

# ◆ Registration of Graduate Research Student for 2024 Spring Semester ◆

## 1. Registration Period

- A. 1<sup>st</sup> Round: Feb. 21, 2024 09:00(Wed) ~ Mar. 7, 2024 17:00(Thur) (for 11 days)
  - ※ Students who are to complete their coursework by Feb. 2024 may make a payment from Mar. 4, 2024 (Mon).
- B. 2<sup>nd</sup> Round: Mar. 15, 2024 09:00(Fri) ~ Mar. 27, 2024 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 wish to use the school facilities (Libraries, Laboratories, Computer lab, SNU dormitory, etc.) or wish to submit their thesis.

## 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>), click on Academic Affairs (학사/정보) ⇒ Tuition (등록) ⇒ Billing Info (고지서/내역조회) ⇒ Bill of Research Student's Share (연구생부담금고지서), and print the bill *<Printing is available after Feb. 21, 2024 (Wed)>*

※ If the bill cannot be printed from the MySNU portal, please contact the administrative office of the affiliated major or College/Graduate School.

## 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 **2024 Spring** semester MUST register during the **1<sup>st</sup> round of registration**.

- 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(연구생부담금환불신청) during the 2<sup>nd</sup> round of registration.
- F. For more details, please contact the administrative office of the affiliated College/Graduate School.