1. Credit Transfer Application Process

A. Application period: Dec. 28, 2026 (Mon) - Jan. 6, 2027 (Wed) 9:00 ~ 17:00

B. Venue: Room #111, Woodang Hall, KU IWC Student Support Center (Temporary Office)

※ For application, you must **visit our office**. However, online applications through email are allowed only for students taking online classes under unavoidable circumstances.

C. How to Apply: Please visit the Student Support Center, fill out the application form and submit it.

※ You must submit the application form to transfer your credit. If you do not submit the form, there may be disadvantages regarding the credit transfer process.

2. Credit Transfer for Undergraduate Students

A. Principle

1) In case of undergraduate students, you **MUST** get the credit transfer after taking a course.

2) Credit transfer is available for courses approved by each department (Please refer to the attached approved course list).

3) Courses taken during regular semesters cannot be retaken in the ISC/IWC.

※ The **"example"** below can vary depending on the credit transfer result by each department

B. Credit Transfer cases

1) Credit Transfer as KU IWC general elective

a) If the applicant apply as the IWCOOO (Course type: General Elective), it is approved regardless of the major of the student (No restrictions).

2) If department approving the credit transfer = Student's Major

a) If the department that approves the course and the student's major is the same, credit will be transfered based on the designated course type by the approving department.

→ ex. A student majoring in Computer Science who has taken IWC426 Introduction to Machine Learning may get credit transfer for COSE362 Machine Learning (Course type: Major Elective).

b) The same applies for multiple majors.
(Double/Interdisciplinary/Student-designed/Dual Major)

→ Students entering the Double/Interdisciplinary/Student-designed major next semester cannot get the credit transfer as that major. Please check **the 3) below.**

→ ex. A student majoring in Korean Language Education who is also double majoring in Computer Science may get credit transfer for COSE362 Machine Learning (Course type: Major Elective) upon completion of IWC426 Introduction to Machine Learning.

c) If there are Grade/Major restrictions set by the department, certain restrictions take precedence.

→ ex. When applying for BUSS402 Strategic Management, the grade restriction for 3rd and 4th year students takes precedence.

3) If department approving the credit transfer ≠ Student's Major

a) If the department approving the credit transfer and the applicant's major are not the same, credit transfer is only available as general electives.

→ ex. If a student majoring in Education department takes IWC129A (Strategic Management), It can be transferred as IWC129A (Course type: General Elective).

b) However, you may apply for credit transfer if a course from another major is approved by your home department, regardless of whether the offering and home departments match.

→ ex. A student majoring in Statistics who has taken IWC112 Linear Algebra may get credit transfer for MATH221 Linear Algebra I with LAB.

c) Students entering a multiple major next semester can proceed the credit transfer as a "general elective" initially and change the course type after entering the multiple major at **the administrative office of the department.**

→ ex. If you plan to enter the Business double major and have taken IWC312B International Business, apply for credit transfer as a "general elective" for BUSS313 International Business.
After entering the double major, please visit the administrative office of Business department to request for the course type change.

→ However, for a Dual Major, you cannot change the course type after the entry since it is considered as the re-entry after the graduation.

4) Students in Interdisciplinary/Student-designed Major

a) If the curriculum table for the ongoing Interdisciplinary/Student-designed Major includes courses eligible for credit transfer,
credit transfer is available as that course and course type.

→ ex. A student majoring in the Software Technology and Entrepreneurship Interdisciplinary Major who has taken IWC129A Strategic Management may get credit transfer for 'Interdisciplinary Major Elective' BUSS402 Strategic Management (Department of Business).

b) If the Interdisciplinary department designates the approved course, credit transfer is only available as that particular course.

→ ex. A student majoring in the Humanities and Cultural Industry Interdisciplinary Major who has taken IWC263 Social Psychology may get credit transfer only as 'Interdisciplinary Major Elective' IWC263 Social Psychology (Area B – Social Science Perspective).

C. Important Notice

1) If errors are identified after the credit transfer process, it may be automatically changed to IWCOOO (Course Type: General Elective).
2) If there is an error regarding the credit transfer itself, please contact the International Education Team.

3. Credit Transfer for Graduate Students

A. Principle

1) Credit transfer is available only on the courses that the student's department has approved
2) Graduate students cannot get the credit transfer if there is no course approved by the department.
3) Graduate students can take the courses in KU IWC and not apply for the credit transfer.

※ However, in this case, tuition refund will not be available after taking a graduate-level course (IWC5XX)

B. Application

1) If the School of Chemical and Biological Engineering approved IWC502 "Applications of Computer Software in Engineering" course as a "Graduate school general elective"
   → If the student in School of Chemical and Biological Engineering takes IWC502 course, credit transfer is available
   → Students in different major cannot get the credit transfer if the student's department did not approve the course
2) Credit transfer is not available as the courses that are not on the list in the announcement. Please contact the administrative office if you would like to get the credit transfer as the course that is not on the list.

4. Contact

International Education Team, Department of International Affairs
☎ 02-3290-1152 / kuwinter@korea.ac.kr