plagiarism and other misconduct is disclosed, applicant is rejected even after acceptance is announced.
- h. Applicants are not allowed to change the department they applied for after their application have been accepted
- i. Personal Information

- Personal information is collected under applicant's consent, and the information collected is not used for any other purpose other than undergraduate admissions and related services in accordance with our university regulations
- SKKU outsources the online application to 'UWAY APPLY' and some personal information can be used and collected by 'UWAY APPLY' for application processing.
- Collected Personal information:  
 Alien registration number, passport number, name, application number, type of application, choice recruited units, name of graduated high school / date of graduation, the applicant addresses and phone numbers, e-mail address, emergency contacts, Fee / Tuition return account number, guardian's name and nationality, personal details, etc.

### 3. Others

- a. The admission is canceled when applicant fails to graduate high school, or submitted documents include false information.
- b. If applicant gets admission by illegal means, the admission is canceled.
- c. If admission qualification is not met by the applicant, admission is canceled even after enrollment.
- d. Foreign high school graduates are thought to agree to academic record inquiry process and must cooperate with the inquiry procedure conducted after acceptance from the university.
- e. If the academic records differ from submitted documents, or academic institution does not reply to the inquiry within six months after enrollment, acceptance by university can be canceled.
- f. Applicant who significantly interfere admission process can be legally liable
- g. Results of evaluation are not disclosed.
- h. All details related to the admission should be confirmed directly by the applicant via SKKU Admissions homepage (<http://admission-global.skku.edu>).
- i. After receipt of application fee, applicant cannot cancel the application and the fee will not be returned.
- j. Details not specified in the admission guide is subject to our university's criteria



## 12 Contact information

### 1. Admission Related Issue

- <http://admission-global.skku.edu/admission/>
- Phone: +82-2-760-0025 / Fax: +82-2-760-0030 / E-mail: [undergrad@skku.edu](mailto:undergrad@skku.edu)
- Office of International Student Services  
90212, International Hall 2<sup>nd</sup> floor, Sungkyunkwan University, 25-2,  
Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

### 2. International student life and Visa Related Issue

- **Humanities and Social Sciences Campus:**  
+82-2-760-0024 / [intlhss@skku.edu](mailto:intlhss@skku.edu)  
International Hall 2<sup>nd</sup> floor Office of International Student Services, 25-2,  
SungKyunKwan, Jongno-gu, Seoul
- **Natural Sciences Campus:**  
+82-31-290-5026, 5027 / [intlans@skku.edu](mailto:intlans@skku.edu)  
The Second Engineering Building 1<sup>st</sup> floor, Office of International Student  
Services, 2066, Seobu-ro, Jangan-Gu, Suwon-si, Gyeong Gi-do

## 13 Transportation

### A. Humanities and Social Sciences Campus (Seoul)

- ① Take subway line No.4 and get off at Hyehwa station
  - by walk: Exit No.4 → Sungkyunkwan Univ.(15min)
  - by shuttle bus: Exit No.1 → shuttle bus(KRW 300) → Sungkyunkwan Univ.(5min)
- ② Take bus Jongno-2(종로02) in front of Anguk station(Exit No.2) or Jonggak station(Exit No.2,3) → Sungkyunkwan Univ.(5~10min)
- ③ Take bus to Changkyung Palace direction and get off at Myeongnyun-dong(명륜동)
  - 100, 102, 104, 106, 107, 108, 109, 140, 143, 150, 151, 160, 162, 171, 172, 272, 273, 301, 601, 710
  - 2112

※ Humanities and Social Sciences Campus:

Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul

### B. Natural Science Campus (Suwon)

- ① Subway
    - Seoul station (line No.1) → Sungkyunkwan Univ. station(50min)
    - Sadang station (line No.4) → Geumjeong station → Sungkyunkwan Univ.(35min)
  - ② Shuttle bus(with fee)
- ※Bus stops
- Sadang station(Line No.2 and 4): In front of Exit No. 9
  - Seohyeon station(Bundang Line): In front of Airport Bus stop
  - Madu station(Line No.3), Ilsan: In front of Exit No.1
  - Incheon and Bucheon: U-turn spot above underground roadway at Songnae station
- ※ It stops running on weekend and holidays (Contact No.: 031-290-5466)
- ③ Bus – 62-1, 82-2, 39, 7790, 7800, 3003
  - ④ Car – Gyeongbu Expressway → Singal-Ansan Expressway → North of Suwon → Sungkyunkwan Univ.
    - Sadang → Uiwang-Gacheon Expressway → Jijidaegogae → North of Suwon IC → Sungkyunkwan Univ.(20min)

※ Natural Science Campus:

Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon-si, Gyeonggi-do



→ Directions to Humanities and Social Sciences Campus (Seoul)



→ Directions to Natural Science Campus (Suwon)



※ Forms: Application Forms & Documents on admissions website: <http://admission.skku.edu>

# APPLICATION FORM

[ This is the **sample statement form**. Students need to submit their form through **online**.

