

2025

Intra-Campus Department Transfer Policy (Seoul Campus)

This document is a partial translation of the original Korean material to aid in understanding Intra-Campus Department Transfer process. For more detailed information, please refer to the Korean version. In the event of any discrepancies between the Korean and English versions, the original Korean text shall take precedence over the English version.

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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	Industrial and Management Engineering	6	6	
Liberal Arts	Humanities	Korean Language and Literature*	6	6			Electrical Engineering	23	23	
		Philosophy*	4	4			Semi-conductor Engineering	-	-	
		Korean History	3	3			Integrative Energy Engineering	3	3	
		History	5	5			Communications Engineering	-	-	
		Sociology*	8	8	Medicine	Science	Medicine	11	-	
		Sinographic Literatures*	3	3	Education	Humanities	Education	5	5	
		English Language and Literature*	10	10			Korean Language Education	5	5	
		German Language and Literature*	4	4			English Language Education	7	7	
		French Language and Literature*	4	4			Geography Education	4	4	
		Chinese Language and Literature*	6	6			History Education	3	3	
		Russian Language and Literature*	4	4		Science	Home Economics Education	4	4	
		Japanese Language and Literature*	5	5			Mathematics Education	4	4	
		Spanish Language and Literature	5	5		Phys. Ed.	Physical Education	4	4	
		Linguistics	3	3		Nursing	Science	Nursing*	6	contact office
Life Sciences & Biotechnology	Science	Life Sciences*	10	10		Informatics	Science	Computer Science and Engineering	19	19
		Biotechnology	11	11				Data Science	6	6
		Food Bioscience and Technology	5	5		Art & Design	Art & Design	Art and Design	5	5

		Environmental Science and Ecological Engineering	7	7	International Studies	Humanities	International Studies	9		9	
	Humanities	Food and Resource Economics	6	6			Global Korean Studies	정원 내	정원 외	정원 내	정원 외
Political Science & Economics	Humanities	Political Science and International Relations*	8	8	Media & Communication	Humanities	Global Open Major	-		-	
		Economics*	13	13			Media and Communication	8		8	
		Statistics*	15	15	Health Science	Science	Biomedical Engineering	8		8	
		Public Administration*	8	8			Biosystem and Biomedical Science	7		7	
Science	Science	Mathematics*	5	5	Humanities	Humanities	Health and Environmental Science	12		12	
		Physics*	5	5			Health Policy and Management	8		8	
		Chemistry*	5	5	Smart Security	Science	Interdisciplinary Studies	-		-	
		Earth and Environmental Sciences*	4	4			Smart Security	6		6	
Engineering	Science	Chemical and Biological Engineering	9	9	Psychology	Humanities	Cyber Defense	-		-	
		Materials Science and Engineering	14	14			Psychology*	5		5	
		Civil, Environmental and Architectural Engineering	10	10	Smart Mobility	Science	Smart Mobility	-		-	
		Architecture	4	4							
		Mechanical Engineering	14	14							
Seoul Campus						Total	436	419			

- Table of Eligibility for Transfer to the College of Education (For students admitted before 2021, please directly inquire with the College of Education Administration Office regarding transfer eligibility)

Department(Major)(transfer to)	2024학번	2023학번	2022학번	2021학번
Education	Not allowed	Allowed	Allowed	Allowed
Korean Language Education	Not allowed	Allowed	Allowed	Not allowed
English Language Education	Not allowed	Allowed	Allowed	Allowed
Geography Education	Not allowed	Allowed	Allowed	Allowed
History Education	Allowed	Allowed	Allowed	Not allowed
Home Economics Education	Not allowed	Allowed	Allowed	Allowed
Mathematics Education	Not allowed	Allowed	Allowed	Allowed
Physical Education	Not allowed	Not allowed	Allowed	Allowed

- Applicants who intend to transfer to the College of Nursing are advised to check the department transfer student quotas before submitting an application.

- 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 accepts transfers 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(Refer to the table at the bottom of page 2), so students entering before 2021 should contact the Administration Office of 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. so applicants who intend to transfer to the College of Nursing are advised to check the department transfer student quotas before submitting an application.
- 6) 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). However they can reapply for a Teacher's Certificate Program again after meeting the eligibility requirements after the transfer.
- 7) Students from the School of Interdisciplinary Studies and the Division of Global Open Major can apply for a transfer to another major only after they have entered their first major (after it is officially recorded in their academic status). Students who are required to complete the Public Governance and Leadership Interdisciplinary Major cannot withdraw from this interdisciplinary major even if they transfer to another department.

