◈ Registration of Graduate Research Student for 2023 Spring Semester ◈

1. Registration Period

A. 1st Round: Feb. 22, 2023 (Wed) ~ Mar. 8, 2023 **17:00**(Wed) (for 10 days)

※ Students who are to complete their coursework by Feb. 2023 may make a payment from Mar. 2, 2023 (Thur).

B. 2nd Round: Mar. 17, 2023 (Fri) ~ Mar. 29, 2023 **17:00**(Wed) (for 9 days) (Final)

*Payment is available for 24 hours in weekdays(Closing at 17:00 on the last day)

2. Payer

Students who completed their graduate coursework and <u>wish to use the school facilities (Libraries, Laboratories, Computer lab, SNU dormitory, etc.) or wish to submit their thesis.</u>

3. Amount of Payment

A. Humanities · Social Science · Arts · PE: KRW 150,000

B. Natural Science · Engineering: KRW 200,000

4. Location of Payment   Any branches of Nonghyup or Shinhan Bank

5. Method of Payment

A. Make a payment at a designated bank with the online bill of payment

B. Make a payment to the virtual account written on the bill of payment

6. How to Print the Bill of Payment

Log on to the MySNU portal ([http://my.snu.ac.kr/mysnu)](http://my.snu.ac.kr/mysnu), click on Academic Affiars (학사/정보) ⇒ Tuition (등록) ⇒ Billing Info (고지서/내역조회) ⇒ Bill of Research Student's Share (연구생부담금고지서), and print the bill *<Printing is available after Feb. 22, 2023 (Wed)>*

※ If the bill cannot be printed from the MySNU portal, please visit the Department administrative office.

7. Precautions

A. Students must be registered as research students to use school facilities and request for thesis examination.

B. Students CANNOT request for thesis examination unless they are registered as research students.

C. Students participating in BK Plus program after completing their graduate coursework MUST be registered as research students.

D. Students who are planning to work as teaching assistants or working scholars for 2023 spring semester MUST register during the **1st round of**

<u>registration</u>.

E. Students who have paid but **wish for a refund** can go on to the MySNU portal (http://my.snu.ac.kr/mysnu) and go to **Academic Affairs(학사/정보)** ⇒ **Tuition(등록)** ⇒ **Installment Payment/Refund(분납 /환불신청)** and fill in **Research Student Refund Application(연구생부담 금환불신청)** during the **2nd round of registration**.