

# **aSSIST MBA & SUNY Stony Brook MS-TM Program Online Application Manual**



## <안내사항>

1. 본 파일은 Stony Brook MS-TM과정의 입학원서작성 메뉴얼 입니다(aSSIST에 제출하는 하드카피와는 별도)
2. 전형료 US\$ 100을 납부한 후 추가로 Signature page에서 성명과 제출날짜를 입력 후, 반드시"Submission Complete!" 라는 문구를 확인해야 접수가 완료된 것이니 이점 유의하시기 바랍니다.
3. Stony Brook 온라인 입학원서 작성 시 준비해야 할 사항
  - 1) 학부성적증명서 스캔본  
-스캔본 업로드는 의무사항 아니나 정확한 졸업일자, 전공 영문명 및 GPA를 참고하기 위해 필요
  - 2) TOEFL Score  
-점수 소지 시 제출, 추후 제출가능. 필수사항이 아님
  - 3) 영문 이력서  
-필수사항 아님. 단, 경력사항이 3가지가 넘을 경우 업로드 필요
  - 4) 에세이 "Professional Statement"  
-A4 1장 이내, aSSIST에 제출한 서류 그대로 제출가능
4. 전형료 \$100을 납부 시, 전형료 납부에 대한 영수증을 PDF 또는 캡처하여 저장(추후 제출)
5. 출신학교 검색 및 스캔본 업로드 과정 등에서 팝업이 차단될 경우, 설정에서 풀기(Chrome사용 추천)

## <Stony Brook MS-TM과정 온라인 원서 작성 안내>

### 1. Stony Brook MS-TM과정 온라인 원서작성 사이트 접속

- [https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantLogin.asp?id=sunysb-gs](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=sunysb-gs)

Welcome to our online application. We are pleased that you are considering study at the University.

Our online application is part of the ApplyYourself Application Network. You have accessed this page to set up a new account and password. Please review the system requirements and complete the form below. If you already have an application account, please return to the login screen to login to your application.

Already have a PIN but cannot remember it? Please use the **automated search >>** to locate it.

Create Account User Login

### Account Profile

\* indicates a required question

First or Given Name \* Gil Dong

Last or Family Name \* Hong

Email Address \* hong.gildong@assist.ac.kr

Confirm Email Address \* hong.gildong@assist.ac.kr

Birth Date \* 01/31/1976 x mm/dd/yyyy

ZIP/Postal Code \* 00000  
enter 00000 if you do not have a ZIP/Postal Code

Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&\*()\_+~=-'[]:;,<>?,./ Spaces are not allowed.

Password \* .....

Confirm Password \* .....

Create Account

-앞으로 사용할 ID 대신에 임의의 PIN번호가 주어지며, 비밀번호는 대문자, 소문자, 숫자, 기호 등을 모두 사용하여 높은 보안설정을 요구되니 반드시 기억하시기 바랍니다.

-ZIP Code는 미국이 아닌 경우 "00000"을 입력하시기 바랍니다.

## 2. PIN번호 발급

Welcome to our online application. We are pleased that you are considering study at the University.

Our online application is part of the ApplyYourself Application Network. You have accessed this page to set up a new account and password. Please review the system requirements and complete the form below. If you already have an application account, please return to the login screen to login to your application.

Create Account User Login

Gil Dong,

Your online personal account has been created and an email containing your account information (excluding your Password) has been sent to [redacted]

PIN: 59E35635A2T

Please record this PIN and the password you entered in a safe place. You will need both of these items to access your account in the future.

login

-위와 같이 PIN번호가 생성되며, PIN번호와 설정한 비밀번호를 통하여 원서작성 중도에 Log In/Out 가능합니다.

## 3. 약관동의 항목

Terms Of Use

By clicking "I agree" you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed.

☒ I agree

Privacy Policy

Upon creating your account, your name and email will be available to our institution. Do you want your other contact and profile information (including your phone number, SSN if applicable, and address) to also be available to our institution before submission?

☒ Yes ☐ No

Continue and Create

-약관동의 항목의 내용을 확인 및 선택 후, 'Continue and Create'를 클릭하여 다음으로 진행하시기 바랍니다.

## 4. 입학원서 작성 시작

MY APPLICATION(S)

Application for Admission

APPLICATION STATUS: NOT STARTED ⓘ

★ START APPLICATION

Please review the information below for details on the status of your application. To access your application, please click on the appropriate link.

-입학원서 작성이 준비되었다면, "START APPLICATION" 버튼을 클릭하여 다음단계로 진행합니다.

**Application for Admission**

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

Check Your Application

Application Instructions

**★ START APPLICATION**

**PRINT FORMS**

**Welcome, Gil Dong! Your application is in progress.**

Thank you for your interest in the University. The application can be completed online and submitted electronically once you have answered all required questions. You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like with your PIN and Password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen.

Once you have completed the application forms to your satisfaction, you should submit your application by clicking the "Submit" button at the top of the page. This will take you through the steps to electronically submit your application to our office. Please note that you can submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system.

**Submit Application**

-다시 한번 “START APPLICATION” 버튼을 클릭하면 입학원서 작성이 시작됩니다.