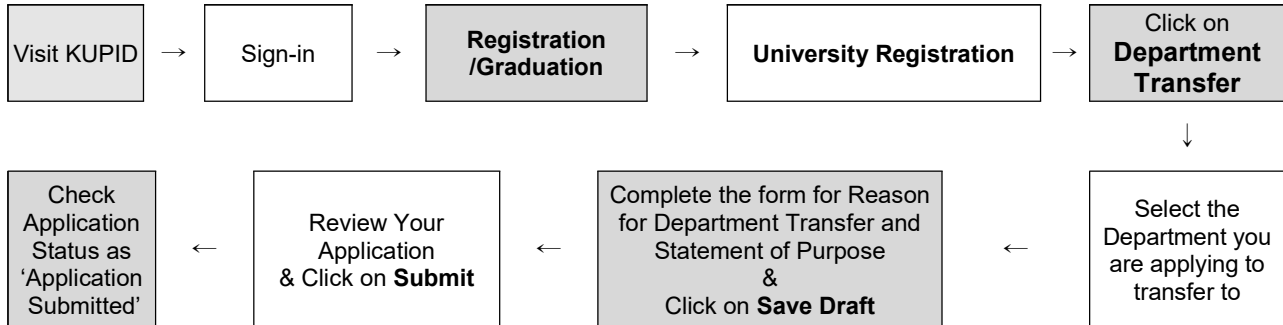
2. Timeline

Key Milestones		Date/Period	Remarks
Application Submission		10:00, November 1 (Fri) - 17:00, November 5 (Tue), 2024	<ul style="list-style-type: none"> ■ Online submission only ■ KUPID > Registration/Graduation > University Registration > Department Transfer
Outgoing Confirmed		17:00, November 15 (Fri), 2024	<ul style="list-style-type: none"> ■ Check on KUPID ■ KUPID > Registration/Graduation > University Registration > Department Transfer
Interview/ for Incoming	College of Liberal Arts *Except for the Department of English Language and Literature, the Department of Linguistics, the Department of Sociology	November 19 (Tue) - 21 (Thu), 2024 ※ Each Department conducts its own interviews within the period. ※ Students applying for department transfer to the School of Art and Design must bring their portfolio to the interview (no specific format or size).	<ul style="list-style-type: none"> ■ Interview to be conducted by each College/School/ Division/Department ■ Time/Location: to be announced (KUPID> Bulletin>Undergraduate Schedule) on November 15(Fri), 2024
	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 12 (Thu), 2024	<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 (Fri) - 17:00, November 5 (Tue), 2024

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 (1,500 Korean characters)
 - * When entering text in other languages, there may be character limitations compared to Korean, so it is recommended to input in Korean
- 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 reviewed thoroughly before final submission.
- 3) Submissions received after the deadline (17:00, November 5 (Tue), 2024) 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.
- 5) Please be advised to frequently save your work while writing the Reason for Department Transfer and Statement of Purpose and ensure that you remain logged into the portal.

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. You may apply for both transfer and double major programs in the same semester. If you are accepted into both for the same department, your acceptance will be confirmed as a transfer, and the double major application will be rejected. In cases where you apply to different departments for transfer and double major and are accepted for both, the department to which you transfer will be considered your first major, and the department where you were accepted for the double major will be treated as your double major. (The department you transferred out of will not be processed as your double major.)
- E. 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). However they can reapply for a Teacher's Certificate Program again if they are eligible after transferring.
- F. After department transferring, you must satisfy your new Department's curriculum and requirements for graduation.
 - If you transfer to a department with different graduation credit requirements (e.g., 130 credits \Leftrightarrow 140 credits), your academic year may change based on the number of credits you have earned so far.
- G. You are not eligible for department transfer if you:
 - are enrolled in a Contracted Department
 - are a university transfer student, a dual degree student
 - are a students who have entered through the School of Interdisciplinary Studies or Division of Global Open Major but have not yet been assigned a major.
 - (Sejong campus) 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
- H. 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.)
- I. Notes for applicants transferring to the College of Education
 - Transfers to a Department in the College of Education are accepted 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 students admitted before 2021, should contact the Administration Office of College of Education to check their eligibility for department transfer.
- J. Notes for applicants transferring to the Department of Nursing
 - Transfers to a Department of Nursing are accepted only to replenish the student quota. so applicants who intend to transfer to the College of Nursing are advised to check the department transfer student quotas before submitting an application.
 - 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.
- K. Check the regulations of each College/Division/Department on transfers
 - KUPID > 'Quick Service' at the bottom left > Rules/School Regulation > Search for "전과"
(Please refer to the latest revised regulations as of November 1, 2024)

