

2024

**Intra-Campus Department Transfer
Policy**
(Seoul Campus)

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1. Departments Eligible for Department Transfer and Respective Quotas

College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students		College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students	
			From (Outgoing)	To (Incoming)				From (Outgoing)	To (Incoming)
Business	Humanities	Business Administration	32	32	Engineering	Science	Mechanical Engineering	14	14
Liberal Arts	Humanities	Korean Language and Literature*	6	6			Industrial and Management Engineering	6	6
		Philosophy*	4	4			Electrical Engineering	17	17
		Korean History	3	3			Semi-conductor Engineering	-	-
		History	5	5			Communications Engineering	-	-
		Sociology*	8	8			Integrative Energy Engineering	3	3
		Classical Chinese*	3	3	Medicine	Science	Medicine	11	-
		English Language and Literature*	10	10	Education	Humanities	Education	5	5
		German Language and Literature*	4	4			Korean Language Education	5	5
		French Language and Literature*	4	4			English Language Education	7	7
		Chinese Language and Literature*	6	6			Geography Education	4	1
		Russian Language and Literature*	4	4			History Education	3	2
		Japanese Language and Literature*	5	5		Science	Home Economics Education	4	4
		Spanish Language and Literature	5	5			Mathematics Education	4	2
		Linguistics	3	3		Phys. Ed.	Physical Education	4	2
Life Sciences & Biotechnology	Science	Life Sciences*	10	10	Nursing	Science	Nursing*	6	contact office
		Biotechnology	11	11	Informatics	Science	Computer Science and Engineering	18	18
		Food Bioscience and Technology	5	5			Data Science	5	5

		Environmental Science and Ecological Engineering	7	7	Art & Design	Art & Design	Art and Design	5	5
	Humanities	Food and Resource Economics	6	6	International Studies	Humanities	International Studies	9	9
		Political Science and International Relations*	8	8			Global Korean Studies	1	1
	Humanities	Economics*	13	13	Media & Communication	Humanities	Media and Communication	8	8
		Statistics*	13	13			Biomedical Engineering	7	7
		Public Administration*	8	8			Biosystem and Biomedical Science	7	7
					Health Science		Health and Environmental Science	12	12
	Science	Mathematics*	5	5			Health Policy and Management	8	8
		Physics*	5	5		Humanities	Interdisciplinary Studies	-	-
		Chemistry*	5	5	Interdisciplinary Studies	Humanities	Interdisciplinary Studies	-	-
		Earth and Environmental Sciences*	4	4			Smart Security	6	6
					Smart Security	Science	Cyber Defense	-	-
	Engineering	Chemical and Biological Engineering	8	8			Psychology*	6	6
	Science	Materials Science and Engineering	13	13	Psychology	Humanities	Psychology*	6	6
		Civil, Environmental and Architectural Engineering	10	10	Smart Mobility	Science	Smart Mobility	-	-
		Architecture	4	4	Seoul Campus		Total	422	397

Applicants who intend to transfer to the College of Education or the College of Nursing are advised to check the department transfer student quotas before submitting an application, as they are subject to change.

- 1) The Department of Architecture is a 5-year program.
- 2) Applicants may transfer from the College of Medicine but may not transfer to the College of Medicine.
- 3) Applicants may transfer from the College of Education, which then only accepts transfers both from within the College of Education and to replenish the student quota. Applicants not already enrolled in the College of Education may not transfer to a department in the College of Education.
 - The student quota for each Department in the College of Education is separately determined for each year's student cohort, so applicants are advised to contact the Administration Office of the College of Education to check their eligibility for department transfer.
- 4) Student athletes of the Department of Physical Education may not transfer to another Department.
- 5) Applicants may transfer from the College of Nursing, which then accepts transfers thereto only to replenish the

student quota.

- 6) The newly established Department of Global Korean Studies is eligible for department transfer from the year of 2023.
- 7) The Departments marked with an asterisk (*) run Teacher's Certificate Programs. In the case of students already enrolled in a Teacher's Certificate Program transferring to another Department, they will automatically be withdrawn from the Program (for both their first and double major) and they will not be able to apply for a Teacher's Certificate Program in the Department they transfer to.

