

Application for Credit Recognition from previous Graduate School and Others, Spring 2025

This is to inform you of the application procedure for credit recognition for credits earned from a previous Graduate School for Spring Semester, 2025. New students for Spring 2025 and enrolled students who request related credit recognition have to submit the required documents to the Department office within the designated period stated below.

1. Application for credit recognition for credits earned from a previous Graduate School

- a. New Students and Transfer students in same Degree as the previous school
 - 1) Master's course : Up to 1/2 credits acquired in the previous Graduate School
 - 2) Doctorate course : Up to 1/2 credits of required credits for graduation acquired in the previous Graduate School are recognized for new students and transfer students.
- b. Required Documents
 - Application form for Credit Recognition for Previous Graduate School(Attachment), Transcript
- c. Evaluation Procedure
 - Credit Recognition confirmed by Academic Committee composed of 3 assessors (Profs.) of Department
 - Final decision from a Dean of Graduate School (credit assessed by the Department with the supervision of the Dean of Department)
- d. Period of submission : **March 25th(Tue), 2025**
- e. Place for submission : Each Department Office

2. Application for Credit Recognition for special courses of lecture in Master's Degree program

- a. Eligible for Application
 - Those who have already completed a subject of Master's course when students were in underGraduate School(in Ajou University) and want to get recognized as credits of Graduate School
- b. Required Documents
 - Application form for recognition of credit completion of special courses for Master's Degree(Attachment), Transcript
- c. Period of Submission : **March 25th(Tue), 2025**
- d. Place for submission : Each Department Office

3. Searching for the Result of Credit Recognition

- a. You can find the result of Credit Recognition through Portal website. Please check the results of Credit Recognition for completion of courses.
- b. How to search for the result
 - Login to the Portal → '학사서비스' Academic Affairs Information → '성적' Grade → '인정성적조회' Searching for the Credit Recognition

*** Attachment**

- 1. Application form for Credit Recognition for Previous Graduate School
- 2. Application form for Recognition of Credit completion of special courses for Master's Degree