**Application for Credit Transfer**

(타대학(원) 취득학점 인정원)

**1. Applicant Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dept. (Major) |  | Student Name |  | Student ID No. |  | Advisor |  |
| Date of Admission  (MM/DD/YY) |  |

**2. Information for Application**

● Name of University Transferring Credit From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

● Enrollment Period:

Date: (MM/DD/YY) - (MM/DD/YY)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses to be Transferred | | | | |  | Courses to be Recognized by KAIST | |
| Course Title | Course Professor | Semester | Credit | Grade | Course No. | Course Title |
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| Total | | |  |  |  |  |

※ When it comes to credit transfer of outgoing exchange students, credit transfer regarding elective courses will be evaluated based on the Article 2 of Credit Transfer Guideline (학점교환에 관한 지침 제2조). If the credit conversion table of foreign universities is provided by KAIST, that table will be prioritized.

※ If the credit transfer criteria are specified on the MOU (regarding dual degree, joint degree, etc.), KAIST will

prioritize those criteria.

Please attach : 1) Credit Transfer Evaluation’ Form

2) Official copy of transcript

3) Copy of syllabus from outside university for each transfer course

Date(MM/DD/YY):

Applicant: Signature:

Advisor: Signature:

Department Head: Signature:

**Approval Form for Equivalent Courses**

학점인정 교과목 대응표

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. (Major) |  | Degree | BS/MS/PhD | Student ID No. |  |
| Student Name |  | Student Classification | ( ) Government Scholarship  ( ) KAIST Scholarship  ( ) General Scholarship | Mobile Phone No. |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course to be Transferred | | | Equivalent KAIST Course | | | | Course Professor | | Signature by  Department  Head |
| Course Title | Credit | Grade | Course No. | Course Title | Credit | Grade | Name | Signature |
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| Total |  |  |  |  |  |  |  |  |  |

※ For corresponding courses, confirmation should be received from the course professor as well as the Department Head of the Department that offers the course.

※ If the hours required for completion of courses from other universities are less than the KAIST standard for hours of completion (1 credit = 16 hours of lecture or 32 hours of experiment/practice etc. per semester), credit transfer will be granted only if the course professor leaves his/her opinion below (e.g. Although the hours required for completion are less than the KAIST standard hours(per 1hour/1credit), I approve the credit transfer.).

【**Opinion of the Course Professor/Department Head】**