## 5. 원서작성

**Application for Admission**

**General Information**

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

**Submit Application**

**Save** **Save & Continue**

**General Information**

Applicant Name:

Prefix

Family Name/Last Name/Surname

Given Name/First Name

Middle

Suffix

Other name(s) under which post secondary education records may exist or used for prior SBU applications.

-본인의 영문성명(여권명과 동일하게 기입)을 기입하여 주시기 바랍니다.

Check Your  
Application

Application  
Instructions

 PRINT FORMS

U.S. Social Security Number:

###-##-####

☒ No SSN

Date of Birth:  
(for internal use only)

January / 31 / 1976

Month

Day

Year

Gender: (for Internal Use only)

Male

If you wish to identify yourself as  
a member of an ethnic/racial  
group, please indicate: **(multiple  
selections are allowed)**

- ☐ American Indian or Alaskan  
☒ Asian  
☐ Black or African American  
☐ Hispanic/Latino  
☐ Native Hawaiian or Other Pacific Islander  
☐ White  
☐ Choose Not to Answer

\* If you answered  
Hispanic/Latino, please select  
background:

Select Hispanic Background

\* The provision of this information is solely voluntary and refusal to provide it will not adversely affect your application for graduate admission. The data provided will be utilized for recruitment and statistical reporting purposes. Admission to the State University of New York at Stony Brook is based on the qualifications of the applicant without regard to race, color, sex, age, ethnicity, religion, national origin, sexual orientation, disability, marital status, or status as a disabled or Vietnam-era veteran.

Country of Citizenship:

Korea, Republic of

If you are not a U.S. Citizen, are you a Permanent Resident of the U.S.? A Permanent Resident is defined as:  
A legal permanent resident (LPR) or 'green card' recipient is defined by immigration law as a person who has  
been granted lawful permanent residence in the United States.

☐ Yes ☒ No

If you selected 'No' above, is your status pending?

☐ Yes ☒ No

Alien Registration Number:

A#####

If you are not a Permanent Resident, indicate your visa type:

F-1

(If you will need a student visa, select F-1)

Expires (mm/dd/yyyy)

Are you currently living in the United States?

☐ Yes ☒ No

All applicants must complete the following questions.

Permanent Legal / Home  
Address:

46, Ewhayeodae 2-gil, Seodaemun-gu

-과거 미국 Social Security Number가 있을 경우에만 입력하시면 됩니다.

-Visa type은 F-1 비자로 선택하시기 바랍니다. 다른 종류의 비자가 선택되지 않도록 꼭 주의하시기 바랍니다.



All applicants must complete the following questions.

Permanent Legal / Home  
Address:

46, Ewhayeodae 2-gil, Seodaemun-gu

Street Address (Line 1)

Street Address (Line 2)

Seoul

City (and province for international)

State (U.S. only)

County of legal residence

03767

Zip Code (U.S. or International)

Korea, Republic of

Country

Permanent Telephone Number:

+82-10-0000-0000

(###)###-####

If your phone number is outside of the United States, please include country code.

Is your permanent address the  
same as your current?

☒ Yes ☐ No

If yes, skip to the telephone number.

Mailing Address  
(if different from permanent  
address):

Street Address (Line 1)

Street Address (Line 2)

City (and province for international)

State (U.S. only)

Zip Code (US or International)

Country

Date until which mail will be received at this address: (mm/dd/yyyy)

Current Telephone Number:

+82-10-0000-0000

(###)###-####

If your phone number is outside of the United States, please include country code.

Fax Number:

+82-2-000-0000

(###)###-####

If your phone number is outside of the United States, please include country code.

-본인의 주소지 정보를 영문으로 기입하여 주시기 바랍니다.

(###)###-####

If your phone number is outside of the United States, please include country code.

Email Address:  
(Please do not provide a  
temporary address)

hong.gildong@assist.ac.kr

#### New York State Residency

**If your principal or permanent home has not been in New York State for a 12-month period immediately prior to the date you intend to enroll, you will be considered an out-of-state student for tuition purposes. Please note that if you are financially dependent and your custodial parent lives in a state other than New York State, you will be considered a resident of that state.**

Are you a resident of NY state?

☐ Yes ☒ No

If so, how many years and  
months?

Years

Months

Did you attend an approved New York State High School for at least two years and graduate from an approved New York State High School or have you received a New York State General Equivalency Diploma?

☐ Yes ☒ No

If yes, enter the year of graduation  
or GED:

YYYY

Save

Save & Continue

Reset

Submit Application

-향후 중요공지사항을 수신할 이메일 주소를 입력하시기 바랍니다.

-미국에 거주하신 경험이 있을 경우 해당사항 입력하시기 바랍니다.(합법적 거주자의 경우에 해당)

-페이지의 모든 정보 입력 완료 후 "Save & Continue" 클릭

## 6. 입학과정 정보입력

on

**Admission Information**

Please disable any pop-up blocker software you may have enabled, as you may encounter pop-up windows on this page, with important admission information.

