Yonsei University

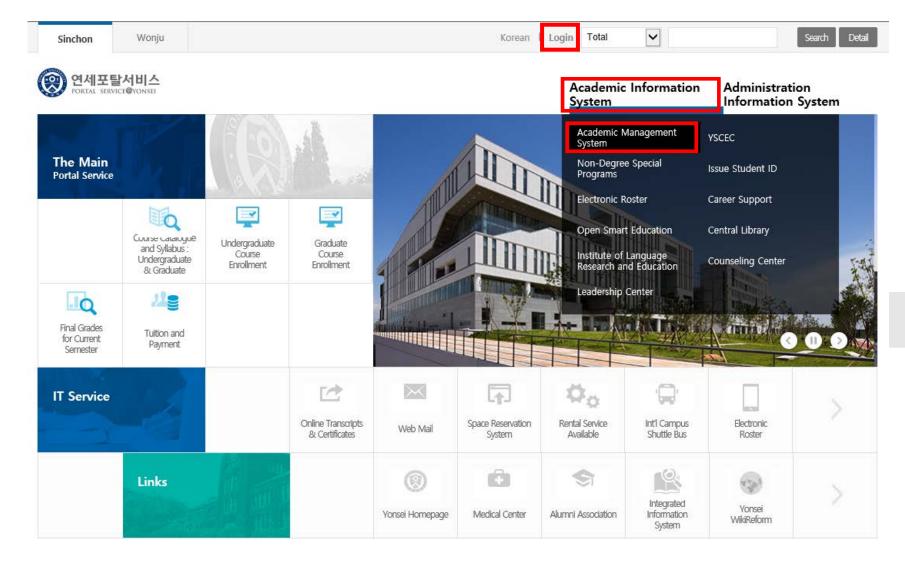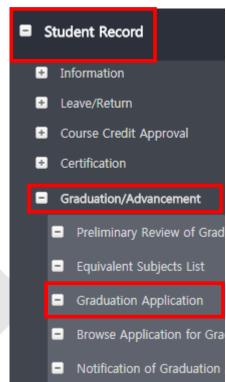# Graduation Application
Manual for Student

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

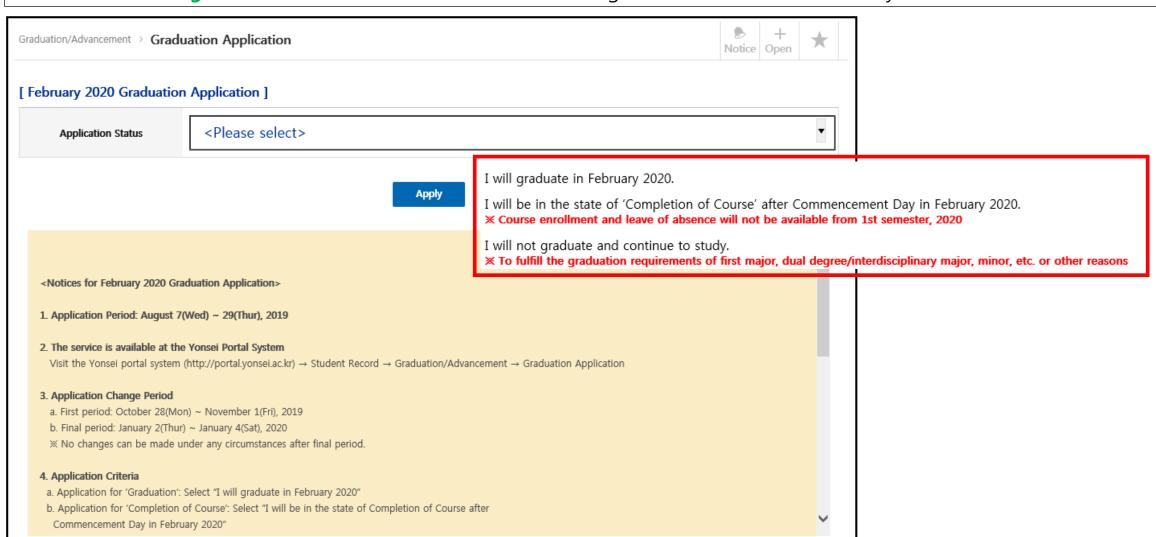**STEP 2. Student Record → Graduation/Advancement → Graduation Application**

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**

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[February 2020 Graduation Application]

Application Status	\<Please select\> ▼

Apply

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

\<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"

Graduation/Advancement > **Graduation Application**

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| 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		4th 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.

No   Yes

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

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

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		4th 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.

No   Yes

If you've fulfilled the graduation requirements of minor or 3rd 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**

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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.