

Warmest greetings from Seoul National University!

We are more than delighted to announce that we are opening a call for nomination for Spring 2023 Student Exchange Program. For more information, please find attached the fact sheet, **Spring 2023 Guide for the SNU Student Exchange Program**, or SNU OIA’s website ([http://oia.snu.ac.kr/page/exchange\\_program.php](http://oia.snu.ac.kr/page/exchange_program.php)).

RECENT CHANGES

We will be able to accept applicants who satisfy **either** the GPA requirement or its equivalent percentile rank.

GPA Requirement
<p style="text-align: center;"><b>[Undergraduate]</b> GPA 2.5/4.0 (2.7/4.3) or percentile rank 83</p>
<p style="text-align: center;"><b>[Graduate]</b> GPA 3.0/4.0 (3.3/4.3) or percentile rank 89</p>

In addition, **one recommendation letter** that each applicant should have received from a professor from home university **will be deemed optional** for all applicants, **except for applicants for Graduate School of International Studies (GSIS)**. Applicants who apply for GSIS must submit one recommendation letter.

**List of Required Documents**

Classification	Documents
Required to All Applicants	A. Online Application B. Certificate of Enrollment C. Official Academic Transcript D. Statement of Purpose E. Passport Copy
Additionally Required to the Following Groups	F. <b>One Letter of Recommendation (optional; for GSIS applicants only)</b> G. Portfolio (for Music, Fine Arts, Physical Education applicants only)

**Guide on portfolio submission**

College	Guidelines
College of Music	<p>[Portfolio Requirements]  <b>Vocal Music, Instrumental Music, Music Conducting, Korean Music:</b>                      Youtube link address or video that contains a performance within <b>10 minutes</b>  <b>Composition:</b> A scanned copy of <b>3</b> sheet music composed by yourself  <b>Musicology:</b> <b>1</b> essay or a thesis on music</p> <p>[Portfolio Submission]                      Portfolios should be submitted at <a href="mailto:sunnychoi7@snu.ac.kr">sunnychoi7@snu.ac.kr</a>.                      Email Subject/Title: [Exchange Student] Student name – Home University                      Portfolio Submission Deadline: <b>October 7, 2022</b>                      Please contact <a href="mailto:sunnychoi7@snu.ac.kr">sunnychoi7@snu.ac.kr</a> for inquiries regarding portfolio submission.</p>
College of Fine Arts	Submit portfolio related to your intended major. (No required number of pieces or topics) Portfolios should be submitted at <a href="mailto:yunju96@snu.ac.kr">yunju96@snu.ac.kr</a> .
Physical Education	Email Subject/Title: [Exchange Student] Student name – Home University Portfolio Submission Deadline: <b>September 25, 2022</b>

## NOMINATION & APPLICATION PROCEDURE

### 1. How to Nominate?

If you have any nominee(s) for Spring 2023(one semester) or from Spring 2023 to Fall 2023(two semesters, one full year), please provide us with information of your nominee student(s) via the link below no later than **September 10, 2022**.

**NOMINATION LINK:** <https://forms.gle/6ic6czcfqQxS24Qn7>

\*For college and departmental-level exchange, submit the nomination through college and department exchange manager.

\*If you have difficulty accessing the above link, please fill out your University-level nominees' information to the attached spreadsheet and submit it via email([yunju96@snu.ac.kr](mailto:yunju96@snu.ac.kr)). If you have a college-level or departmental-level exchange partnership, please send the nomination sheet to the manager at that college/department.

\*Please make sure your candidate(s) meet(s) the entry requirement (**both semester condition and department restrictions**) stated in the attached fact sheet. Especially, please note that we cannot accept graduate students who didn't complete at least one semester at their "graduate" program. Graduate students must be able to prove that they have completed at least one semester of the graduate program at the application stage.

\*\*\* Students who have postponed their placement must be nominated through this survey/spreadsheet again. These students must re-apply with updated documents and go through the screening procedure again.

### 2. After Nomination?

**After the nomination deadline, September 10<sup>th</sup>**, the nominated student(s) will receive an application guideline, along with instructions regarding the online application process, from the coordinators at SNU Office of International Affairs (central international office), SNU. In other words, we do not send out the application instructions right after we receive nomination from each university. They will be sent out altogether a few days after the nomination deadline.

### 3. How to Apply?

The application deadline is **Septemebr 25, 2022**. **Only the online application** will be required for the application. Please make sure that your students carefully read through the attached guideline and prepare for the application process in advance.

\*GSIS applicants must have their recommendation letter be submitted to SNU coordinators in the following way:

**Candidate(s) must submit the sealed recommendation letter to their home university's exchange program coordinator so that the coordinator opens the letter and sends us its scanned copy.** We ask you to send the copy to the following persons at the Office of International Affairs, SNU:  
**Ms. Yunju Hwang** – [yunju96@snu.ac.kr](mailto:yunju96@snu.ac.kr)

#### 4. Selection Process

If students successfully finish their application, their application documents will be carefully reviewed by each department's selection committee. They will decide whether students will be accepted to the exchange program or not. Please note that acceptance to the exchange program is not guaranteed.

#### 5. More Information on Course Catalog?

Students can find information on the courses that were provided in the previous semesters through our course registration website <http://sugang.snu.ac.kr>. Attached you can find the course search instruction as well.

#### \*IMPORTANT NOTES FOR AY2022/23:

- Please make sure that applicant(s) have completed at least one semester on the current program at their application stage. This means that if the study abroad semester is applicant(s)' first semester of Master's program, they are not eligible for our program as a graduate exchange student.
- All nominated students will be screened by each department's selection committee comprised of its faculty members. **Acceptance to the exchange program is not guaranteed.**
- Please ensure that all your nominees read the eligibility and restrictions stated on the fact sheet thoroughly before they apply. Some departments have specific restrictions including:
  - **Starting from Spring 2020's admission, Dept. of Computer Science and Engineering (CSE)** has decided to control the number of accepted exchange students on the **undergraduate**-level, due to lack of course capacity and placement. **Undergraduate applicants for CSE must have earned at least 15 credits in CSE-related courses (one credit corresponds to 15 lecture hours or 30 lab hours).** This must be explicitly shown on the official transcript; if not, additional proof must be prepared by the student.
  - Considering the current lack of course capacity for exchange students, **College of Business Administration (CBA)** has decided that **from Fall 2019's admission, they will strictly control the number of accepted exchange students to CBA** and we would like to inform you that **it is more likely than the past that students who apply for CBA might get rejected during the screening procedure.** (Applying to SNU's university-wide partners only)
  - Course registration priority for some of the undergraduate Business Administration courses (See attachment, "College of Business Administration\_Requisite Subject for Major") will be given to degree-seeking domestic students first, since these courses are requisite towards their graduation. Exchange students can take these courses only when there are extra spots available. Please advise your nominee(s) of this issue and make sure that they have a Plan B.
  - **Dept. of Korean History/Psychology/Statistics/Pharmacy requires applicants to provide a proof of Korean language proficiency.**
  - College of Law is NOT open to undergraduate students from Spring 2018, as the undergraduate level does not exist any longer. **Instead, School of Law, a specialized law school for graduate level students, will be open to undergraduate level students.** Please note that **these undergraduate students will be enrolled as graduate (Master's) students in SNU law school during their study. These students must be advised that the credits they take at SNU should be transferred under their current undergraduate program, not their prospective graduate program.**
  - When there are applicant(s) for Medicine/Pharmacy/Dentistry/Nursing/Music/Fine Arts/Global MBA, please let us know before you make nomination as these are relatively more restricted than the others. We will check the availability and capacity of the department in advance.