



UNDERGRADUATE ADMISSIONS FOR INTERNATIONAL STUDENTS

RECOMMENDATION SUBMISSION GUIDE



Recommendation Submission Procedures

1. Make sure you have received an email request for a recommendation letter.
2. Visit the recommendation submission website and create an account.
3. Enter all the personal(recommender's) information.
4. [OPTIONAL] Scan and upload the enrollment certificate, official high school (expected) graduation certificate, and transcript.
6. Enter the recommendation letter.
7. Complete your recommendation.



Check the email request for a recommendation letter.

Click the red button or the link to write a recommendation letter.

추천서 작성 바로가기 (Click to write a recommendation letter.)

Website Address | <https://ta.uwayapply.com/>

☑ 지원자 정보 Applicant's information

지원자 성명 Applicant's name

지원자 수험번호 Application number **Take note of the Application number and Applicant PIN.**

지원자 조회코드 Applicant PIN

☑ 지원내역 Application Details

지원 대학 University | 서울대학교 Seoul National University

입학 시기 Academic Year

지원 자격 Admission Type | 글로벌인재특별전형 International Admissions

지원 과정 Desired Degree Course | 학사과정 신입학 Undergraduate Freshman

지원 모집단위 Desired Program of Study

지원 세부전공 Major(detailed)

- This guide email will be automatically sent to a recommender once the applicant pays the application fee.
- If the recommender hasn't received the email, the applicant may resend it.



Visit the recommendation submission website and create an account.

로그인 Log-in | 서울대학교 SNU

표준공통원서 테스트 사이트입니다.

서울대학교 SEUL NATIONAL UNIVERSITY 추천서 접수 시스템 SNU online recommendation submission system

유의사항 Notice | 추천서 작성 Recommendation | 추천서 제출 Submission | 제출완료확인 Confirmation

로그인 Log-in

서울대학교 글로벌인재특별전형 추천서 접수 시스템에 오신것을 환영합니다.
Welcome to the online recommendation submission system of Seoul National University.

이메일로 안내 받으신 지원자의 수험번호와 조희코드를 입력해 주시기 바랍니다.
Please enter the application number and applicant PIN indicated in the email you received.

지원자 수험번호 Application Number

지원자 조희코드 Applicant PIN

확인 Confirm | 취소 Cancel

The application number and applicant PIN are provided in the guide email.

지원자 정보 Applicant's information

지원자 성명 Applicant's name

지원자 수험번호 Application number

지원자 조희코드 Applicant PIN

지원내역 Application Details

지원 대학 University | 서울대학교 Seoul National University

입학 시기 Academic Year

지원 자격 Admission Type | 글로벌인재특별전형 International Admissions

지원 과정 Desired Degree Course | 학사과정 신입학 Undergraduate Freshman

지원 모집단위 Desired Program of Study

지원 세부전공 Major(detailed)



Set your password.

비밀번호 등록 Password Registration

서울대학교 글로벌인재특별전형 추천서 접수 시스템에 오신것을 환영합니다.

Welcome to the online recommendation submission system of Seoul National University.

✓ 비밀번호
Password

- 영문, 숫자, 특수문자를 모두 포함한 8~12자
- Passwords must be 8-12 characters long and include alphabets, numbers, and special characters.
- 영문은 대소문자를 구별하며, 특수문자는 ~!@#%&*()+{}[]:;'", 만 허용됨
- Alphabets are case-sensitive, and special characters are limited to ~!@#%&*()+{}[]:;'",...
- 4자 이상 연속 혹은 중복되는 문자 및 숫자 사용 불가
- The use of 4 or more consecutive or repeated letters or numbers is prohibited.
- 공백 사용 불가
- Spaces are not permitted.

✓ 비밀번호 확인
Confirm Password

✓ 이메일
E-mail

 @

※ 비밀번호 재발급 시 해당 이메일 주소로 임시 비밀번호가 발송됩니다.
If you reset your password, the temporary password will be sent to this email address,

확인 Confirm

취소 Cancel

You can change your password by clicking the 'Change Password' button after you have registered.

비밀번호 변경 Change Password

✓ 현재 비밀번호 확인
Current Password

✓ 변경 비밀번호
New Password

- 영문, 숫자, 특수문자를 모두 포함한 8~12자
- Passwords must be 8-12 characters long and include alphabets, numbers, and special characters.
- 영문은 대소문자를 구별하며, 특수문자는 ~!@#%&*()+{}[]:;'", 만 허용됨
- Alphabets are case-sensitive, and special characters are limited to ~!@#%&*()+{}[]:;'",...
- 4자 이상 연속 혹은 중복되는 문자 및 숫자 사용 불가
- The use of 4 or more consecutive or repeated letters or numbers is prohibited.
- 공백 사용 불가
- Spaces are not permitted.

✓ 변경 비밀번호 확인
Confirm New Password

확인 Continue

취소 Cancel



Enter your password.

