

New System User Manual (Scholarship) : Application Guide for the Foreign Student Scholarship (Enrolled Students)

1. Check the Scholarship Announcement

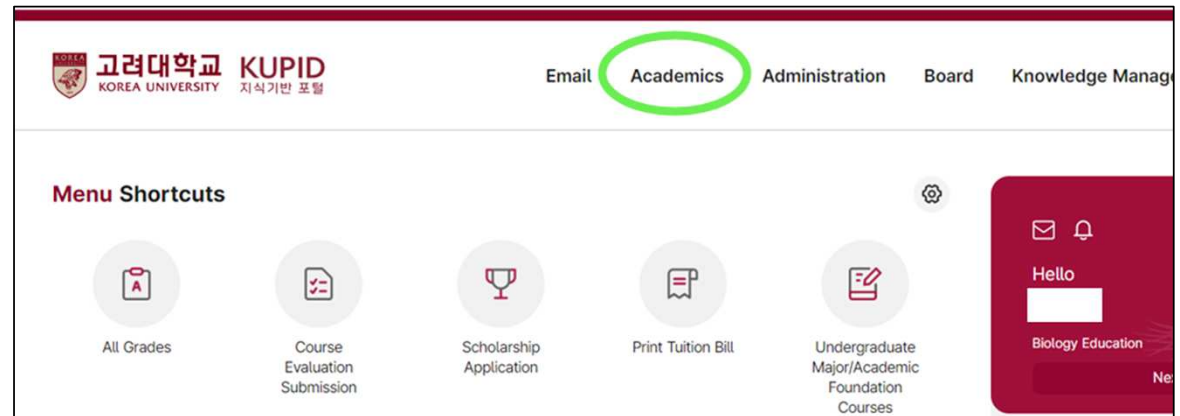
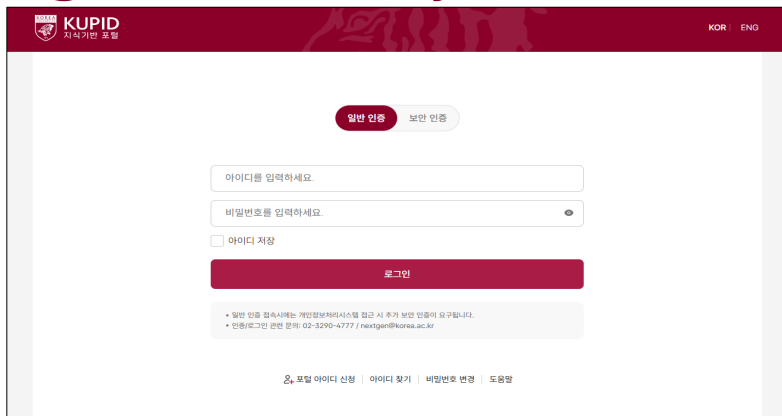
A. The announcement for the Foreign Student Scholarship (Enrolled Students) has been posted on the Graduate School website.

Please make sure to review the announcement carefully for detailed information, including the application period, eligibility requirements, and required documents.

(한국어 KOR) : https://graduate.korea.ac.kr/community/notice_view.html?no=1379&page=1

(영어 ENG) : https://graduate2.korea.ac.kr/community/notice_view.html?no=371&page=1