In case of students who cannot access to application site, can print out and use this form and submit offline.]

APPLICATION INFORMATION				
Admissions Type	Spring 2017			
Department/Major	1 <sup>st</sup> choice			
	2 <sup>nd</sup> choice			
APPLICANT INFORMATION				
Name	Korean	(姓)		(名)
	English	(Last)		(First)
Gender			Nationality	
Passport Number			Date of Birth	(DD/MM/YY)
Mailing Address				
E-Mail			Phone	
Language Ability	(TOPIK Level or Level attained from language institute)			
ACADEMIC INFORMATION (HIGH SCHOOL)				
School Name				
Country			Graduation Date	
Address				
Phone			E-Mail	
FAMILY INFORMATION				
FATHER			MOTHER	
Full Name			Full Name	
Nationality			Nationality	
Phone			Phone	
Address				
<p>I certify that the information contained in this application is correct and complete. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the admission process or dismissal from degree. I agree to abide by the rules and regulations in the Admissions Guide and will take full responsibility for any problems arising from failure to adhere to the rules and regulations.</p> <p>_____ (DD/MM/YY) _____ (Applicant's Signature)</p>				



## PERSONAL STATEMENT

[This is the **sample statement form**. Students need to submit their form through **online**.

In case of students who cannot access to application site, can print out and use this form and submit offline.]

APPLICATION INFORMATION				
Admissions Type	Spring 2017			
Department/Major				
APPLICANT INFORMATION				
Name	Korean	(姓)		(名)
	English	(Last)		(First)
Date of Birth	(DD/MM/YY)		Nationality	
Name of High School				
<p>[NOTE]</p> <ol style="list-style-type: none"> <li>Please use the below designated form to write your personal statement.</li> <li>Please type or print in English or Korean. (But Question No. 3 must be written in Korean ONLY). Each answer should not exceed the given length (max. 300 words).</li> <li>Applicants should include truthful and accurate information. If the information is found to be false, plagiarized, or written by someone else, the admission will be canceled even after the acceptance announcement.</li> <li>Applicants need to submit additional documents in case of confirmation from the university.</li> </ol> <p>I certify that I have read and understand above information and agree to abide the university regulation.</p> <p>_____ (DD/MM/YY) _____ (Applicant's Signature)</p>				

### 1. [SELF INTRODUCTION]

Please describe your personal background and the reasons for applying to Sungkyunkwan University.

### 2. [ACADEMIC ACHIEVEMENT & FUTURE PLAN]

Please write about yourself including answers for below 2 questions.

- 1) Describe your effort to improve academic ability during your high school years.
- 2) Explain your plans while studying at Sungkyunkwan University and also after graduation.

### 3. [UNDERSTANDING KOREA]

Please write about your experiences and thoughts in Korean including answers for below 2 questions.

- 1) 한국어를 배우면서 어려웠던 점과 한국어 능력을 발전시키기 위해 노력한 사례
- 2) 본인의 경험을 바탕으로 자신이 생각하는 한국문화에 대한 정의



## LETTER OF CONSENT(학력조회동의서)

No. 

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## SUNGKYUNKWAN UNIVERSITY

Office of International Student Services  
25-2, Sungkyunkwan-ro, jongno-gu, Seoul 110-745, KOREATel: +82-2-760-0025  
Fax: +82-2-760-0030  
[undergrad@skku.edu](mailto:undergrad@skku.edu)  
<http://www.skku.edu>**To whom it may concern,**

This letter is to confirm that I attended \_\_\_\_\_.

I have applied to **Sungkyunkwan University in Seoul, Korea for the 2017 academic year** and have agreed to allow **Sungkyunkwan University** to officially request my academic records from previously attended schools.

In this regard, I would like to request your full assistance when they contact you regarding verification of enrollment and transcripts.

Student Name	
Date of Birth	
Student ID	
School Name	
School Address	
School E-mail	
Date of Admission	
Date of Graduation	

Date : \_\_\_\_\_

Sincerely yours,

Signature : \_\_\_\_\_