INSTRUCTION FOR SUCCESSFUL EXTERNSHIP PROGRAM

Thank you for your interest in the Seoul National University and Dental Hospital (SNUDH) Externship Program. SNUDH welcomes students from foreign dental schools and offers a formal clinical observation.

1. Required Documents
Required documents must be submitted by email at least two months before your expected starting date. Please fill out the attached Application and Letter of Recommendation form. We do not accept any other forms for application.

Please complete and prepare the following four required documents:
- Application form
- Letter of Recommendation from your home institution/university
- A copy of your passport
- A certificate of enrollment (or graduation)

2. Application Process
- Departments and schedules will be arranged according to your preference.
- An approval letter/email will be sent once your application is approved.
- We will not accept any changes in your starting date/end date once the final approval letter/email has been sent out.

3. General Rules
A. You must wear the name tag Seoul National University Dental Hospital (SNUDH) provides during the program.
B. You must be on time for classes/programs and are not allowed to leave or be absent without authorization.
C. You need to be presentable during the training/program (appropriate attire and neat appearance).
   - hair, beard, nails and etc.
   - Must wear a white coat inside the examination/treatment room
     ※ white coat must be buttoned
   - Must wear black cotton/dress pants or skirt (the skirt may not be short)
     ※ Not allowed to wear casual clothes such as jeans and shorts
   - Must wear dress shoes
     ※ No sneakers or slippers
D. You must not cause patients any inconveniences. When having a conversation with patients, make sure to be kind and friendly.
   E. All information regarding SNUDH and SNUDH patients are confidential and may not be disclosed.
F. You must comply with the rules and regulations of SNUDH and must not harm the reputation of SNUDH.
- Always keep in mind that patients will think of you as a staff member of SNUDH when wearing a white coat inside the hospital.
- If the above mentioned terms are not followed, your Externship will be cancelled.

4. General Information
- No fees for externship.
- A certificate showing that you have undertaken an externship at SNUDH will be provided upon request.
- No financial assistance will be provided.
- No accommodation will be arranged.

5. Enquires
Submission and further questions must be sent to:
Office of International Affairs
intdent@snu.ac.kr