Admission Guide
For International Students

Dream Together Master Program
Global Sport Management Graduate Program
(Fall 2016)

SEOUL NATIONAL UNIVERSITY

Welcome to SNU International Admissions for the Dream Together Master Program

Thank you for your interest in Dream Together Master Program. This program is supported by the Korean Ministry of Culture, Sports, and Tourism (MCST) through the Korea Foundation for Next Generation Sports Talent (NEST) and operated by the Division of Global Sport Management Talent Development at Seoul National University (SNU) using the national sports promotions funds of Korea.

This Admission Guide contains important information and guidelines regarding your application procedure and requirements.

If you have other questions regarding admissions process, please feel free to contact us using the contact information provided below:

CONTACT INFORMATION

- ✓ **Mailing Address:**
  Division of Global Sport Management Talent Development
  Building 153, Room 316
  Seoul National University
  1 Gwanak-ro, Gwanak-gu
  Seoul, KOREA, 151-742
- ✓ **E-mail:**
  snugsm@snu.ac.kr (for general questions)
  snugsmadmission@gmail.com (submission of documents)
- ✓ **Telephone:**
  +82-2-880-2984
- ✓ **Fax:**
  +82-2-888-2985
- ✓ **Homepage:**
  http://dtm.snu.ac.kr

A. Admissions Timeline

Order	Deadline	Notes
1. Submission of Documents	March 18, 2016 (by 6:00pm)	* Please submit all completed forms and required documents electronically to: snugsmadmission@gmail.com * E-mail subject should read: [Nationality] - [Last name, First name] * Please submit your electronic documents via email before mailing the original hard-copy documents. *Submitted documents will be reviewed and feedback regarding any missing or incomplete information and/or documents will be provided via e-mail. *After you receive a confirmation e-mail, please submit the original hard-copies of the documents by post to the following address: Division of Global Sport Management Talent Development Building 153, Room 316 Seoul National University 1 Gwanak-ro, Gwanak-gu Seoul, KOREA, 151-742 * Please remember that applicants will be reviewed based on the submission of original hard copy documents. ***The original hard-copy documents must be received by the office by the deadline** (March 18, 2015).
2. Announcement of Interview Schedule	April, 2016	* Original hard copy document review results will be announced via e-mail. Those who are short-listed for interviews will be notified of interview schedules on the same day.
3. Interview	April, 2016	* Video conference (Skype), phone, or face-to-face interviews will be conducted.
4. Announcement of Admissions Decision	June 9, 2016	*The decisions for applications will be available on the application decision site: https://world.snu.ac.kr/index2.jsp (International Student Graduate Admission Tab)
5. Date of Arrival in Korea	August, 2016	* A detailed schedule will be notified individually to those who are admitted.
6. Start of Semester	September 1, 2016	

The dates above are subject to change, please check our homepage (http://dtm.snu.ac.kr) for any changes

B. Things you should know before you apply

- ✓ Applicants are fully responsible for any disadvantages they may incur due to errors and omissions in the information provided.
- ✓ Be sure to make and keep photocopies of all completed forms. Submitted documents become property of SNU and will **not** be returned to the applicants.
- ✓ Detailed account of individual admissions decision for each applicant cannot be disclosed.
- ✓ The admissions staff reserves the right to require additional documents from applicants, should there be any need to clarify the eligibility or verify the authenticity of the submitted materials.
- ✓ Original documents should be submitted. However, should they be unavailable, copies must be authorized by the originating institution or notarized by a public notary in the country in which the document was originally produced before submission.
- ✓ Documents which are not in **English** or **Korean** will not be accepted. If it is in any other language, you must submit a notarized/certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced.

C. Admissions Criteria

- ✓ Admissions decisions are based on the candidate's academic achievements and potential, as well as his or her personal accomplishments.
- ✓ The admissions committee reviews a number of factors-records of past studies such as Grade Point Average (GPA), study plan, personal statement, and letters of recommendation. Other achievement records and specific qualifications such as language proficiency are also taken into consideration. The candidate's application is reviewed in the context of the level of studies completed, quality of achievements, and characteristics of institutions/organizations attended. Finally, the appropriateness of the applicant's academic goals and the suitability of preparation for the proposed program of studies are assessed.
- ✓ Interviews, examinations, and/or additional documents may be required from the applicant. The applicant will be notified individually as necessary.

