

SNU Visiting Student Researcher Service Fee Payment Guidelines

<Effective September 1, 2026 by OGA>

Seoul National University (SNU) charges a service fee to Visiting Student Researchers for the issuance of S-CARDS and access to campus facilities and services.

1. Purpose

- The Office of Global Affairs (OGA) charges an administrative service fee to Visiting Student Researchers to support visa-related administrative assistance, access to campus facilities and services (e.g., libraries and Health Service Center), issuance of S-CARD, and other administrative support services.
- Revenue collected through this service fee will be used to improve support services for international members and to provide research support funding to inviting departments and institutes.
- ※ Visiting Scholars entering Korea under the E-3 (Research) visa status are exempt from this service fee
- ※ Individuals holding faculty positions are also subject to the service fee if they enter Korea under the D-2-5 (Student Researcher) visa status

2. Service Fee

Category	Humanities & Social Sciences	Science, Engineering & Medicine	Remarks
Monthly Service Fee	KRW 150,000	KRW 200,000	Total Fee = Number of Months × Monthly Service Fee

- ※ Classification is based on the academic department in which the Visiting Student Researcher is affiliated
- Monthly Calculation Policy
The service fee is charged on a monthly basis. Any portion of a calendar month will be counted as one full month.
- ※ If the research period is from May 30 to June 10, the total duration is only 12 days. However, since the research period falls within both May and June, service fees for two full months will be charged.
- No refunds will be provided for service fees already paid, even in cases of shortened research periods, early termination, withdrawal from the program, or return to the home country for personal reasons.

3. Applicability

- This service fee applies to Visiting Student Researchers newly invited on or after September 1, 2026.
- ※ Visiting Student Researchers who entered Korea and are already conducting research activities before the effective date are exempt from this fee

4. Payment Method

- The OGA will provide an individual Flywire payment link.
- Applicants must complete payment through Flywire within the designated payment period and before the start date of research activities.
- ※ Any transaction fees, bank charges, or overseas remittance fees incurred during the payment process shall be borne by the applicant.

5. Notes

- S-CARD can only be issued after the service fee payment has been completed.

6. Invitation Procedure

Applications are required to be submitted to the Office of Global Affairs at least two months prior to the planned start date of research activities at SNU

① Inviting Unit (Colleges/Graduate Schools/Research Institutes)	- Prior agreement with the visiting student researcher and preparation of required documents ※ Please refer to the common required documents (attached) and manual announced by OGA.
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② Inviting Unit → OGA	- Request the President's official seal on the Research Student Confirmation Form (외국인 연구생 확인서) ※ The School Staff for International Students indicated at the bottom of the form must be the staff member registered in the <u>Foreign Student Information Management System (FIMS)</u> of the respective college or graduate school ※ When requesting the President's official seal, all required documents for the visa application (e.g., passport copy, photograph, proof of academic qualifications, proof of financial resources, etc.) must be submitted together
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③ OGA	- Review applicant information and submitted documents - Provide service fee information and issue an invoice
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④ OGA → Inviting Unit	- Return the Research Student Confirmation Form (외국인 연구생 확인서) with the President's official seal ※ The applicant must prepare the required documents and apply for the visa at a Korean diplomatic mission abroad or the competent Immigration Office.
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⑤ Inviting Unit	- Guide the Visiting Student Researcher to visit the OGA after arrival and assist with S-CARD issuance* * User profile creation will proceed only after confirmation of service fee payment. - Create a user profile (employee ID beginning with OS) and assist with mySNU account registration - Provide ongoing support and management for the Visiting Student Researchers ※ Guide Visiting Student Researchers regarding safety training for research personnel and enrollment in accident insurance for research personnel ※ Notify the OGA of any changes, including early termination of the research period or changes to the period of stay, or other relevant updates.