International Summer Institute
at Seoul National University

Course Registration Guide

Step 1:
Joining mySNU Portal

Joining mySNU Portal (Step 1- 7)

STEP 1

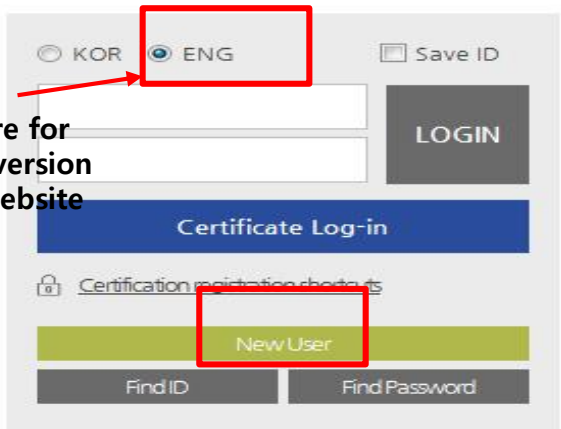
1. Go to the mySNU portal at http://my.snu.ac.kr.

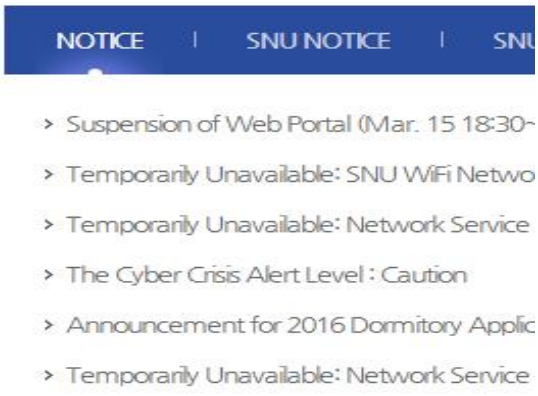
*If you see the page below, click on the button as instructed to access the portal. **The information on this page is not for SNU ISI students, so please ignore it.**