D. Admission Requirements

1. Former and current sport administrators or athletes
   - ☞ *Applicant and both parents of the applicant must be of non-Korean nationality.*
2. Bachelor's degree or higher (in any field)
3. Sufficient command of both spoken and written English to take classes conducted entirely

in English

4. Potential and passion for sport management
5. Good health both physically and mentally to successfully complete the program

※ Preferred Qualifications

- ✓ Sport administrators from countries recognized in the List of Official Development Aid (ODA) Recipients provided by the Development Assistance Committee (DAC) with recommendation from government sport organizations or National Olympic Committees
- ✓ Athletes from countries recognized in the List of ODA recipients provided by the DAC who have participated in major international sporting events (Olympics, Asian Games, World Championships) with recommendation from government sport organizations or National Olympic Committees

E. Required Documents to be Submitted

1. Application Form (Form 1)
2. Personal Statement and Study Plan (Form 2)
3. Two Letters of Recommendation (Form 3) from your professors and/or employers
4. Financial Certification (Form 4) – Signature required
5. Agreement for Verification of Academic Record (Form 5)
   - ☞ Print out the Form and sign your name on the Letter of Agreement portion. Do not fill out the Verification Report portion.
6. Official Undergraduate Studies Transcript (in English)
7. Notarized Certificate of a Bachelor's Degree/Undergraduate Graduation Certificate (in English)
8. A copy of the applicant's passport (or other official document indicating your nationality)
9. Copies of both parents' passports (or other official documents indicating parents' nationality)
10. Official document indicating parent-child relationship between the applicant and his/her parents
    - ☞ Applicant's Birth Certificate or Household Register proving the parent-child relationship
11. Curriculum Vitae (must clearly state current and/or previous position and affiliation)
12. Proof of English Proficiency
    - ☞ A score report of a recognized English proficiency test (E.g. TOEFL, IELTS, TOEIC), or any other supporting document which demonstrates appropriate English language

proficiency (E.g. Proof of attendance at an English institution, letter of recommendation of English proficiency from an English language teacher)

13. Certificate of Employment
14. Checklist

❖ *For more information about how to fill out and submit your documents, please go to http://gsm.snu.ac.kr/dtm (Admissions - FAQ)*

F. Application Instructions

[Form 1] Application Form

- ✓ [Form 1] contains your personal information. Please fill all the blanks.

[Form 2] Personal Statement & Study Plan

- Personal Statement:
  - ✓ This is an opportunity for you to convey the information about yourself and your accomplishments that could not be adequately expressed in other portions of the application.
  - ✓ Include family background academic achievements, extracurricular commitments and accomplishments, volunteer work, employment experience, and your reasons for applying to SNU, and to the Dream Together Master Program. Other appropriate topics may include the following but not limited to: personal interests, pastime activities, etc.
- Study Plan:
  - ✓ The Study Plan should state your academic goals and career aspirations. You may include questions that you hope to answer through your program of study and/or timeline for how you plan to meet your objectives. It is advised that you review the requirements for the desired degree.

[Form 3] Recommendation Letters

- ✓ Two letters of recommendations from professors and/or professionals are required.
- ✓ Complete your part of this form, and along with a stamped and addressed envelope, supply them directly to ***two recommenders*** who know you well. Be sure to give them adequate time to complete the forms before the application deadline. Recommendations should be sealed in an official envelope and signed across the back by the recommenders.

[Form 4] Financial Certification

- ✓ Please fill out the “Applicant’s Information” and sign the last part.

Transcripts, Graduation Certificates, Degree Certificates

- ✓ These documents detail your academic achievements and are required from every institution that you have attended in the past.

- ✓ Transcripts must provide a record of the courses you have taken in each year of study along with the final grades. If an institution cannot provide a year-by-year record, then the school official must at least provide us with a listing of the disciplines you have studies and a summary of your achievements in each.
- ✓ Please submit official transcripts as issued directly by the institutions you have attended. You must also submit official evidence of the conferrals of all degrees, diplomas, or professional titles showing the date of the conferrals (month and date).