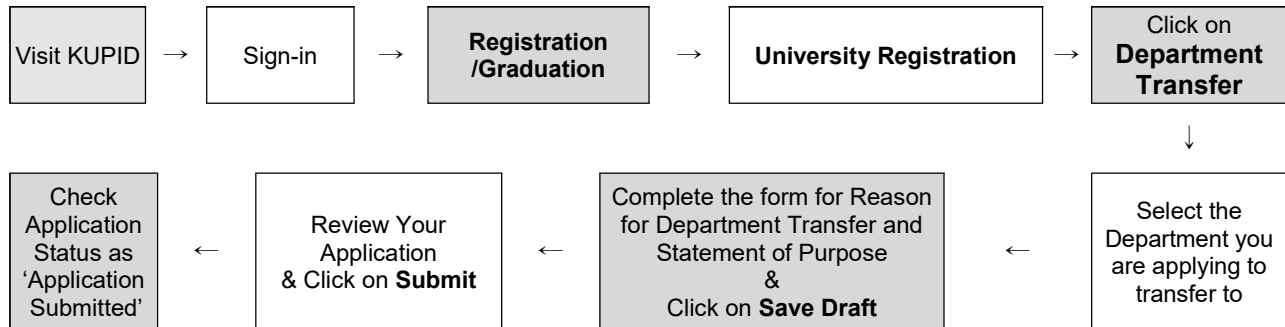
2. Timeline

Key Milestones		Date/Period	Remarks
Application Submission		10:00, November 1 (Wed) - 17:00, November 3 (Fri), 2023	<ul style="list-style-type: none">■ Online submission only■ KUPID > Registration/Graduation > University Registration > Department Transfer
Outgoing Confirmed		17:00, November 15 (Wed), 2023	<ul style="list-style-type: none">■ Check on KUPID■ KUPID > Registration/Graduation > University Registration > Department Transfer
Interview/ Examination for Incoming	College of Liberal Arts	November 21 (Tue) - 23 (Thu), 2023	<ul style="list-style-type: none">■ Interview/Examination to be conducted by each College/School/Division/Department■ Time/Location: to be announced (KUPID>Bulletin>Undergraduate Schedule) on November 16 (Thu), 2023
	*Except for the Department of English Language and Literature, the Department of Linguistics, the Department of Sociology		
	College of Life Sciences and Biotechnology		
	College of Engineering		
	College of Education		
	College of Nursing		
	College of Health Science		
	*Except for the Department of Biomedical Engineering		
School of Art and Design			
Final Department Transfer Confirmed		17:00, December 14 (Thu), 2023	<ul style="list-style-type: none">■ Check on KUPID■ KUPID > Registration/Graduation > University Registration > Department Transfer

3. Applying for Intra-Campus Department Transfer

A. When to Apply: 10:00, November 1 (Wed) - 17:00, November 3 (Fri), 2023

B. How to Apply:



- 1) Sign in to KUPID and Navigate to Registration/Graduation > University Registration > Department Transfer
- 2) Select the Department you are applying to transfer to from the list of Transferable Departments
- 3) Complete the form for Reason for Department Transfer and Statement of Purpose (maximum 3,000 byte each)
- 4) Click on Save Draft at the bottom of the form
- 5) Review your application and click on Submit
 - You must click on Save Draft and Submit to complete the application
- 6) Check the application status is displayed as Application Submitted at the top of the Department Transfer page.



- 7) You do not need to submit your academic transcript as it will be provided by the Administration Office of your department/college

C. Important Notes

- 1) It is the applicant's responsibility to check the eligibility for department transfer before submitting an application
- 2) Once the department transfer application is submitted, the applicant may not cancel or change the department being transferred to. The application should be thoroughly reviewed before final submission.
- 3) Submissions received after the deadline (17:00, November 3 (Fri), 2023) will not be accepted.
- 4) Ensure that the application is submitted one to two hours prior to the deadline as unexpected technical issues may occur. Technical errors will *not* be accepted as a legitimate reason for late submission.