Click here to access the front page of the mySNU portal

2. At the left corner of the mySNU page, click the 'New User' button to go to the SNU ID application page.

Click here for English version of the website



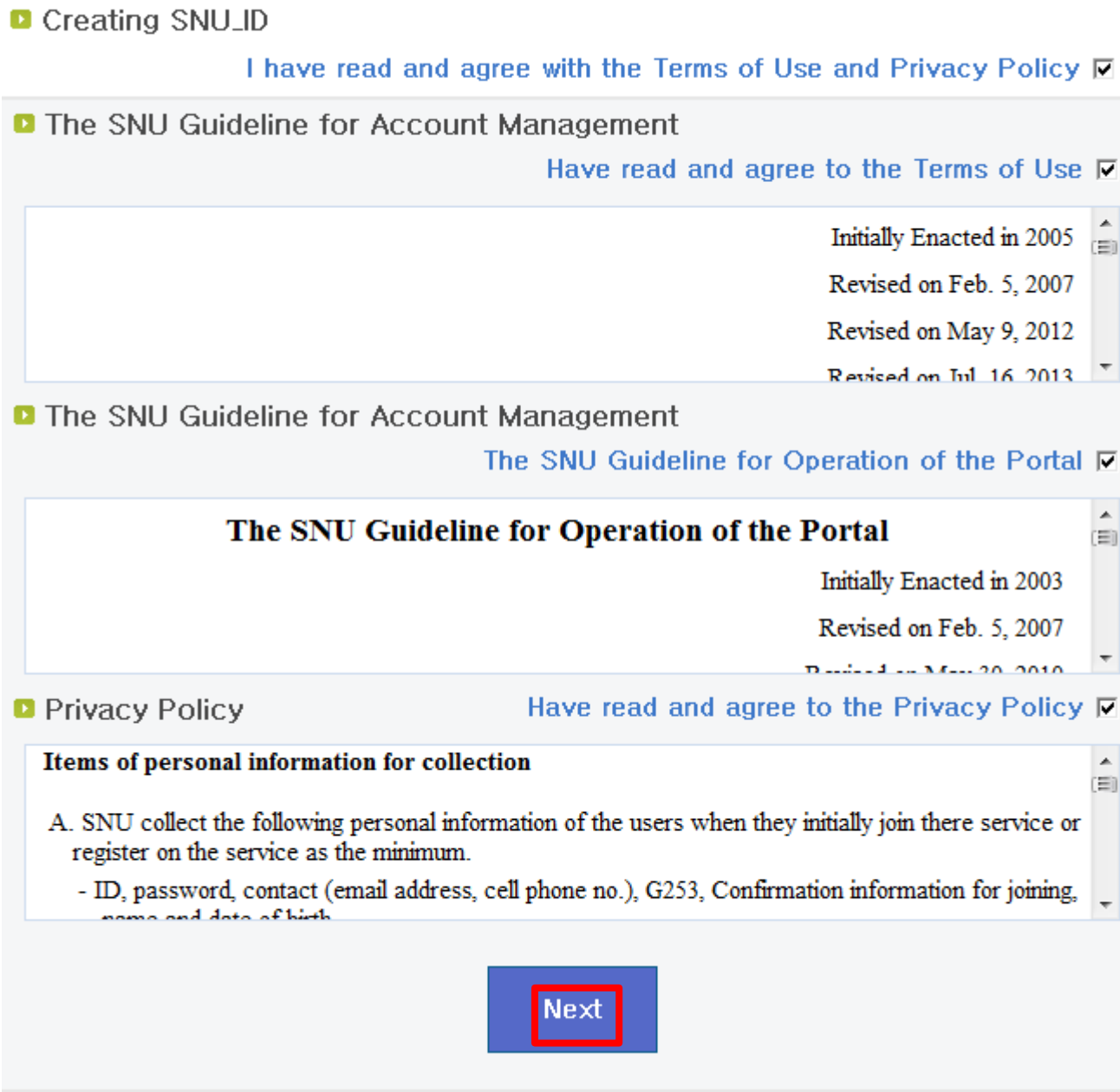


Section 1

Joining mySNU Portal

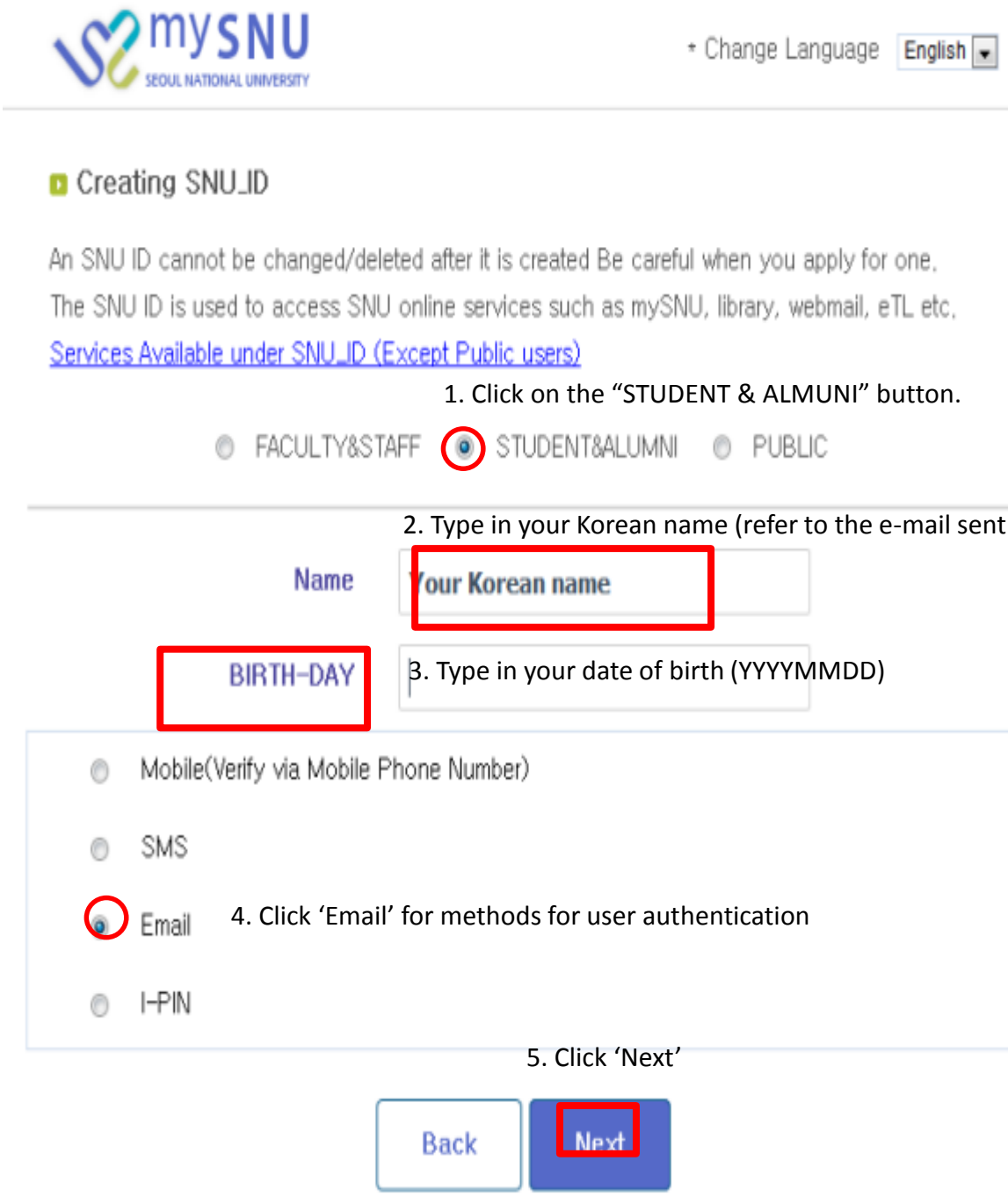
STEP 2

1. Click 'I have read and agree with… ' after reading each item.