Certificate providing the English proficiency

- ✓ Applicants should submit a score report of a recognized English Proficiency Test: TOEFL (iBT 86), TEPS 601, IELTS 5.5 or higher;
- ✓ Or any other supporting documents which demonstrate appropriate English language proficiency (E.g. Proof of attendance at an English institution, letter of recommendation of English proficiency from an English language teacher)

Additional Materials

- ✓ Most updated Curriculum Vitae (CV) is required. It should include: Full Name, Address, Number (including country code), Schools & University attended, Awards, Work Experience, Sport related Work Experience, etc (All items organized from new to old).
- ✓ If you are currently employed, it is highly recommended that you submit a "Certificate of Employment".

Supplementary Materials

- ✓ Proof of language proficiency: TOPIK, KLAT (former KLPT), TEPS, TOEFL, IELTS, TOEIC, HSK, JLPT, DELF/DALF, DELE, ZD, etc.
- ✓ Academic awards, certificates, test reports (GRE, GMAT, etc.)
- ✓ Official school introduction/profile(s) published by the universities or the Ministry of Education; such documents may include information on the curriculum, grade distribution of enrolled students, distribution of standardized test performance and etc.

G. How to Apply

1. Complete forms 1~5.
2. Make sure that all additional documents are originals and translated into English or Korean.
3. Please mark and place the application checklist in front of the application packet, and arrange the application materials in the order listed on the checklist.
4. Scan the package and send it to snugsmadmission@gmail.com

5. The e-mail subject line should be: *"Nationality-Last name, First name"*
   For example: *Korea-Kim, ChulSoo*

6. Your electronic submission of documents will be reviewed for any missing or incomplete information or forms and feedback will be provided.
7. After receiving a final confirmation e-mail, mail the **original hard-copy** documents by post to:

Division of Global Sport Management Talent Development

Building 153, Room 316

Seoul National University

1 Gwanak-ro, Gwanak-gu

Seoul, KOREA, 151-742

- ✓ *Original documents should be submitted. However, should they be unavailable, copies must be authorized by the issuing institution or notarized by a public notary in the country where the document was issued. Colored photocopies of document are not acceptable.*
- ✓ *Documents in languages other than Korean or English must be notarized and translated into English or Korean. Notarization must be done in the country where the document was issued.*

8. The documents by **MUST ARRIVE** by **MARCH 18, 2016** to the program office.
9. The admission staff reserves the right to require additional documents from the applicant, should there be a need to clarify the eligibility or verify the authenticity of submitted materials.

H. Things you should know after you are admitted

- ✓ Since July 14, 2007, Seoul National University has complied with the Apostille Requirements in accordance with the 1961 Hague Convention. Accordingly, newly admitted students from countries which are signatories to the convention must attach and submit the Apostille. Students from countries which are NOT signatories to the convention must submit substitute documents; which can be official documents legalized by a Koran consular office, or another form of authentication (e.g. a Certificate of Authentication or a Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate.

- ✓ The University issues only the Certificate of Admissions for student VISA (type: D2) application for the admitted students.
- ✓ Students are required to enter Korea in early August (exact date to be announced) for extracurricular programs which are mandatory for all accepted applicants.
- ✓ Admitted students may not defer enrollment to a later semester.
- ✓ After the announcement of admissions decision, admitted students will be given a booklet; 'Reference Guide for the Admitted International Student'

I. Important Notes for All Applicants

- ✓ All documents must 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 in which the document was originally produced.
- ✓ If any of the submitted materials contain false information, admission will be rescinded.
- ✓ Original documents should be submitted. However, should they be unavailable copies must be authorized by the originating institution before they are submitted.
- ✓ Students whose graduations were pending at other institutions during the time of application should submit their Graduation Certificates and the Certificates of their degrees to the Office of Admissions within 15 days after their enrollment at SNU. Failure to submit this document may revoke the admission offer.
- ✓ Be sure to make and keep photocopies of all completed forms. Submitted documents become property of SNU and will not be returned to the applicants.
- ✓ Korean citizens who hold dual citizenship are considered as "Applicants of Korean Origin". They are not eligible to apply as foreign students.
- ✓ Graduate applicants must submit a document that verifies the institution attended is equivalent to a four-year college/university.
- ✓ Detailed account of individual admissions decision for each applicant cannot be disclosed.
- ✓ Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.