D. Application Fee: None

4. Notes for Applicants

- A. The details of the evaluation of your application for department transfer will not be shared with you.
- B. If you are not eligible for department transfer, the transfer will automatically be denied.
- C. You may transfer only once and thus may not transfer back to your original department.
- D. If students already enrolled in a Teacher's Certificate Program transfer to another Department, they will be automatically withdrawn from the Program (for both their first and double major) and they will not be able to apply for a Teacher's Certificate Program in the Department they have transferred to.
- E. After department transferring, you must satisfy your new Department's curriculum and requirements for graduation.
- F. You are not eligible for department transfer if you:
 - are enrolled in a Contracted Department
 - are a university transfer student, a re-admission student, a dual degree student
 - are a student of the School of Interdisciplinary Studies who started at the School of Interdisciplinary Studies and have chosen your major
 - are a student who started in a Division and have chosen your major therein (you may not transfer to another Department within the same Division)
 - have already campus transferred from another Campus
 - are a student athlete of the Department of Physical Education
- G. Notes for applicants transferring to the Department of Architecture
 - The Department of Architecture, being a 5-year program, strictly requires its students to take the courses *Design Studio I* through *VIII* in order, so you might need at least 4 to 5 years from the time of transfer to graduate. (Applicants for transfer are advised to take the first year major-required courses *Introduction to Architecture*, *Basic Design Studio I* and *Basic Design Studio II* in advance.)
- H. Notes for applicants transferring to the College of Education
 - Transfers to a Department in the College of Education are accepted only for students already enrolled in the College of Education and only for Departments whose student enrollment has not reached their quota. The student quota for each Department in the College of Education is separately determined for each year's student cohort, so applicants are advised to contact the Administration Office of College of Education to check their eligibility for department transfer.
- I. Notes for applicants transferring to the Department of Nursing
 - The College of Nursing, basing its curriculum on Nursing Education Accreditation, strictly requires its students to complete all theoretical and practical courses to be prepared for the National Examination for Nursing Licensure, so those transferring might need at least three years to graduate.
- J. Check the regulations of each College/Division/Department on transfers
 - KUPID > Knowledge > 규정지식 > 학칙/규정 > Search for "Transfer "

5. Notes for Students Accepted for Transfer

- A. If accepted for department transfer, your Department will officially change on March 1, 2024.
- B. Once accepted for department transfer, you may not transfer back to your original Department.
- C. Credit(s) for the major courses of the Department you are transferring to will be acknowledged even if earned prior to the transfer.
- D. Once department transferred, you must meet the requirements of your new Department for graduation.
- E. For applicants who do not have a second major or had their new Department as their double major, their original Department will be their double major upon transfer.
Exceptionally, however, in accordance with Article 105 of the Academic Regulations:
 - Students transferring from the College of Medicine and the College of Nursing to another college cannot have Medicine or Nursing as their double major upon transfer, as it is not possible to have a double major in these disciplines.
 - Students transferring from the College of Education to another college will not come to have their first major as their double major upon transfer, as only students of the College of Education may have a double major in a Department thereunder.
- F. In the case of students enrolled in a Teachers' Certificate Program transferring to another Department, they will be automatically withdrawn from the Program (for both their first and double major) and will not be able to apply for a Teacher's Certificate Program in their new Department.

- G. Your student ID number will remain unchanged.
- H. You may take a leave of absence for the Spring 2024 semester.
- I. The maximum length of studentship and semester leaves of absence will not be extended upon transfer, and the number of semesters already taken will be calculated to include those before and after your transfer.

6. Eligibility for Department Transfer

You are only eligible for department transfer (even if currently taking the semester off) if enrolled on the Seoul Campus and satisfy both requirements A and B outlined below:

A. Common Requirements

- 1) You must be in your sophomore or junior year;
- 2) You have taken 3 to 6 semesters (excluding summer/winter sessions);
 - ※ You may not apply for department transfer if in your 7th semester at the time of application
 - ※ You are considered to have taken a semester once enrolled even if you have earned no credit for that semester;
- 3) You have completed major courses of at least 9 credits in the department you are currently affiliated with; and
- 4) Your GPA is 2.00 or higher
 - ※ The GPA to be taken into account is not the GPA for Transcript but GPA Overall, which includes grade points for the courses you have retaken, failed, or taken during summer/winter sessions.

