

Guide to Re-registration Procedure

★ **Eligible Students:** Students re-registering for **one semester**
(payment via individual virtual account)

- * This manual does **not** apply to students re-registering for **two semesters**.
- * Students re-registering for two semesters are required to transfer the tuition fee to the **center's main bank account**.

수강생번호 확인 How to Check Your Student ID Number

<https://uosklcp.uway.com/uosklcp/apply/login>

A screenshot of the SNUST login page. At the top, there is a header with the university's logo and name in Korean. Below this is a login form with a dropdown menu labeled 'Select Student Type'. The form has two input fields: one for 'PASSPORT NUMBER' with a person icon and one for 'YYYYMMDD' with a lock icon. There is a checkbox labeled 'SAVE ID' and a 'LOGIN' button. The background features decorative elements like a target, gears, a person, and an envelope.

1. Select Student Type :

- 1) Freshmen (new students for this semester) → choose '신입생 (Freshman)'
- 2) Continuing students (excluding new students for this semester) → choose '재학생 (Students)'

2. **Log in** with the **passport number** and **date of birth (YYYYMMDD)** used at the time of application.

3. Click '**Student ID Number**' button → Check your assigned **Student ID Number**.

학사시스템 로그인 How to Log in to the Academic System

<https://uosklcp.uway.com/uosklcp/login>

A screenshot of the login page for the Seoul National University International Center. The page has a light gray header with the text "서울시립대학교 국제처". Below the header is a gray input field containing "J001". Underneath is a yellow banner with the Seoul National University logo and the text "서울시립대학교". Below the banner are two input fields: "Your Student ID Number" with a person icon and "Your date of birth (YYYYMMDD) used at the time of application" with a lock icon. At the bottom is a blue button with a right arrow and the text "로그인".

서울시립대학교 국제처

J001

 서울시립대학교

Your Student ID Number 

Your date of birth (YYYYMMDD) used at the time of application 

 로그인

* If you encounter any issues, please contact us by email: uosklcp@uos.ac.kr

수강연장신청 Course Extension Application

!! Only students with an attendance rate of 80% or higher are eligible to apply for re-registration.

1. Menu: 수강생관리 > 수강생메뉴 > 수강연장신청(수강생)
Student Management > Student Menu > Course Extension Application (Student)
2. Select the course you are currently enrolled in.
3. Click the [🔍조회]/[Search] button.
4. Click [선택]/[Select] ☐ > [V].
5. Click the [+신청]/[+Apply] button.
6. Click [청구서 출력]/[Print Invoice] and pay the tuition to the virtual account(가상계좌) indicated on the invoice.

* The invoice can be checked and the tuition can be paid only when the application status is "승인"/"Approved."

The screenshot shows the '수강연장신청' (Course Extension Application) page. On the left is a dark sidebar menu with '수강생관리' (Student Management) selected, leading to '수강생메뉴' (Student Menu), and then '수강연장신청(수강생)' (Course Extension Application (Student)).

The main content area has a header '수강연장신청' and a sub-header '수강연장신청 대상자' (Course Extension Application Candidates). Below this is a table with columns for '순번' (No.), '수원번호' (Source No.), '성명' (Name), '신청상태' (Application Status), '신청수강년도' (Application Course Year), '신청수강과목' (Application Course Subject), '불기시유' (Not applicable), and '출력' (Print). The first row shows a student with status '신청' (Application).

Annotations 1 through 6 point to specific elements: 1 points to the sidebar menu, 2 points to the '현재 학기' (Current Semester) dropdown, 3 points to the '조회' (Search) button, 4 points to the '선택' (Select) checkbox, 5 points to the '+신청' (+Apply) button, and 6 points to the '출력' (Print) button.

순번	수원번호	성명	신청상태	신청수강년도	신청수강과목	불기시유	출력
1			신청				청구서 출력

Individual Visa Extension Application

Please submit the tuition payment receipt to uosklcp@uos.ac.kr and include the following information:

- Your full name as shown on your passport
 - Tuition payment receipt
- Your planned date for individual visa extension application