

Yonsei University

# Graduation Application Manual for Student

STEP 1. visit the Yonsei portal system(<http://portal.yonsei.ac.kr>) → Login → Academic Information System → Academic Management System

The screenshot shows the Yonsei University portal system homepage. At the top, there are tabs for 'Sinchon' and 'Wonju', a language selector set to 'Korean', a 'Login' button (highlighted in red), and a 'Total' dropdown menu. Below the header is the Yonsei University logo and the text '연세포탈서비스 PORTAL SERVICE@YONSEI'. The main content area is divided into several sections: 'The Main Portal Service' with icons for Course Catalogue and Syllabus, Undergraduate Course Enrollment, Graduate Course Enrollment, Final Grades for Current Semester, and Tuition and Payment; 'IT Service' with icons for Online Transcripts & Certificates, Web Mail, Space Reservation System, Rental Service Available, Int'l Campus Shuttle Bus, and Electronic Roster; and 'Links' with icons for Yonsei Homepage, Medical Center, Alumni Association, Integrated Information System, and Yonsei WikiReform. On the right side, there is a large banner for the 'Academic Information System' (highlighted in red) and 'Administration Information System'. The 'Academic Information System' menu is expanded, showing sub-menus like 'Academic Management System' (highlighted in red), 'Non-Degree Special Programs', 'Electronic Roster', 'Open Smart Education', 'Institute of Language Research and Education', 'Leadership Center', 'YSCEC', 'Issue Student ID', 'Career Support', 'Central Library', and 'Counseling Center'.

STEP 2. Student Record → Graduation/Advancement → Graduation Application

The screenshot shows the 'Student Record' menu. The 'Student Record' menu is highlighted in red. The 'Graduation/Advancement' sub-menu is highlighted in red. The 'Graduation Application' option is highlighted in red. The menu items are: Information, Leave/Return, Course Credit Approval, Certification, Graduation/Advancement, Preliminary Review of Graduation, Equivalent Subjects List, Graduation Application, Browse Application for Graduation, and Notification of Graduation.

STEP 3. Select the Application Status & Click **Apply** box.

Status #1 **"Application for Graduation"**

I will graduate in February 2020.

Status #2 **"Application for Completion of Course"**

I will be in the state of Completion of Course after Commencement Day in February 2020.

(Course Enrollment & leave of absence will not be available from 1st semester, 2020)

Status #3 **"Pending Graduation"**

I will not graduate and continue to study.

Graduation/Advancement > Graduation Application

Notice

+

Open

★

[ February 2020 Graduation Application ]

Application Status

<Please select>

Apply

<Notices for February 2020 Graduation Application>

1. Application Period: August 7(Wed) ~ 29(Thur), 2019

2. The service is available at the Yonsei Portal System

Visit the Yonsei portal system (<http://portal.yonsei.ac.kr>) → Student Record → Graduation/Advancement → Graduation Application

3. Application Change Period

a. First period: October 28(Mon) ~ November 1(Fri), 2019

b. Final period: January 2(Thur) ~ January 4(Sat), 2020

※ No changes can be made under any circumstances after final period.

4. Application Criteria

a. Application for 'Graduation': Select "I will graduate in February 2020"

b. Application for 'Completion of Course': Select "I will be in the state of Completion of Course after Commencement Day in February 2020"

I will graduate in February 2020.

I will be in the state of 'Completion of Course' after Commencement Day in February 2020.

※ Course enrollment and leave of absence will not be available from 1st semester, 2020

I will not graduate and continue to study.

※ To fulfill the graduation requirements of first major, dual degree/interdisciplinary major, minor, etc. or other reasons

# Status #1 "Application for Graduation "

Graduation/Advancement > Graduation Application

Notice Open

Student ID		Name		Dept/Major	
Year		Email		Mobile Phone	

Please confirm the majors, earned credits and graduation requirements.  
※ If you've fulfilled the graduation requirements of the minor or 3rd major, please search for the major in the corresponding space and select the major code.

Earned Credits	127	Enrolled Credits			
1st Major	DEPARTMENT OF 1	2nd Major	PHILOSOPHY	3rd Major	
Minor 1		Minor 2		Interdisciplinary Major	

<Notices for Application for 'Graduation'>

- Graduation Result will be notified on the Yonsei Portal System(Academic Information System>Academic Management System>Graduation Result) around middle of February 2020.
- You must register at least one course during the 'graduation application semester'.
- Certificate of expected graduation is only issued to graduation applicants after the semester begins.  
(You must pay tuition and be able to complete all the required graduation credits including the currently attending semester(summer/winter sessions)).

I have confirmed all the details above, and I will graduate on February 2020.  
※ Please type in "graduate" manually.

NoYes

If you've fulfilled the graduation requirements of minor or 3<sup>rd</sup> major, please search for the major in the corresponding space and select the major code.

Please type in 『Graduate』 manually before submitting the application.

## Status #2 "Application for Completion of Course"

Graduation/Advancement > Graduation Application

Notice Open

Student ID		Name		Dept/Major	
Year		Email		Mobile Phone	

Please confirm the majors, earned credits and graduation requirements.  
※ If you've fulfilled the graduation requirements of the minor or 3rd major, please search for the major in the corresponding space and select the major code.

Earned Credits	127	Enrolled Credits			
1st Major	DEPARTMENT OF 1	2nd Major	PHILOSOPHY	3rd Major	
Minor 1		Minor 2		Interdisciplinary Major	

<Notices for Application for 'Completion of Course'>

- As a current student, You must register at least one course during the last semester you applied for 'Completion of Course' to be examined for graduation. After you have been confirmed as "COMPLETED", you do not have to register any more courses.
- Only those who apply for 'Completion of Course' and pass the graduation examination, their academic status will be changed to the state of "COMPLETION" as of Commencement Day in February 2020(Not eligible to graduate in February 2020).
- Once you have passed the graduation examination and your academic status has changed to the state of Completion, your status cannot be changed back to the status as a current student.
- Course enrollment and leave of absence will not be available from 1st semester, 2020.
- Certificate of enrollment will be issued to students in the state of 'Completion of Course', and certificate of expected graduation will be issued after they change their status to 'graduation application'.
- When you apply for graduation in the state of 'Completion of Course' (~end of January/~end of July), you will graduate on the following February/August.
- You can remain in the state of 'Completion of Course' only within the maximum period of enrollment(you will be graduated automatically in the last semester).
- Students in the state of 'Completion of Course' are not eligible for Academic Honors(Highest Honors/High Honors).

I have confirmed all the details above, and I will be in the state of completion of course after Commencement Day in February 2020.  
※ Please type in "completion" manually.

NoYes

If you've fulfilled the graduation requirements of minor or 3<sup>rd</sup> major, please search for the major in the corresponding space and select the major code.

Please type in 『Completion』 manually before submitting the application.

# Status #3 “Pending Graduation”

Graduation/Advancement > Graduation Application

Notice

Open

Student ID	Name	Dept/Major
Year	Email	Mobile Phone

<Notices for Application for 'Pending Graduation'>

- You must register at least one course.

- Students who have exceeded the regular number of semesters must pay tuition determined according to their enrolled credits during the additional registration period.

📞 Contact: Financial Accounting Team 02-2123-4500

- If students can not fulfill the graduation requirements within the maximum period of enrollment, they will be expelled.

I have confirmed all the details above, and I will not graduate and continue to study.

※ Please type in "study" manually.

No

Yes

Please type in 『Study』 manually before submitting the application.