5. Notes for Students Accepted for Transfer

- A. If accepted for department transfer, your Department will officially change on March 1, 2025.
 - If a student completes, graduates, or withdraws from the university before March 1, 2025, the transfer acceptance will be invalidated. To graduate from the transferred department, the student must be enrolled for at least one semester after the transfer. (Deferral of Bachelor's Degree Acquisition does not count as "being enrolled")
- 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. However, if the newly assigned first major and the second major (double major, interdisciplinary major, student-designed major) cannot be pursued concurrently,* the second major will be canceled. If there is no prior record of abandoning a second major, you can opt to cancel the second major after being accepted for the transfer and apply for a different second major once. If you fail to be accepted into the newly applied second major, your course of study will revert to a intensive major.
- * For double majors, please refer to [Attachment 1] of the <Double Major Application Guidelines> on the portal's [Undergraduate Schedule] board.
- F. If you have already been accepted into and are currently enrolled in a second major(double major, interdisciplinary major, or student-designed major), the existing second major will remain unchanged, and only the first major will be switched. However, if the newly assigned first major and the second major (double major, interdisciplinary major, student-designed major) cannot be pursued concurrently,* the second major will be canceled. If there is no prior record of abandoning a second major, you can opt to cancel the second major after being accepted for the transfer and apply for a different second major once. If you fail to be accepted into the newly applied second major, your course of study will revert to a intensive major.
- * For double majors, please refer to [Attachment 1] of the <Double Major Application Guidelines> on the portal's [Undergraduate Schedule] board.
- G. 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.
- H. 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). However they can reapply for a Teacher's Certificate Program again if they are eligibie after transferring.
- I. Your student ID number will remain unchanged.
- J. You may take a leave of absence for the Spring 2025 semester.
- K. 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 have taken 1 to 8 semesters (excluding summer/winter sessions);
 - ※ You may not apply for department transfer if in your 9th 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;
 - ※ For students registered for 7 or more semesters, please check your maximum period of enrollment on the portal (Portal → Registration/Graduation → University Registration Inquiries) to ensure that you can graduate within your allowed enrollment period after transferring.
- 2) You have completed major courses of at least 6 credits in the department you are currently affiliated with(including 학문의기초) [Refer to Annex 1 in the Korean version of the policy]
 - ※ However, additional major courses may be recognized according to the department(or division) from which the student is transferring out.

B. Additional Requirements of the Department You Transfer To:

Contact the College/Division/Department's Administration Office
 [Refer to Annex 2 in the Korean version of the policy]

- ※ You are not eligible for department transfer if you:
 - are enrolled in a Contracted Department
 - are a university transfer student, a dual degree student
 - are a students who have entered through the School of Interdisciplinary Studies or Division of Global Open Major but have not yet been assigned a major.
 - (Sejong campus) 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

※ For detailed information on the evaluation methods for transferring in and out of each department, please refer to the Korean version of the policy.

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)

※ Time and location of the interviews and examinations for Incoming applicants will be announced on the Undergraduate Schedule (KUPID > Notice > Undergraduate Notice) on November 15 (when Outgoing students are confirmed)

C. Important Notes for Interviews

- 1) No-show will result in automatic failure of the interview.
- 2) Applicants must bring an identification document (resident registration card, passport or driver's license) to the interview
- 3) Interviews 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 Sinographic Literatures		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	02-3290-1335
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	Department of English Language Education	
Division of Life Sciences	02-3290-4960, 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
Division of Environmental Science and Ecological Engineering	02-3290-3010	■ College of Informatics	02-3290-4132
Department of Food and Resource Economics	02-3290-3030	Department of Computer Science and Engineering	
■ College of Political Science and Economics	02-3290-5180	Data Science	
Department of Political Science and International Relations		■ Division of International Studies	02-3290-1396
Department of Economics		International Studies	
Department of Statistics		Global Korean Studies	
Department of Public Administration		■ School of Art and Design	02-3290-2680
■ College of Science	02-3290-4071	■ College of Health Science	02-3290-5670
Department of Mathematics		School of Biomedical Engineering	
Department of Physics		School of Biosystem and Biomedical Science	
Department of Chemistry		School of Health and Environmental Science	
Department of Earth and Environmental Sciences		Division of Health Policy and Management	

■ School of Media and Communication	02-3290-1403	■ Division of Smart Security	02-3290-4250
		■ School of Psychology	02-3290-2060