**Application for Issuing Certification of Coursework Completion (Undergraduate)**

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| Dept./Division |  | Student ID No. |  |
| Name |  | Date of Birth |  |
| Majors  (if applicable) | Minor Major: | Contact Info | ☎ (Phone) - - |
| Double Major: |
| Advanced Major: | Cell Phone - - |
| Individually designed major: |
| Expected Graduation Date | (MM) (YY) | Number of Copies | Copies |
| Credits and GPA | ◦ Total Credits : ( )  ◦ GPA : ( )/4.3 | English Proficiency Test  (the highest result you have) | ◦ PBT TOEFL(ITP):  ◦ CBT TOEFL :  ◦ iBT TOEFL :  ◦ TOEIC :  ◦ TEPS : |

I, completing the course work for the bachelor’s degree above, apply for the issuing of the certification of coursework completion.

**※** Attachment : an original copy of transcript

Date: (MM/DD/YY)

Applicant: (Signature)

Advisor: (Signature)

Department Head/ Division Chief: (Signature)

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| **For the Department Official** |

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| Make sure to check if the applicant  (1) Obtained at least below credits in total.  - who were admitted in 2015 or before: at least 130 credits  \* Student on Advanced Majors and Individually Designed Majors should have earned at least 136 credits despite year of their admission.  - who were admitted in 2016 and onward: at least 136 credits  (2) Obtained a cumulative grade point average of 2.0 or higher out of a possible 4.3 in all coursework.  (3) Completed all required general․basic․major courses  (4) Completed 9AU(Physical Education 4AU, Humanity/Leadership 2AU, Ethics and Safety 1AU,  Happy College Life 1AU, Exciting College Life 1AU)  (5) Completed all major related course work  (6) Minor Major: Completed at least 18 credits major courses  (7) Double Major: Completed at least 40 credits in major courses  (8) Advanced major: Completed at least 12 credits from major courses designed by the affiliated department  (9) Individually designed major: Completed at least 12 credits from major courses of two or more departments other than the affiliated department | | | | | | |
| Department Official | Name |  | Signature |  | Date  (MM DD YY) |  |