International / Domestic  International

Degree and Program or Department:  MSTM - Korea Sutra

Entrance Date:  Spring 2020

Specialization:

Please enter your area of specialization (If applicable - Music MM/DMA applicants must type in voice or instrument of choice. Music MA/PhD applicants for History and Theory must type in History/Theory and Music MA/PhD Composition applicants must type in Composition):

Attendance Status: ☐ Full time ☐ Part time

Have you previously applied to or attended SBU (ie undergrad, SPD, HSC, etc.)?

☐ Yes ☐ No

If yes, provide SOLAR ID#, If known

If yes, attended under another name?

If yes, what school?

If yes, were you accepted?

☐ Yes ☐ No

Did you graduate?

☐ Yes ☐ No

How did you learn about SUNY Stony Brook?

Friend/Colleague

Do you have any special needs arising from physical disabilities?\*

☐ Yes ☒ No

If yes, what type of special needs?

- 위의 예시와 같이 순차적으로 International / MSTM - Korea Sutra / Spring 2020 등을 입력하시기 바랍니다.
- 소개 경로는 자율적으로 선택하시면 됩니다.



\*Responses to this question are strictly voluntary. In the event you choose to answer this question, the State University of New York will keep your responses confidential and will not use the information provided in a discriminatory manner. The failure to respond to this question will not subject you to any adverse treatment. This information will assist Stony Brook in providing for your special needs.

Have you ever been convicted of a felony?\*

☐ Yes ☒ No

Have you ever surrendered your professional license or have been found guilty of professional misconduct, incompetence or negligence?

☐ Yes ☒ No

Have you ever been dismissed from a college for disciplinary reasons?

☐ Yes ☒ No

\*A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are not required to respond to the felony question. An affirmative response to either question will not automatically prevent admission, but you will be asked to provide more information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or disciplinary action.

What is your Military or Veteran's Status?

Select from below. A Veteran is a person who has served in the U.S. Armed Forces. A dependent is a dependent currently enrolled as a member of the U.S. Armed Forces.

None

Inclusive Dates of  
Service

From (mm/yyyy)

To (mm/yyyy)

Save

Save & Continue

Reset

Submit Application

-위 질문사항들을答한 후 "Save & Continue" 클릭

## 7. 재학기록정보

### Application for Admission

General Information

Admission  
Information

**Educational History**

Employment History

Qualifications

Test Scores

Language  
Proficiency

Financial Aid

Statement of  
Purpose

Additional  
Supplemental  
Materials

Submit Application

Your answers were saved successfully to the database.

Save

Save & Continue

### Educational History

List in chronological order all colleges and universities attended since high school starting with most recent:

In addition, please check off the college or university that you have most recently received a degree from, or will receive a degree from. You may only select ONE college.

College or University #1:

☒ College or university that  
you have most recently received a  
degree from, or will receive a  
degree from.

Undergraduate/Graduate

ETS Code

Name of Institution

Look up

-본인의 학력을 입력하기 위하여 "Look up"을 클릭하여 본인의 출신대학명을 입력하면 됩니다.

**LookUp**

When your results box appears on the screen, click on the appropriate school name - the system will auto-populate the School Name and CEEB Code response fields.

Please note that if you attended a school outside of the United States, you may need to search by the city in which the school was located rather than by the name of the school itself.

If you do not locate your school in the list after searching, please try again by entering either only the city or state of your school and scroll through the results. If you are completely certain your school's name does not appear:

Type "School Not Listed" into the School Name field  
 Click the Search button  
 Click on the entry entitled 999999  
 On the application, enter your school's name and location  
 Please use the fields below to perform your search.

SCHOOL NAME:

CITY:

STATE:

COUNTRY:

**search**

-위와 같은 팝업창에서 출신대학명을 검색하시기 바랍니다. 만약 검색이 되지 않는 경우, 검색어를 한 단어로 하여 검색을 시도하시기 바랍니다(ex-서울과학종합대학원대학교의 경우, '서울'에 해당하는 'Seoul'로 검색)

**LookUp**

your school's name does not appear:

Type "School Not Listed" into the School Name field  
 Click the Search button  
 Click on the entry entitled 999999  
 On the application, enter your school's name and location

Click on the appropriate item to select and return to the form.

1.000044159	Catholic University Seoul	Seoul	KOR
2.000044169	Dankook University Seoul	Seoul	KOR
3.000044183	Hankook University of Foreign Studies Seoul	Seoul	KOR
4.000044185	Hansung University Seoul	Seoul	KOR
5.000044186	Hanyang University Seoul	Seoul	KOR
6.000044188	Hong Ik University Seoul	Seoul	KOR
7.000044194	International University Seoul	Seoul	KOR
8.000044199	King Sejong University Seoul	Seoul	KOR
9.000044203	Kookmin University Seoul	Seoul	KOR
10.000044138	Korea National Open University Seoul	Seoul	KOR
11.000044206	Korea University Seoul	Seoul	KOR
12.000044208	Korean Sahmyook (Union) University Seoul	Seoul	KOR
13.000044214	Kwangwoon University Seoul	Seoul	KOR
14.000044217	Kyunghee University Seoul	Seoul	KOR
15.000049856	Namseoul University		
16.000044233	Sejong University, Seoul	Seoul	KOR

javascript:populateValues(5);

-본인출신대학명을 찾아 클릭하시면 자동으로 ETS Code와 등록 학교명, 지역이 입력됩니다.