2. Click 'Next'.



Joining mySNU Portal

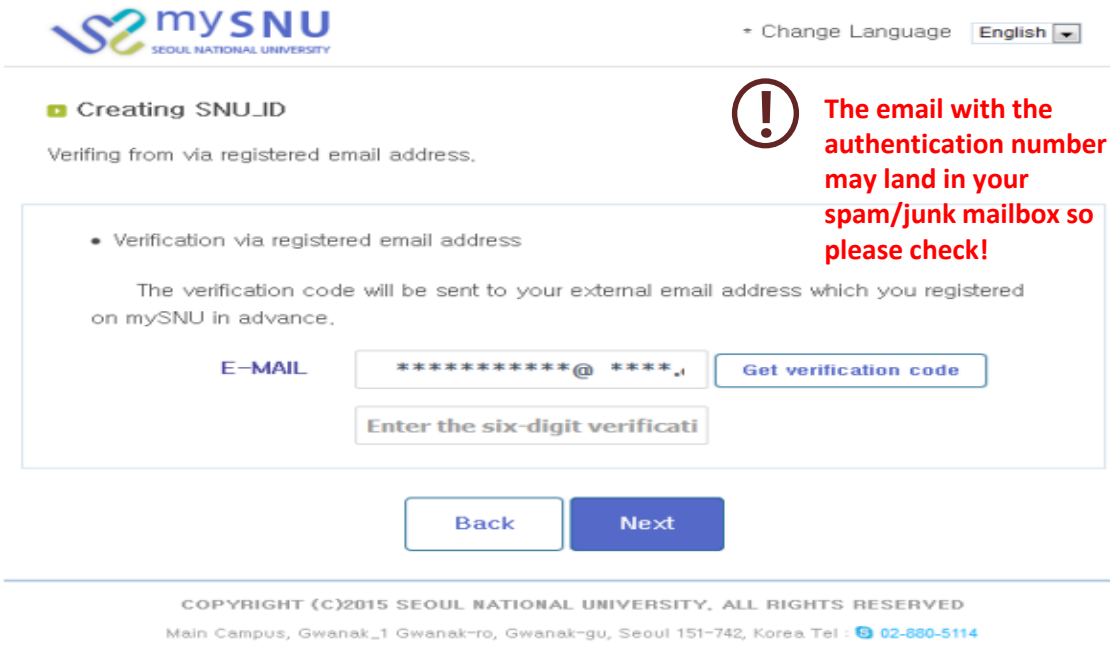
STEP 3



Joining mySNU Portal

STEP 4

1. The email address will already be there. If not, type in your e-mail address
2. Click ‘Get Verification code’
3. Check your e-mail for your Authentication Number.
4. Type in the Authentication Number then click ‘Next’.

