

How to get transcripts online

1. Go to Sookmyung School Website:

<http://www.sookmyung.ac.kr/sookmyungkr/index.do>

- Please make sure to use the Korean website, not English.

2. Scroll to the bottom and click '주요서비스'

The screenshot shows the homepage of Sookmyung University. At the top, there is a navigation bar with various icons and links. Below this, a main banner area displays statistics: '숙명Info (2018 정부공시 기준)', '설립 (년도) 1906', '재학생 수 (명) 12,367', '전임교원 수 (명) 470', and '캠퍼스 보유면적 (㎡) 68,305'. A 'HISTORY OF SOOKMYUNG' section follows, with a timeline of key events from 1981 to 2019. At the bottom, a footer contains contact information and social media icons. A red box highlights the '주요서비스' (Main Services) button, which is the second to the last tab in the footer.

3. Choose the second to the last tab '증명서 발급'

The screenshot shows a dropdown menu for '주요서비스' (Main Services). The menu items are: '숙명포털', 'G(구글)메일', '중앙도서관', 'SnoWe(커뮤니티)', 'SnowBoard(학습관리)', 'Snowway(경력개발)', '편생지도교수제', '증명서발급', and '전화번호검색'. The '증명서발급' (Transcript Issuance) option is highlighted with a red box. A blue arrow points to the right, indicating the next step.

4. It will lead you to the following page. Please do not change language yet.
Choose between 'Certificate in Korean' and 'Certificate in English.'

The screenshot shows the 'Student Affairs' page of Sookmyung Women's University. The main navigation includes '센터소개', '학생지원', '장학', '사회봉사', '장애학생지원', and '자료마당'. The page title is '숙명여자와 함께하는 학생지원센터'. The main content area is titled '제증명' (Certificates) and features two options: 'Certificate in Korean' (국문 증명서) and 'Certificate in English' (영문 증명서). The Korean option includes a '발급 바로가기' button. The English option includes buttons for '봉인 필요 Seal' and '봉인 필요없음 No Seal'. A '진위확인' button is also present. A sidebar on the left lists '학생지원' categories like '학생활동', '문화', '복지/서비스', and '제증명'. A 'CONTACT US' section provides office hours and location.

5. Now, you can change the language to English, if needed. Access accordingly.

The screenshot shows the 'Internet Certificate Issue Center' website. The language menu in the top right corner is highlighted with a red box, showing 'ENG'. The main navigation includes 'HOME', 'MemberRegistration', and 'Login'. The page features several service tiles: 'CERTIFICATE ISSUANCE', 'DIGITAL CERTIFICATE', 'ISSUANCE LIST', and 'VERIFICATION'. A footer section includes 'Medcerti', 'User Guide', and 'Customer Service Center 1644 - 2378'. A bottom navigation bar contains icons for 'Test printing', 'Remote access service', 'Manually install the latest version', 'Install the digital certificate viewer', and 'FAQ'.