**LookUp**

When your results box appears on the screen, click on the appropriate school name - the system will auto-populate the School Name and CEEB Code response fields.

Please note that if you attended a school outside of the United States, you may need to search by the city in which the school was located rather than by the name of the school itself.

If you do not locate your school in the list after searching, please try again by entering either only the city or state of your school and scroll through the results. If you are completely certain your school's name does not appear:

Type "School Not Listed" into the School Name field  
 Click the Search button  
 Click on the entry entitled 999999  
 On the application, enter your school's name and location  
 Please use the fields below to perform your search.

SCHOOL NAME:

CITY:

STATE:

COUNTRY:

**search**

- 만약 출신대학명을 찾을 수 없는 경우, 위와 같이 "school not listed"를 검색하여 수동으로 입력하시면 됩니다.

**LookUp**

If you do not locate your school in the list after searching, please try again by entering either only the city or state of your school and scroll through the results. If you are completely certain your school's name does not appear:

Type "School Not Listed" into the School Name field  
 Click the Search button  
 Click on the entry entitled 999999  
 On the application, enter your school's name and location

Click on the appropriate item to select and return to the form.

**1.999999 | School Not Listed**

Please use the fields below to perform your search.

SCHOOL NAME:

CITY:

STATE:

COUNTRY:

**search**

-수동 입력을 위해서 같이 "school not listed"를 검색해 999999번으로 표시된 검색결과를 클릭하시기 바랍니다.

General Information

Admission Information

**Educational History**

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

Check Your Application

Application Instructions

PRINT FORMS

Your answers were saved successfully to the database.

Save

Save & Continue

## Educational History

List in chronological order all colleges and universities attended since high school starting with most recent:

In addition, please check off the college or university that you have most recently received a degree from, or will receive a degree from. You may only select ONE college.

College or University #1:

☒ College or university that you have most recently received a degree from, or will receive a degree from.

Undergraduate

Undergraduate/Graduate

999999

Look up

ETS Code

School Not Listed - Hankook University

Name of Institution

Seoul

City

State (U.S.)

Korea, Republic of

Country (international)

03/01/1995

02/14/2001

From (mm/dd/yyyy) To (mm/dd/yyyy)

4.3 Point Scale

College/University Grading Scale

3.89

Overall GPA ###.### Major GPA ###.###  
(based on scale selected) (based on scale selected)

Bachelor of Engineering

Degree received / to be received

Mechanical Eng.

Major

02/14/2001

Date awarded / to be awarded (mm/dd/yyyy)

- 출신대학명을 입력하시면 다시 재학기록정보 입력화면으로 돌아옵니다. 주의하실 것은 출신학교명 수동입력 시, "School not Listed"으로 표시된 학교명 필드를 삭제한 후 자신의 정확한 학교 영문명을 입력하시기 바랍니다.
- 졸업증명서를 참고하여 정확한 영문학위명을 입력하시기 바랍니다. 선택란에 본인의 영문학위명이 없을 경우, 가장 유사한 것으로 선택
- 전공(Major)입력란은 글자수가 제한되어 있으니 적절히 입력하시면 됩니다.
- 출신학교가 2곳 이상인 경우(편입/석사이상 학위소지), 하단의 추가입력란에 추가정보를 입력하시기 바랍니다.
- 최종학위에 체크(v)하시기 바랍니다(위 그림의 빨간화살표 참고)
- 완료 후, "Save & Continue" 클릭하여 다음으로 진행하시기 바랍니다.



## 8. 경력사항

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

Your answers were saved successfully to the database.

Save Save & Continue

Employment History

List other activities since high school and university attendance. Include employment, military service, etc. Omit summer work.

Employer 1:

Hankook Company

Name of Company

Manager

Title

01/01/2010

From (mm/dd/yyyy) To (mm/dd/yyyy)

Employer 2:

Chosun Company

Name of Company

Assistant Manager

Title

03/01/2001

12/31/2009

From (mm/dd/yyyy) To (mm/dd/yyyy)

Employer 3:

Name of Company

Title

From (mm/dd/yyyy) To (mm/dd/yyyy)

If you have any additional employment please put them in a Word document and upload here:

Upload Document

e.g. .doc, .pdf, .txt, .xls [More](#)

You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded.