비밀번호 등록 Enter Your Password

서울대학교 글로벌인재특별전형 추천서 접수 시스템에 오신것을 환영합니다.
Welcome to **the online recommendation submission system of Seoul National University.**

초기에 설정한 비밀번호를 입력해 주시기 바랍니다.
비밀번호를 분실하였을 경우, 하단의 '비밀번호 재발급 Reset Password' 버튼을 클릭하여 비밀번호를 재발급 받으시기 바랍니다.
Please enter your password, If you have forgotten your password, please click the "Reset Password" button below to receive a new one,

✓ 비밀번호
Password

확인 Confirm

취소 Cancel

비밀번호 재발급 Reset Password

👉 You need to enter your set password again after logging out to continue writing the recommendation letter. Please remember your password.



Agree to the terms and conditions.



추천서 접수 시스템 SNU online recommendation submission system

유의사항 Notice

추천서 작성 Recommendation

추천서 제출 Submission

제출완료확인 Confirmation

추천서 작성 Write a recommendation letter

추천인 개인정보 제공 동의 여부 Personal Information Policy for Recommenders

[한국어 안내]

<개인정보 수집 및 이용에 대한 동의>

수집된 개인정보는 입학 전형 이외의 다른 목적으로는 절대 사용되지 않습니다. (단, 합격 시 학사행정정보로 활용)

1. 수집하는 개인정보

- 추천인 정보(이름, 이메일, 직위, 주소, 연락처, 지원자와의 관계 등)

2. 개인정보의 수집·이용 목적: 입학전형(단, 합격 시 학사행정정보로 활용)

3. 개인정보의 보유 및 이용기간: 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다. (단, 합격 시 학사행정정보로 활용)

[English Version]

<Agreement for Collection and Utilization of Personal Information>

Seoul National University will not use the collected personal information other than the admission purposes. (It will however be used as academic administration data, if admitted.)

1. Requested personal Information

- Recommender's information : name, e-mail address, position, address, contact number, relationship with the applicant etc.

2. Purpose of collection : Admissions purposes only (It will however be used as academic administration data, if admitted.)

3. Retention and usage period of personal information : If the collected information is no longer necessary(i.e., the retention period expires, or the purpose of collection is achieved), the collected personal information will be discarded without delay. (It will however be used as academic administration data, if admitted.)

개인정보의 수집 및 이용에 동의하십니까?

Do you agree with the terms and conditions for collection and utilization of personal information?

동의함 Agree

동의하지 않음 Disagree

 Click [Agree]

※ 개인정보의 수집 및 이용에 대해 거부할 권리가 있으며, 이를 거부할 경우 추천서를 작성할 수 없습니다.

You have the right to refuse the collection and utilization of personal information. However, if you choose to refuse, you cannot proceed with the recommendation submission process.



Agree to the terms and conditions.

1. 본 추천서는 서울대학교 교직원 이외에는 열람할 수 없습니다. This recommendation will be treated confidentially by SNU's faculty and staff members.	<input type="checkbox"/> Agree	Click [Agree]
2. 추천서 제출 기간 이후의 추천서에 대한 권한은 서울대학교에 있습니다. After the submission period, any rights to this recommendation belong to SNU.	<input type="checkbox"/> Agree	Click [Agree]
3. 추천인은 추천서에 사실만을 기재했으며, 허위 사실 발견 시 이에 대한 전적인 책임은 추천인에게 있습니다. The recommender confirms that all information provided is true and takes full responsibility for any falsity in the submitted materials.	<input type="checkbox"/> Agree	Click [Agree]

추천서 작성 Write a recommendation letter

Scroll all the way down and click the red button to start your recommendation.



Enter your information.

Fields marked with a red asterisk (*) are mandatory.

▼ The following items will be automatically filled in.

▼ The following items must be completed by the recommender.

추천서 작성 Write a recommendation letter

* 지원자 수험 번호 * Application Number	91
* 지원자 조회 코드 * Applicant PIN	

○ 지원자 정보 Applicant's Information

* Desired Degree Course	학사과정 신입학 Undergraduate Freshman
* Desired Program of Study	
* English Name	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
* Date of Birth	<input type="text"/> DAY <input type="text"/> MONTH <input type="text"/> YEAR
* E-mail	<input type="text"/>

○ 추천인 정보 Recommender's Information

* Name	성 Family/Last : <input type="text"/> 이름 First : <input type="text"/> 중간이름 Middle(if any) : <input type="text"/>
* Title, Position and Institution	<input type="text"/>
* School	<input type="text"/>
* Telephone	<input type="text"/> ※ Please include the Country and City Codes, ex) 82-2-1234-5678
* E-mail	<input type="text"/>
* How long have you known the applicant?	For <input type="text"/> year(s) <input type="text"/> month(s)



[OPTIONAL] Upload documents if needed.