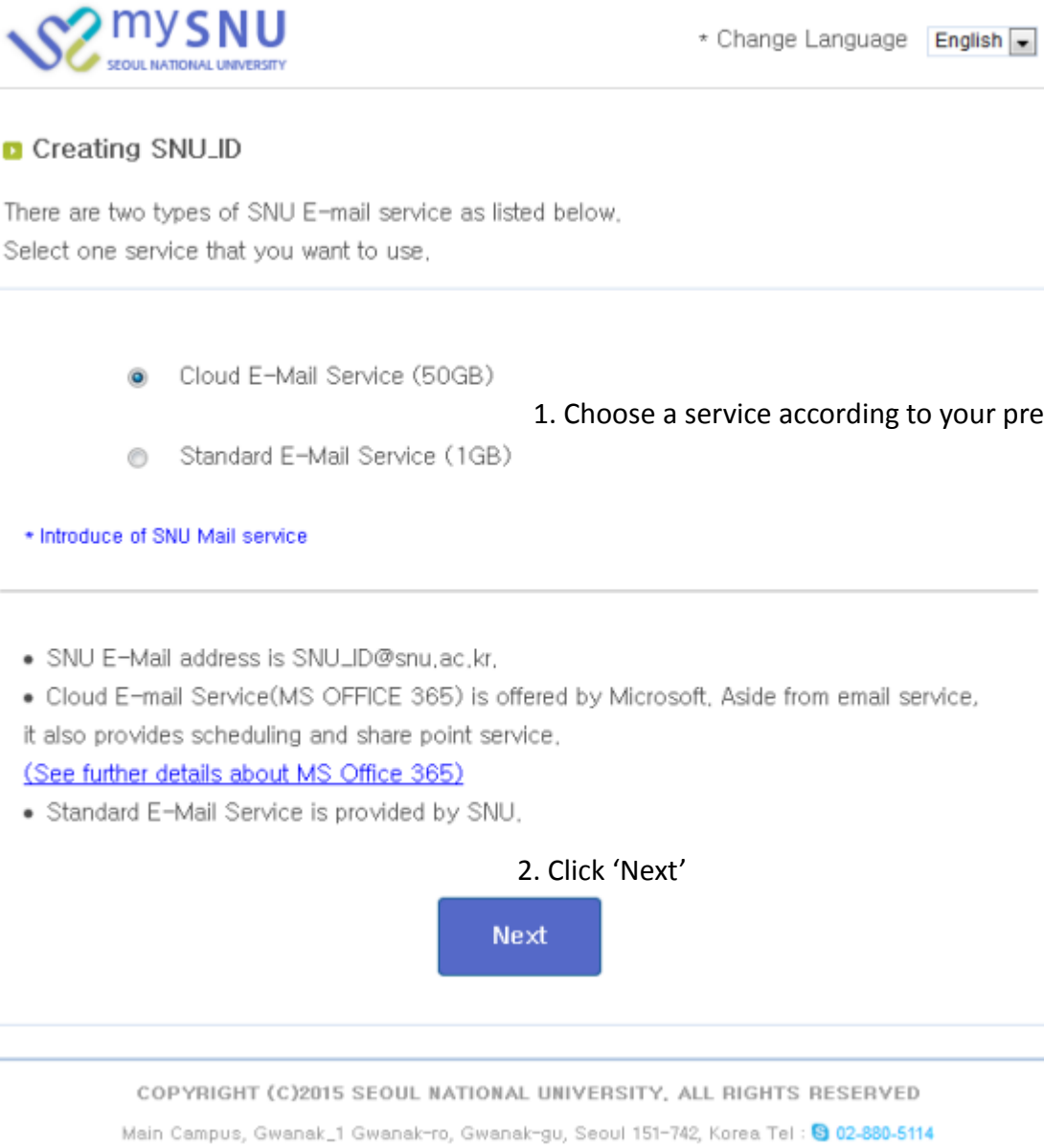


STEP 5

1. Type user ID and password
2. Click ‘Check’ to check if it is usable.
3. Click ‘Next’.

Joining mySNU Portal

STEP 6



1. Choose a service according to your preference

2. Click ‘Next’

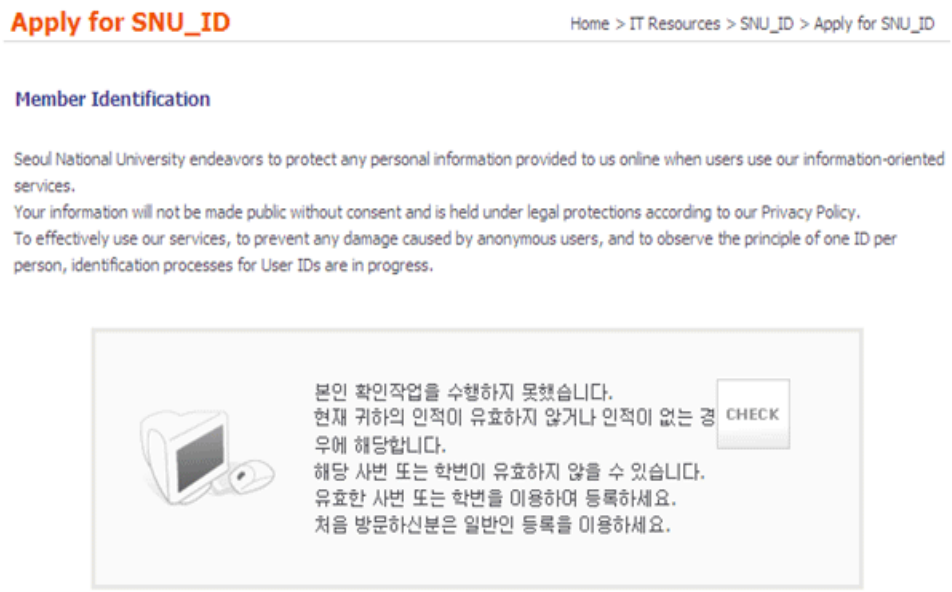
Joining mySNU Portal

STEP 7

Congratulations! You are registered at the mySNU Portal!
It will take about 10-15 minutes to log in to mySNU Portal because of user information processing.

In case of difficulties

1) In case of Error Message shown below:



This is shown when your information is not entered correctly with the information we sent you. Please double-check if you have entered all information as given by SNU ISI and try again.

2) If the problems persists even when you input the information correctly or in case of any other problems, please email applyisi@snu.ac.kr.

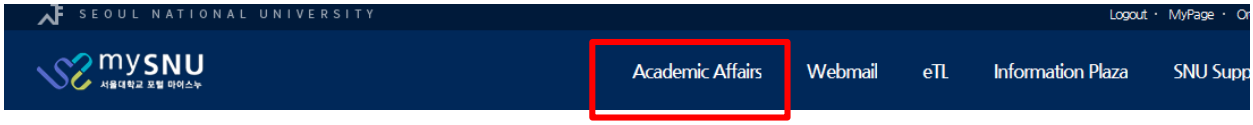
Section 1

Step2:
Course Registration

Course Registration

Complete Course Registration immediately!!