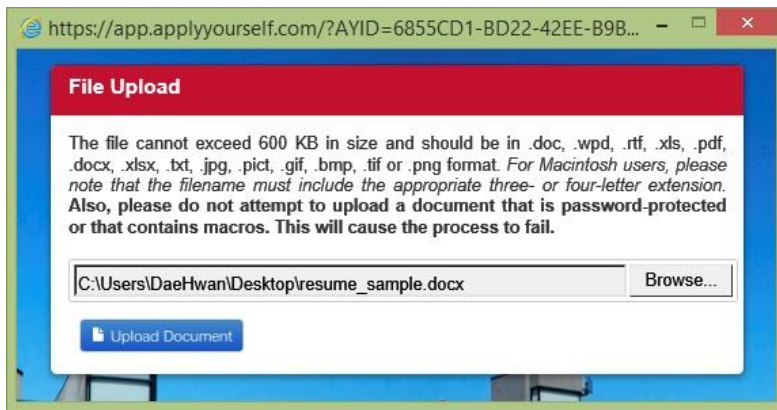
[View](#) [Delete](#)

Save Save & Continue Reset

Submit Application

-경력사항이 한두 가지의 경우(장기근무), 이력서를 업로드 하지 않으셔도 됩니다..

-남성의 경우, 군경력 또한 입력사항입니다.



-이력서를 업로드 할 경우, 위와 같은 팝업창이 나타나게 됩니다.

**\*\*Qualifications** 페이지는 선택사항이며, 입력사항이 없을 경우 바로 “Save & Continue”를 클릭

## 9. 성적입력

-Test Score 페이지는 iBT TOEFL 영어점수가 있는 경우 입력하며, TOEIC은 입력사항 없음.



Regardless of citizenship, if English is not the student's native / first language, one of the below scores is required for admittance to the Graduate School.

TOEFL Exam Format:

- ☐ Paper  
☐ Computer  
☒ Internet

TOEFL:

98

Score

05/13/2

Date taken (mm/yyyy)

25

If you took the Internet based test please report speaking section score

IELTS:

Score

Date Taken (mm/yyyy)

Save

Save & Continue

Reset

Submit Application

-본 페이지에 입력사항이 하나도 없는 경우에도 다음 페이지로 진행할 수 있습니다.

## 10. 언어

### Application for Admission

General Information

Admission  
Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of  
Purpose

Additional  
Supplemental  
Materials

Recommendations

Check Your  
Application

Submit Application

Save

Save & Continue

### Language Proficiency

Please disable any pop-up blocker software you may have enabled, as you may encounter pop-up windows on this page, with important admission information.

What is/are your primary or native language(s)? Definition is: (a native or primary speaker of English has been raised or educated in an English-speaking environment. Native or primary speakers may speak a language other than English at home, but speak English exclusively outside the home in social and/or educational contexts.) If you are Bilingual, please identify both languages. Please note: If you are a primary/native speaker of English, it must be indicated as one of the two languages below.

What is the language you consider to be your primary/native language?

Korean



What is the language you consider to be your second primary/native language?

English



-Language Proficiency 페이지는 필수 입력사항이므로, 해당페이지의 입력사항을 빠짐없이 기입하시기 바랍니다.

-해외 국적자의 경우 **primary/native language?** 본인 국적을 선택하시기 바랍니다.

If you have indicated a second primary/native language above, please complete the questions below. If you indicated English as your second primary/native language, this information **MUST** be completed.

Language 2:

Language #2

8

Years of Formal Training

Middle/high school & University courses

Length and Type of Study

High or Native

Reading Fluency Rating

Moderate

Writing Fluency Rating

Moderate

Speaking Fluency Rating

Were you born in the United States?

☐ Yes ☒ No

If you were not born in the United States, age at which you arrived in the United States:

Never

Levels of Schooling that you have completed in which English was the sole medium of instruction (not including second language courses):

Elementary

☐ Yes ☒ No

Middle School or Jr. High

☐ Yes ☒ No

High School

☐ Yes ☒ No

None of my schooling was solely completed in English

☐ Yes ☒ No

How many years did you spend in total in an English language educational setting?

Save

Save & Continue

Reset

Submit Application

## 11. 학업계획서

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Submit Application

Save Save & Continue

Statement of Purpose

What would you consider your special qualifications to be, over and above those called for on the previous pages of the application? Discuss briefly your experience relative to the area of proposed study outside the classroom. What do you propose to do with your advanced degree, professionally?

Upload Document e.g. .doc, .pdf, .txt, .xls More

Save Save & Continue Reset

Submit Application

-Statement of Purpose(학업계획서)는 aSSIST 원서 작성시 작성하였던 글을 업로드 하시기 바랍니다.

https://app.applyyourself.com/?AYID=6855CD1-BD22-42EE-B9B...

File Upload

The file cannot exceed 600 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif or .png format. For Macintosh users, please note that the filename must include the appropriate three- or four-letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

Browse...

Upload Document

-해당 팝업창을 통하여 학업계획서를 업로드 하시기 바랍니다.

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Submit Application

Your answers were saved successfully to the database.

Save Save & Continue

Statement of Purpose

What would you consider your special qualifications to be, over and above those called for on the previous pages of the application? Discuss briefly your experience relative to the area of proposed study outside the classroom. What do you propose to do with your advanced degree, professionally?

Upload Document e.g. .doc, .pdf, .txt, .xls More

You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded.

View Delete

Save Save & Continue Reset

Submit Application

-학업계획서 업로드가 완료되었으면, 재확인 후 "Save & Continue" 클릭하여 다음단계로 넘어가시기 바랍니다.