B. Additional Requirements of the Department You Transfer To:

Contact the College/Division/Department's Administration Office

- ※ You are not eligible for department transfer if you:
 - are enrolled in a Contracted Department
 - are a university transfer student, a re-admission student, a dual degree student
 - are a student of the School of Interdisciplinary Studies who started at the School of Interdisciplinary Studies and have chosen your major
 - are a student who started in a Division and have chosen your major therein (you may not transfer to another Department within the same Division)
 - have already campus transferred from another Campus
 - are a student athlete of the Department of Physical Education

7. Interview/Examination

Incoming Procedure (for students applying for transfer *to* the following)

Evaluation Format	Department
Interview	<ul style="list-style-type: none"> ■ College of Liberal Arts: All Departments (Except for the Department of English Language and Literature, the Department of Linguistics, the Department of Sociology) ■ College of Life Sciences and Biotechnology: All Divisions/Departments <ul style="list-style-type: none"> - No interview is to be conducted when the number of applicants is below the maximum Incoming quota. ■ College of Engineering: All Divisions/Departments ■ College of Education: All Departments ■ College of Nursing: Department of Nursing ■ College of Health Science: School of Biosystem and Biomedical Science, School of Health and Environmental Science, Division of Health Policy and Management ■ School of Art and Design <ul style="list-style-type: none"> - Students must bring their portfolio to the interview (no fixed format or size)
Examination	<ul style="list-style-type: none"> ■ College of Engineering: Department of Civil, Environmental and Architectural Engineering

※ Time and location of the interviews and examinations for Incoming applicants will be announced on the Undergraduate Schedule (KUPID > Notice > Undergraduate Notice) on November 16 (when Outgoing students are confirmed)

C. Important Notes for Interviews/Examinations

- 1) No-show will result in automatic failure of the interview/examination
- 2) Applicants must bring an identification document (resident registration card, passport or driver's license) to the interview/examination
- 3) Interviews and examination schedules may change depending on the circumstances

■ College/Department Contacts

College/Department	Contacts	College/Department	Contacts
■ Business School	02-3290-2702	■ College of Engineering	02-3290-4127
■ College of Liberal Arts	02-3290-5105 (lib_ams@korea.ac.kr)	Department of Chemical and Biological Engineering	02-3290-4600
Department of Korean Language and Literature		Department of Civil, Environmental and Architectural Engineering	02-3290-3311
Department of Philosophy		Department of Architecture	02-3290-4599
Department of Korean History		Department of Mechanical Engineering	02-3290-3350
Department of History		School of Electrical Engineering	02-3290-3213
Department of Sociology		Department of Materials Science and Engineering	02-3290-3821
Department of Classical Chinese		School of Industrial and Management Engineering	02-3290-3380
Department of English Language and Literature		Integrative Energy Engineering	02-3290-4591
Department of German Language and Literature		■ College of Medicine	02-2286-1520
Department of French Language and Literature		■ College of Education	02-3290-1332
Department of Chinese Language and Literature		Department of Education	
Department of Russian Language and Literature		Department of Physical Education	
Department of Japanese Language and Literature		Department of Home Economics Education	
Department of Spanish Language and Literature		Department of Mathematics Education	
Department of Linguistics		Department of Korean Language Education	
■ College of Life Sciences and Biotechnology	02-3290-4061, 4960	Department of English Language Education	
Division of Life Sciences	02-3290-3050	Department of Geography Education	
Division of Biotechnology	02-3290-4961, 3060	Department of History Education	
Division of Food Bioscience and Technology	02-3290-4962	■ College of Nursing	02-3290-4901
		■ College of Informatics	02-3290-4132

Division of Environmental Science and Ecological Engineering	02-3290-4963		Department of Computer Science and Engineering	
			Data Science	
Department of Food and Resource Economics	02-3290-3030		■ School of Art and Design	02-3290-2680
■ College of Political Science and Economics	02-3290-5180		■ Division of International Studies	02-3290-1396
			International Studies	
			Global Korean Studies	
Department of Political Science and International Relations			■ School of Media and Communication	02-3290-1403
Department of Economics			■ College of Health Science	02-3290-5670
Department of Statistics	School of Biomedical Engineering			
Department of Public Administration	School of Biosystem and Biomedical Science			
■ College of Science	School of Health and Environmental Science			
Department of Mathematics	Division of Health Policy and Management			
Department of Physics	■ Division of Smart Security		02-3290-4250	
Department of Chemistry	02-3290-4071		■ School of Psychology	02-3290-2060
Department of Earth and Environmental Sciences				