2. Log In to the System

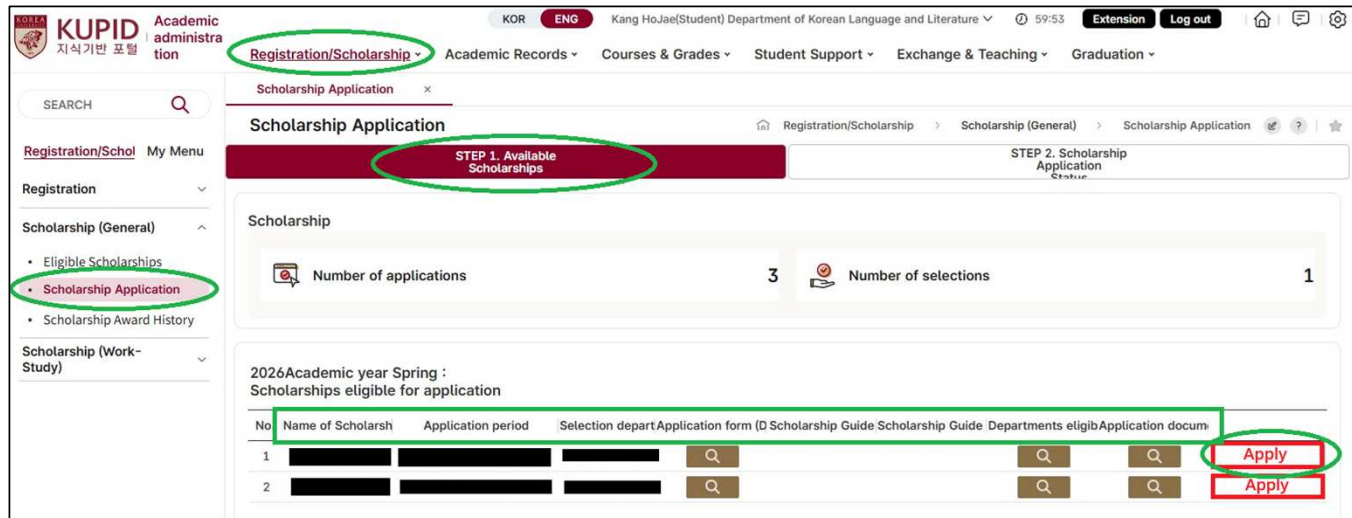


A. Log in to the new system using your existing portal ID and password.

B. Click the "Academics(학사)" button at the top of the portal.

3. Check Available Scholarships and Apply

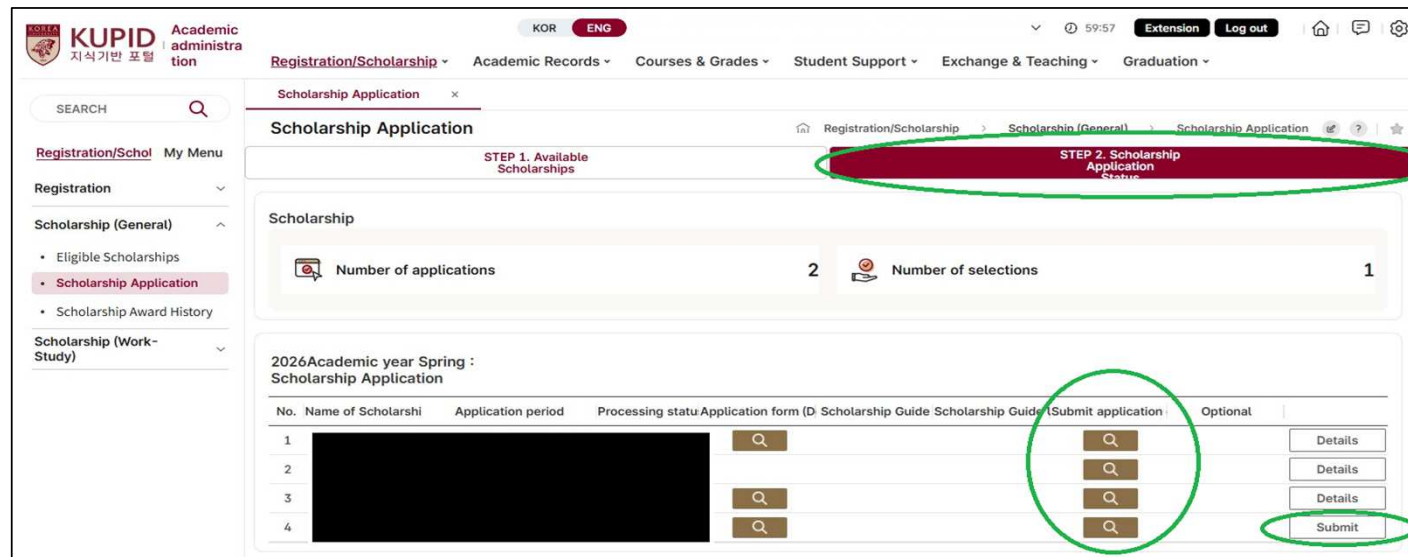
KUPID → Academics → Registration/Scholarship → Eligible Scholarships → Scholarship(General) → Scholarship Application → STEP1. Available Scholarships → Apply(신청)




- A. "STEP1. Available Scholarships": Click to view the scholarships that are currently opened for application
- B. Review the scholarship information:
 - 1) **Name of scholarships:** The name of the scholarship
 - 2) **Application period:** The period during which applications are accepted.
 - 3) **Application document:** Download the application guidelines and application form
 - 4) **Apply :** Click this button to begin the application process.
 - ※ Even if you click the "Apply" button, your application will NOT be completed until you upload and submit the required documents under "STEP 2. Scholarship Application Status." ※
- C. Click the "Apply" button to begin the application process.

3. Check Available Scholarships and Apply

STEP2. Scholarship Application Status → Submit




- A. **STEP2. Scholarship Application Status**: You can check the progress of your application, upload the required application documents, and submit your application.
- B. Double check that the scholarship you have selected in “**STEP1. Available Scholarships**” has been transferred correctly
- C. Click view icon() below Submit application to begin uploading your application documents

3. Check Available Scholarships and Apply

Submit application → Select the file to submit → Upload → close the pop-up(auto save)

The image shows two screenshots from a web application. The left screenshot shows the 'Scholarship Application' interface with a pop-up window titled 'Application documents'. The pop-up contains a table with columns: 'No.', 'Name of Required Document', 'Required Documents', and 'Required status'. The first row is highlighted with a red box. The right screenshot shows the 'Upload file' window with a table for 'Attachment file'. The table has columns: 'Status', 'No.', 'File name', 'File size', and 'Preview'. The 'Add' button is highlighted with a red box, and the main upload area is also highlighted with a red box.