## 12. 추천인 정보입력

The screenshot shows the 'Application for Admission' page. On the left is a sidebar with a list of sections: General Information, Admission Information, Educational History, Employment History, Qualifications, Test Scores, Language Proficiency, and Financial Aid. The main content area has a heading 'Application for Admission' and a paragraph explaining that reference letters can be submitted electronically or on paper. Below this, a blue button labeled 'RECOMMENDATION PROVIDER LIST' is highlighted with a red rectangle. Further down, there is an 'Additional Information' section with a bulleted list of instructions regarding recommendations.

**Application for Admission**

General Information  
Admission Information  
Educational History  
Employment History  
Qualifications  
Test Scores  
Language Proficiency  
Financial Aid

The people submitting reference letters on your behalf may send their letters to our admissions office electronically through our application system. For those people who wish to submit their letter of reference on paper, please download and print a copy of our reference form and follow the directions for paper references.

You must input the names and contact information for each provider, whether they will be submitting electronically or on paper. For those providers that wish to submit their letter electronically, be sure to mark "Yes" for the online submission question on the Provider Input Form.

**RECOMMENDATION PROVIDER LIST**

Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with instructions on how to proceed with the online recommendation.

**Additional Information**

- Your Recommendations will automatically be matched to your application upon submission.
- The access code is valid for 180 days from the date you input and save their information.
- To complete the Recommendation online, a Recommendation provider must have a valid email address.
- If you would like to send a reminder, check the box next to his/her name and click on the "resend" button. This will automatically generate a reminder email.

-추천인 정보를 입력하기 위해 'PROVIDER LIST' 클릭하시기 바랍니다.

The screenshot shows the 'Application for Admission' page with the 'Submit Application' button in the top right corner. The sidebar on the left is the same as in the previous screenshot. The main content area provides instructions on how to list recommendation providers, including a link to a PDF form. A blue button labeled '+ ADD A PROVIDER' is highlighted with a red rectangle. At the bottom, there is a note about notification emails.

**Application for Admission**

Submit Application

General Information  
Admission Information  
Educational History  
Employment History  
Qualifications  
Test Scores  
Language Proficiency  
Financial Aid  
Statement of Purpose

Please list the identities of at least 3 people who will be submitting letters of recommendation on your behalf. Recommendations should be provided from employers, supervisors, professors, or others who are able to comment on your professional and educational goals and potential (no friends or relatives please).

If your recommenders do not want to submit their recommendation(s) online, please print out the following recommendation form (pdf) for their use:

<http://www.grad.sunysb.edu/pdf/applyyourself/susb0768.pdf>

Do not submit these forms for recommenders who are submitting electronically.

Recommendation Provider

Resend Notification Email: Use the **Resend** option if you wish to have an email message sent to a recommendation provider to remind him/her to complete the letter of recommendation.

**+ ADD A PROVIDER**

Please note that notification emails will indicate "SUNY at Stony Brook Graduate School" as the sender but will come from support@hobsons.com. If your recommenders use a spam-blocking tool, please ask them to add this email address to their list of known/safe addresses.

-추천인을 추가하기 위하여 'ADD A PROVIDER' 클릭하시기 바랍니다.

Application for Admission

General Information
Admission Information
Educational History
Employment History
Qualifications
Test Scores
Language Proficiency
Financial Aid
Statement of Purpose
Additional Supplemental Materials
Recommendations
Check Your Application
Application Instructions

PRINT FORMS

Add A Recommendation Provider

Add Provider

\* indicates a required question

First Name\*

Cheolsoo

Last Name\*

Kim

Street Address1

Ewhayeodae 2-gil, Seodaemun-gu

Street Address2

City

Seoul

State

-- Select --

Postal Code

03767

Country

Korea (Rep of South Korea)

Phone

+82-2-000-0000

xxx/xxx-xxxx for a U.S. number

Email Address

kim,cheolsoo@assist.ac.kr

Title

General Manager

Employer:

Hankook Company

Relationship to you

Superior

-해당 페이지에서 추천인의 정보를 입력하시기 바랍니다.

-이메일주소 입력의 경우, 한 번 저장하게 되면 수정이 불가함으로 주의하시기 바랍니다. 만약 이메일주소 기입에 오류가 발생하였을 경우, 해당페이지에 추천인 정보를 새로 입력하시면 됩니다.



Do you wish to waive your right to examine this letter of recommendation?\*

☐ Yes ☒ No

 Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.

Will this provider be submitting the letter of recommendation online?\*

☐ Yes ☒ No

 If Yes, you must provide the email address for online providers and please notify the individual that he/she will be receiving an email from the online application system with the necessary access information.

If you would like to include a personal note in the notification email that is delivered, please use the space below:

Add Provider

-Waiver right to examine에 대하여 "Yes" 혹은 "No" 선택여부는 크게 상관 없습니다. 추천서 3부를 원본으로 처리하고자 하는 경우 Provider will be submitting the letter of recommendation online에 "No"를 선택하시면 됩니다. 이러한 경우 추천인에게 이메일이 발송 되지 않습니다. 반면 "Yes"를 선택하실 경우 자동으로 추천인의 메일주소로 이메일이 즉시 발송되며, 발송된 메일의 내용은 아래와 같습니다.