❖ Course registration can be done through the mySNU Portal.
1) Login to mySNU Portal (http://my.snu.ac.kr) using the ID/PW you created.
2) After logging in to mySNU portal, click on 'Academic Affairs' menu- 'Class/Grade' sub menu to go to the registration page.



Section 1

****Important****

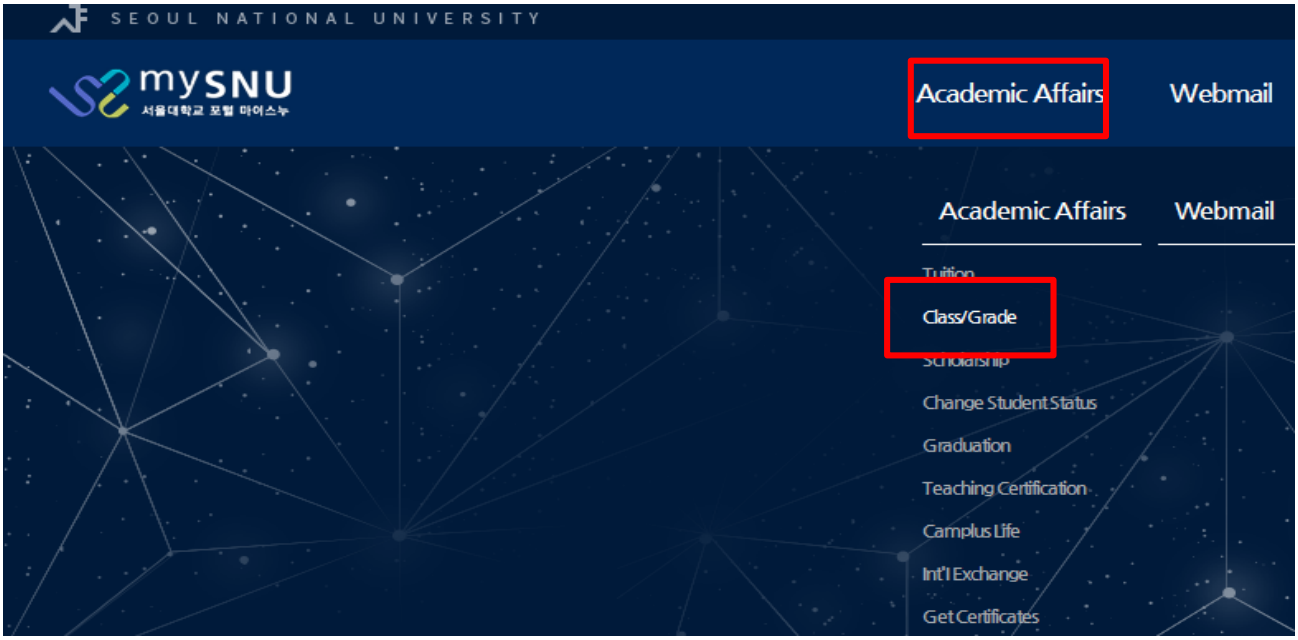
1) When choosing courses:
- Please make sure that course timetables do not overlap.
- Once payment invoice is issued, students are not to change course on mySNU portal without permission from SNU ISI.
- There is a course change period at the beginning of the program (June 30 – July 4) so you need not worry even if you change your mind about which course you want to take.
- Course waiting list: If you wish to add a class that is already full, please email SNU ISI applyisi@snu.ac.kr the following information: Name, Student Number, Course Name.
- 'Entrepreneurship in Asia' course has not been set up in our system. Student who wish to enroll, please email applyisi@snu.ac.kr.