- Click view icon () under Application Documents to view the list of documents required for the selected scholarship and to upload the files for application
- Click the name of the file below "Name of Required Document"
- A "File Upload" pop-up will appear, allowing you to upload the required documents.
 - Method 1: Click + Add, then browse for and select the file you wish to upload.
 - Method 2: Drag and drop the file into the "Drag files here to upload." area.

※ Note: Only PDF files can be uploaded.
- After uploading the file, simply close the upload window. Your uploaded files will be saved automatically.
(There is no need to click a Save button.)

3. Check Available Scholarships and Apply

The screenshot displays the 'Scholarship Application' interface. On the left, a table lists available scholarships for the 2026 Academic year Spring. A dialog box titled 'Application documents' is open, showing a table with columns for 'No.', 'Name of Required Document', 'Required Documents', and 'Required status'. The first row is highlighted with a red box. On the right, the 'Upload file' interface is shown, featuring a table with columns for 'Status', 'No.', 'File name', 'File size', and 'Preview'. The 'Add' button is highlighted with a red box, and a red box also highlights the drag-and-drop area above the table.

E. If you would like to replace an uploaded file:

- ① Click the name of the document you want to replace
- ② Click the checkbox next to the file you want to replace
- ③ Click [- Delete]
- ④ Upload the new file by clicking [+Add] or using drag and drop
- ⑤ After replacing the file, be sure to click the Save button to apply the changes.

※ Note: Unlike the initial upload, replacing a file is NOT saved automatically. You must click Save to apply the changes.

3. Check Available Scholarships and Apply

Submit → Submission(Submit)

Screenshot of the Scholarship Application interface. The top navigation bar shows 'Registration/Scholarship > Scholarship (General) > Scholarship Application'. The main content area is divided into two steps: 'STEP 1. Available Scholarships' and 'STEP 2. Scholarship Application Status'. The 'STEP 2' tab is highlighted with a green oval. Below the steps, there is a summary box showing 'Number of applications: 2' and 'Number of selections: 1'. A table lists scholarship applications for the 2026 Academic year Spring. The table has columns for No., Name of Scholarship, Application period, Processing status, Application form (D), Scholarship Guide, Scholarship Guide (Submit application), and Optional. The 'Submit' button in the last row is circled in red.

No.	Name of Scholarship	Application period	Processing status	Application form (D)	Scholarship Guide	Scholarship Guide (Submit application)	Optional
1			Selected	Q		Q	Details
2			Applied			Q	Details
3			Applied	Q		Q	Details
4			Draft	Q		Q	Submit

Screenshot of the Scholarship Application Details pop-up window. The window title is 'Details Scholarship Application'. It contains several fields: 'Academic year / semester' (2026), 'Name of Scholarship', 'Processing status' (Draft), 'Application period', 'Payment bank', 'Account Number', and 'Account holder'. At the bottom, there are three buttons: 'Submission' (circled in red), 'Delete', and 'Close'.

F. After uploading all required application documents, if no further changes are needed, click [Submit] to complete your application.

※ Important: If you do NOT click the Submit button in "STEP 2. Scholarship Application Status", your application will be considered withdrawn, and your scholarship application will not be submitted.

G. After clicking [Submit], a confirmation pop-up will appear, allowing you to review the scholarship application information one final time.

H. After reviewing the information, click [Submission(Submit)].

3. Check Available Scholarships and Apply

Submit → Submission(Submit)

Scholarship

Number of applications **3** Number of selections **1**

2026Academic year Spring :
Scholarship Application

No.	Name of Scholarshi	Application period	Processing statu	Application form (D	Scholarship Guide	Scholarship Guide (Submit application	Optional	
1			Selected	Q		Q		Details
2			Applied			Q		Details
3			Applied	Q		Q		Details
4			Applied	Q		Q		Details

Payment bank [Redacted]

Account Number [Redacted]

Account holder [Redacted]

Cancel application Close

I. Once your application has been successfully submitted, the application status will change to “Details”
※ If the status does not change, your final submission has NOT been completed, and your scholarship application has not been submitted.

★ Important ★ : If you click [Cancel application] after clicking the Submit button for final submission, all of your application data for that scholarship will be deleted, and you will need to restart the application process from the beginning.

4. How to Check Scholarship Selection Result

KUPID → Academics → Registration/Scholarship → Scholarship(General)
→ Scholarship Award History

<u>Registration/Scholarship</u> ▾	Academic Records ▾	Courses & Grades ▾	Stu
Registration	Scholarship (General)	Scholarship (Work-St udy)	
<u>Tuition Payment History</u>	Eligible Scholarships	General Work Applicati...	
Print Tuition Bill	Scholarship Application	General Work Log Regi...	
Installment Payment A...	Scholarship Award Hist...	National Work-Study S...	
Print Tuition Bill (Instal...			
Extended Semester In...			

Thank You