발송인: SUNY at Stony Brook Graduate School <support@hobsons.com>

제목: Gil Dong Hong's Request for a Recommendation

Dear Cheolsoo2 Kim,

You are receiving this message from SUNY at Stony Brook Graduate School because Gil Dong Hong has chosen you to provide a recommendation.

Name of Applicant : Gil Dong Hong  
Email of Applicant : hong.gildong@assist.ac.kr  
Program : MSTM - Korea Sutra  
Term : Summer 2017

Please note that Gil Dong Hong has NOT waived his/her right to review this recommendation.

The applicant below is in the process of applying for admission to Stony Brook University, and has chosen you to provide a recommendation. You may access the online recommendation form at the URL listed below. The personal access code and password, also provided below, are required for entry. If you prefer to submit a paper recommendation, please contact the applicant and ask him/her for a form. Please do not send your recommendation as an attachment in response to this notification message. If you encounter any technical difficulties while using the online recommendation form please click on the "Technical Support" link in the recommendation page.

[Click here to create your password and start your recommendation](#)

Your Personal Access Code is EEYGTNABKJE.



NOTE: The link above automatically expires 60 days after it was generated. If you use this link after 60 days, you will be prompted to create a new link to access the online recommendation.

If you experience any technical difficulties while completing the form, please contact the Hobsons Technical Support team at [support@hobsons.com](mailto:support@hobsons.com) with a description of the issue you have encountered. If you forget your password, please use the "Forgot your access code and/or password?" link found on the login screen.

Please DO NOT respond to this message with your recommendation as an attachment. Your recommendation cannot be accepted through this email address.

Thank you,  
SUNY at Stony Brook Graduate School

This message was sent by Hobsons on behalf of SUNY at Stony Brook Graduate School at the request of Gil Dong Hong ([uncsb\\_jsa@hotmail.com](mailto:uncsb_jsa@hotmail.com)).

추천인이 수신한 메일상의 링크를 클릭할 경우, 아래와 같은 페이지에 자동 연결됩니다.

The screenshot shows a login page with a dark blue header and a light blue sidebar. The sidebar contains links for 'Logging In', 'Need Help?', and 'Your Personal Access Code'. The main content area has a white background with a blue border. It contains instructions for creating a password and a form with fields for 'Name of applicant', 'Your name', 'Personal Access Code', 'Password', and 'Confirm Password'. A 'Submit' button is at the bottom. Below the form, there is a section for 'IMPORTANT INFORMATION ABOUT BROWSERS'.

**Logging In**  
Your Personal Access Code is listed in your notification email. This information is valid for 180 days from the time the email is sent.  
Please log out after each session.

**Need Help?**

In order to begin your online Recommendation for Gil Dong Hong, you first need to create your password. After creating your password, you will be logged in automatically and will find further instructions on how to complete the Recommendation. Password must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&\*()\_+|~=-\`{}[];:~<>?,./ Spaces are not allowed. Please enter your password in the fields below.

Name of applicant: Gil Dong Hong  
Your name: Cheolsoo2 Kim  
Personal Access Code: EEYGTNABKJE  
Password:   
Confirm Password:   
**Submit**

**IMPORTANT INFORMATION ABOUT BROWSERS**  
Please use Firefox, Internet Explorer, Chrome, or Safari browsers for this process. Do NOT use AOL's internal browser. [Download Browsers](#)

© Copyright 1998-2014 ApplyYourself, Inc. All Rights Reserved. | [Security Information](#) | [Terms of Use](#)

-추천인이 먼저 개인 비밀번호를 설정해야 시작이 가능합니다.

The screenshot shows a form titled 'Evaluator Information' with a dark blue header and a light blue sidebar. The sidebar contains links for 'Log Out', 'Overview', 'Need Help?', 'You are here', 'Status', and 'Applicant Information'. The main content area has a white background with a blue border. It contains fields for 'Name' (Name Prefix, First Name, Last Name, Title) and 'Name and Address of Institution' (Name of Institution, Street Address (Line 1), Street Address (Line 2), City, State, Zip Code, Country). At the bottom, there are buttons for '<< Go Back', 'Save', and 'Next >>'.

**Evaluator Information**

**Name**  
Name Prefix:   
First Name: Cheolsoo2  
Last Name: Kim  
Title:

**Name and Address of Institution**  
Name of Institution:   
Street Address (Line 1):   
Street Address (Line 2):   
City:   
State:   
Zip Code #####:   
Country: Afghanistan

**You are here**  
• [Get Started](#)  
• [Evaluator Information](#)  
• [Statement of Evaluation](#)  
• [Evaluator Comparison Checklist](#)  
• [Preview and Submit](#)

**Status**  
Not Submitted

**Applicant Information**  
Name: Gil Dong Hong  
Email: uncsb\_jsa@hotmail.com  
Institution: SUNY at Stony Brook  
Department/Major: MSTM - Korea Sutra  
Term: Summer 2015  
[more info](#)

**<< Go Back** **Save** **Next >>**

-추천인은 해당 페이지에서 개인정보 입력해야 합니다.