2) Course Materials
- Most course materials will be provided in electronic form or as hand-outs, or be available at the SNU ISI Office to peruse. However, some courses will require you to purchase course textbooks when absolutely necessary (e.g. Korean language).
- Information on course materials will be communicated with you directly by the class TAs via email in June.

Course Registration

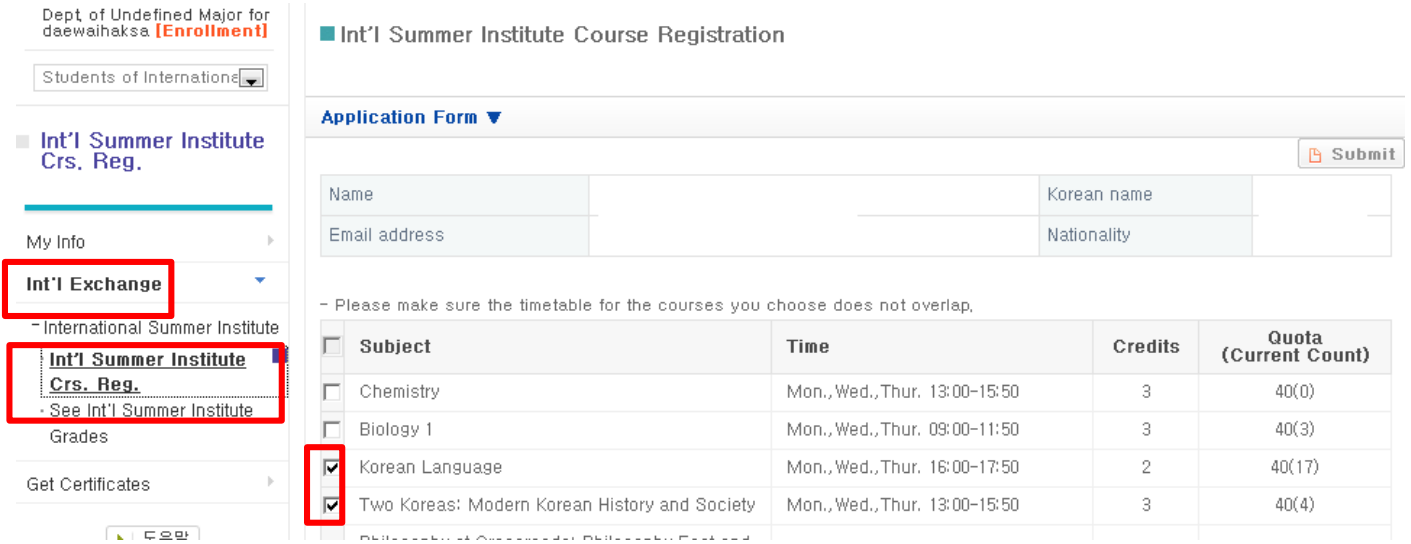
STEP 1

Click ‘Academic Affairs’ – ‘Class/Grade’



STEP 2

1.Click Int’l Exchange- Int’l Summer Institute Crs. Reg.
2. Click the boxes next to the courses you want to take. (Maximum 8 credits)



Thank you!

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