

Student ID Card Application Manual for Newly Admitted Students

Link:

https://scms.korea.ac.kr/symtra_applicationForm/applicationintro.asp

A. Schedule

	Card Type	Applicable Students	Application Period
Graduate Student	Financial Student ID Card	Newly Admitted / Transfer Students (Only Korean)	Feb. 08, 2021(Mon) ~ Feb. 16 (Tue) 4PM
	Non-Financial Student ID Card	Newly Admitted / Transfer Students (Korean and International)	Feb. 15, 2021(Mon) ~ Feb. 16 (Tue)

B. Application Site: https://scms.korea.ac.kr/symtra_applicationform/applicationintro.asp

C. Student ID Application Inquiries

- 1) Problems when applying for a student ID card on the Internet
→ Korea Symtra: 02-598-0277
- 2) Related to Non-Financial Student ID Card
→ ONE-STOP Service Center [02-3290-1141~1144]

D. Pick Up Schedule and Place

	Pick Up Period	Place
Graduate Student	March 10, 2021 (Wed) 10:00 ~	Administration Office of Each Graduate School

E. Others

- 1) If you cannot apply during the designated period, you can visit ONE-STOP Service Center on campus on your own and apply for the Student ID Card with your ID card(or passport) and an actual ID photo from March 15, 2021.

Notes

- All school facilities can be used (library, school building entry, etc.) with your Student ID Card, so please apply for it during the application period.

1. International Students can only apply for Non-Financial Student ID Card.

2. If the issuance is in progress or completed after the application, it cannot be modified/cancelled.

3. Please run the website in Explorer if possible.

In case applying for the Student ID Card in Explorer 10 or higher, see the [Precaution Manual](#).

Please apply for the ID Card after adding the address of the website in [Compatibility View Settings].

(Internet Explorer-[Tools]-[Compatibility View])

※ If it is not set, there may be no response when you click the button or you will not be able to put the address.

※ If you cannot set up as above, add the website address to [Site]. (Internet Explorer-[Tools]-[Trusted Sites])

4. Inquiries

○ ONE-STOP Service Center : 02)3290-1141~4

○ Inquiries about applying on the website : 02)598-0277

①

Consent on the use of personal information collection

1. Items of personal information collected: Regarding the issuance of a student ID card (multi-functional smart card)

- Required: Phone number, name, date of birth, student number, department, major
- Selections: address, workplace, nationality, etc.

2. Purpose of processing personal information: Regarding the issuance of a student card (multi-functional smart card)

3. Processing and retention period of personal information: within the school year (It will be disposed after exclusion or graduation)

※ Right to refuse personal information processing consent and restrictions: You must agree to the above to apply a student ID card (multi-functional smart) card.

☒ Agree to the use of the personal information collection (Agree ☐ Disagree ☐)

Identification

Name

Student No.

Authentication

☐ Phone ☐ E-mail ☐ Birthday

Ex) Birthday(YMMDD)

※ You must enter the information you registered when you applied for admission

※ If there is no response when clicking the button, please check the red part of the Notes.

※ Graduate students who do not have matching information can apply only when "initializing the course".

For the initialization of the course, please contact the Anam Campus: Department of Affiliation, Sejong Campus: Admission Team.

Apply for Card Issuance

②

Photo Upload



Upload Photo

Delete Photo

1. You must upload the photo in 270*315 px size in the form of a jpg file.
2. The file size less than 1M is available.
3. If the picture does not fit the designated size, it may have some problems such as picture deterioration or low resolution.
4. As the student ID card will be issued as it appears after uploading, please check the image again.

Card Application (Financial)

1. 사진등록 후 신청할 수 있습니다

2. 학생증 카드 예약(변경) 등록시 유의사항입니다.

○ STEP 1단계

- 학생증 예약 등록은 내국인 학생만 가능합니다.

○ STEP 2단계(학생증 교통기능 선택)

- 일부 학교는 선불 충전식 교통카드만 신청가능합니다. (예: 고려대학교)

○ STEP 3단계(기존 결제계좌번호 사용시)

- 기존 마이너스통장 결제계좌는 학생증용으로 사용할 수 없습니다.

- 기존계좌 미입력시 또는 장기무거래계좌시 결제계좌는 YOUNG하나 통장으로 신규 등록됩니다.

Card Application (Non-Financial)

1. You can apply after uploading a photo.
2. Please enter your information and click the Apply button.

3

Card Application (Non-Financial)

1. You can apply after uploading a photo.
2. Please enter your information and click the Apply button.

Personal Information		* Required
Name *	<input type="text"/>	
Chinese Name	<input type="text"/>	(Optional)
English Name *	<input type="text"/>	
	(Same as your passport)	
Birthday *	<input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="radio"/> Solar <input type="radio"/> Lunar	
Affiliation *	<input type="text" value="대학원"/>	
Graduate School *	<input type="text" value="국제대학원"/>	
Department *	<input type="text"/>	
Student ID Number *	<input type="text"/>	
Degree Program(Graduate) *	<input type="text" value="석사과정"/>	
E-mail *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Telephone (Home) *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mobile *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Emergency Call *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date of Admission *	<input type="text" value="2021-03-01"/>	

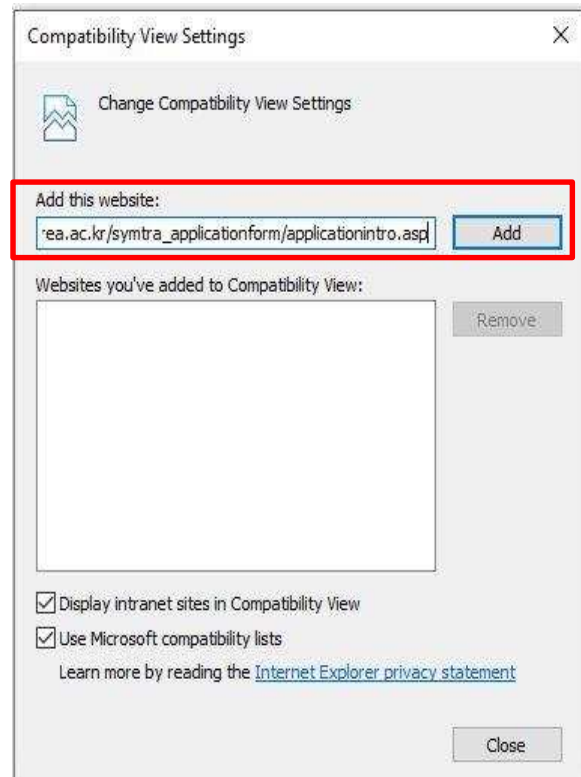


If you have any details to modify, make sure to modify before applying it. The application form cannot be modified after the application.

Apply

Cancel

Precaution Manual



When the buttons are not responding, please try the methods described.

1. ① Internet Explorer - [Tools] - [Compatibility View Setting]
- ② Add the website address

Precaution Manual



When the buttons are not responding, please try the methods described.

2. ① Internet Explorer – [Internet Options] - [Security] – [Trusted sites] – [Sites]
- ② Add the website address

※ Additionally, when the message “Incorrectly entered or no matching information found.” pops up after you pressed the “Application” button, please reapply within the application period or contact the administration office.