Log Out
Overview
Need Help?

### Statement of Evaluation

The Graduate School is grateful for any pertinent information regarding the applicant, but will particularly appreciate your opinion of the candidate's ability to carry on advanced studies in his/her field. A careful discrimination between strong and weak characteristics of the candidate will be more helpful than routine praise.

*If you would prefer to upload a document in response to this question, please click the 'upload' button below. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.*

*Please Note: The system will save only an uploaded document or a typed essay but not both.*

upload document

Characters left in your response 2500

(character length of 2400)

Go Back
Save
Next

**You are here**

- Get Started
- Evaluator Information
- Statement of Evaluation
- Evaluator Comparison Checklist
- Preview and Submit

**Status**

Not Submitted

**Applicant Information**

**Name:**  
Gil Dong Hong

**Email:**  
uncsb\_jsa@hotmail.com

**Institution:**  
SUNY at Stony Brook

**Department/Major:**  
MSTM - Korea Sutra

**Term:**  
Summer 2015

[more info >>](#)

-추천인은 위 공란에 작성 완료된 추천글을 업로드하시기 바랍니다(서명 필요 없음)

Log Out
Overview
Need Help?

### Evaluator Comparison Checklist

Please rate the applicant in comparison with others of his/her age and position whom you have known within the past five years.

If possible, indicate the number of students with whom you are comparing the applicant.

Rate applicant's academic performance.

--- Please Select One ---

Rate applicant's intellectual ability.

--- Please Select One ---

Rate applicant's ability to express him/herself.

--- Please Select One ---

Rate applicant's motivation for proposed field of study.

--- Please Select One ---

Would you admit the applicant in your department?

--- Please Select One ---

Rate applicant's potential as a teaching assistant.

--- Please Select One ---

Go Back
Save
Next

**You are here**

- Get Started
- Evaluator Information
- Statement of Evaluation
- Evaluator Comparison Checklist
- Preview and Submit

**Status**

Not Submitted

**Applicant Information**

**Name:**  
Gil Dong Hong

**Email:**  
uncsb\_jsa@hotmail.com

**Institution:**  
SUNY at Stony Brook

**Department/Major:**  
MSTM - Korea Sutra

**Term:**  
Summer 2015

[more info >>](#)

-추천인은 위의 기타 평가사항을 입력 및 선택하여야 합니다.

### 13. 입학원서 정보입력 마무리

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

Check Your Application

## Check Application Status: Complete

Congratulations, Gil Dong! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

If you would like to begin the Application submission process, please click on the "proceed to submission" button below. Otherwise, you may use the navigation links to access another section of the online Application.

Proceed to Submission

-모든 정보입력이 완료되었으면 재확인 후 "Proceed to Submission"을 클릭하시기 바랍니다.

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

## Application Status: Ready for Submission

Congratulations, Gil Dong! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. Download Reader)

PREVIEW APPLICATION IN PDF FORMAT

### Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

☒ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

Continue

-입력사항 재확인작업을 완료하였다면 "Continue" 버튼을 클릭하시기 바랍니다.

Application for Admission

General Information

Admission Information

Educational History

Employment History

Qualifications

Test Scores

Language Proficiency

Financial Aid

Statement of Purpose

Additional Supplemental Materials

Recommendations

Check Your Application

Application Instructions

PRINT FORMS

## Step 2: Application Fee Payment

Text: Your application will not be processed until your application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.

You may pay your application fee online here with your credit card. Visa, Mastercard and American Express cards are accepted and processed using a secure online payment system. To use your credit card, select the Credit Card payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit card information. If the payment is successful, you will be returned to your application to continue the submission process.

### Review Application Fee

**\$100**

### Select Payment Method

☒ Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

Pay and Continue

-위와 같이 입학전형료 \$100을 납부하시기 바랍니다.

Credit Card Information

Card Number:

1234123412341234 \*

Cards Accepted:

Diner's Club - Visa - Discover - American Express - MasterCard

Card Type:

MasterCard \*

Exp Date:

11 / 2015 \*

\* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

>> Continue Reset

-결제할 신용카드정보 입력



Order Information	
Invoice:	05973028-043359
Total Amount:	\$100.00
Credit Card Information	
Card Number:	*****2624
Cards Accepted:	Diner's Club - Visa - Discover - American Express - MasterCard
Exp Date:	05 / 2018
CSC:	000 *
Billing Information	
Name:	Gildong Hong *
Address:	48, Ewhayeodae 2-gil, Se *
City:	Seoul *
State:	*
Zip Code:	120-808 *
Country:	Republic of Korea *
Phone:	+82-2-000-0000
Email:	hong.gildong@assist.ac.l *
<p>* Required field</p> <p>Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.</p> <p><input type="button" value="I Authorize this transaction"/> <input type="button" value="Reset"/></p>	

-Billing Address 등의 정보 입력 후 결제완료

※ 결제완료 후 성명을 type하고 (first/last name 순서 상관 없음) 원서 제출일자를 입력하는 마지막 절차가 있으며, "Submission Complete!" 라는 메시지를 확인해야 비로소 완료된 것이오니 이 점 참고하시기 바랍니다.