○ Upload Documents(Optional)

- If the applicant is unable to directly submit their enrollment certificate, official high school (expected) graduation certificate, and transcript, you may upload them using the entries below,

Upload Documents(Optional)	Official Transcript & Official (Expected) Graduation Certificate (for High School)*	No file uploaded
	High School Profile	No file uploaded
	[Upload File]	Click here to upload files.

'저장하기' 버튼을 누르시면 작성한 정보가 저장됩니다.
Press the 'Save' button to save the entered information.
문의 Inquiry: snuadmit2@snu.ac.kr

저장하기 Save

[Click here to proceed to the next page.](#)

- A recommender may upload the above documents if the school policy does not allow students to directly submit them.



Enter a recommendation letter.

Fields marked with a red asterisk (*) are mandatory.



추천서 접수 시스템 SNU online recommendation submission system

- 유의사항 Notice
- 추천서 작성 Recommendation**
- 추천서 제출 Submission
- 제출완료확인 Confirmation

추천서 작성 Write a recommendation letter

* Please rate the applicant by checking the appropriate box.
 Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Highly Distinct	N/A
Academic achievement	<input type="radio"/>					
Academic motivation	<input type="radio"/>					
Leadership	<input type="radio"/>					
Cooperativeness	<input type="radio"/>					
Creativity/Originality	<input type="radio"/>					

Background Information If a certain section is not applicable to your school, you may leave it blank.

·Class Rank: Class Size: Covering a period from / to / (mm/yyyy)

·The rank is weighted unweighted

·How many courses does your school offer: AP IB Honors

·If the school policy limits the number of units a student may take in a given year, please specify the maximum allowed:

AP IB Honors

·Is the applicant an IB Diploma candidate? Yes No

·In comparison with other college preparatory students at your school, the applicant's course selection is:

most demanding very demanding demanding average below average



Enter a recommendation letter.

- Fields marked with a red asterisk (*) are mandatory.

* 추천서는 한국어 또는 영어로 입력이 가능합니다.

Please write a recommendation letter in Korean or English.

* **Evaluation & Comments** Please comment on the applicant, including a description of his/her academic capabilities and personal characteristics. We appreciate information which illustrates the applicant's particularities. Please be mindful not to include specific personal information about the applicant, such as his/her name.

입력 Byte 수 : 0 / 줄바꿈, 띄어쓰기 포함 3000 Byte 이내(한글 약 1,500자, 영어 약 600개 단어)

Current Byte : 0 / 3000-Byte limit including spaces and line breaks(about 1500 Korean characters, 600 English words)



If the applicant has any disciplinary history, select “yes” and enter an explanation.

- Fields marked with a red asterisk (*) are mandatory.

Disciplinary History

If you answered “yes” to either or both questions, please use the entries below to give the approximate date of each incident and explain the circumstances. Applicants are expected immediately to notify the institutions to which they are applying should there be any changes to the information requested in this application, including their disciplinary history.

* · Has the applicant ever been found responsible for a disciplinary violation at your school from the 10th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution.

Yes No School policy prevents me from responding

입력 Byte 수 : 0 / 줄바꿈, 띄어쓰기 포함 800 Byte 이내(한글 약 400자, 영어 약 160개 단어)

Current Byte : 0 / 800-Byte limit including spaces and line breaks(about 400 Korean characters, 160 English words)

If you answered “yes,” please enter an explanation in this entry.

* · To the best of your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Yes No School policy prevents me from responding

[Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court.]



Complete and submit your recommendation.

서울대학교 SEOUL NATIONAL UNIVERSITY 추천서 접수 시스템 SNU online recommendation submission system

유의사항 Notice 추천서 작성 Recommendation **추천서 제출 Submission** 제출완료확인 Confirmation

추천서 제출 Submit a recommendation letter

○ '제출하기' 버튼을 클릭하셔야 제출이 완료됩니다.
Please click the 'submit' button to complete the submission.

지원자 정보 Applicant's Information	지원내역 Application Details	제출마감 일시 Submission Deadline	수정 Modification	제출 Submission
91**** Applicant's name Date of Birth			수정하기 Modify	제출하기 Submit

Click <Submit> to complete your recommendation.

The submission must be completed before the deadline.



Complete your recommendation.



추천서 접수 시스템 SNU online recommendation submission system

유의사항 Notice

추천서 작성 Recommendation

추천서 제출 Submission

제출완료확인 Confirmation

추천서 확인 및 출력 Check and print your recommendation

○ 제출상태 Submissions Status

지원자 정보 Applicant's Information	지원내역 Application Details	제출일시 Date of Your Submission	출력물 Print and/or Modify
91**** Applicant's name Date of Birth			INFORMATION CHECK RECOMMENDATION CHECK [Modify] PERSONAL INFORMATION [Modify] RECOMMENDATION VIEW THE FILES YOU HAVE UPLOADED

▲ Please verify if the applicant's information is correct.

Click the **[Modify]** button if you want to modify your information or recommendation. You may edit them before the deadline.

- If you are viewing this page, your recommendation has been successfully submitted.
- Recommendations can be modified during the submission period, even after submission.