

Exchange Student Program·Visiting Student Program Information for Spring 2023 semester

General Application Schedule

Step	Date (Times in KST)	Venue
Non-English Language Exam Application & Fee Payment	May 16, 9:00 am ~ May 19, 3:00 pm	Yonsei Portal System
Non-English Language Exams	May 23 ~ May 27	To be informed via email
Online Application & Placement Fee Payment for English Programs	July 11, 10:00 am ~ July 14, 5:00 pm	Yonsei Portal System
Notification of Placement Results	July 26, 10:00 am	Yonsei Portal System
Application Submission to Host University	August ~ November	Office of International Affairs (OIA)

[Contact Us]

- ❑ Office of International Affairs (S302, Baekyang Hall)
- ❑ Hours: Monday ~ Friday, 9:00 am – 5:20 pm (Closed 12:00 pm ~ 1:00 pm)
- ❑ Tel: 02-2123-8453
- ❑ Email: exch@yonsei.ac.kr
- ❑ Web: <http://oia.yonsei.ac.kr> ⇒ Outbound Programs

■ Exchange Student Program (ESP)

Students may study for 1 or 2 semesters abroad at universities that possess a student exchange agreement with Yonsei. Credits earned during the exchange period will be transferred to your Yonsei academic transcript. Students will attend their exchange partner university while paying tuition fees directly to Yonsei.

1. Advantages

- ① Semester/Credit Transfer: Credits earned at the host university (as well as semesters) are transferred back to the home university (Yonsei).
- ② Low Cost: Students will only pay tuition fees to Yonsei University. However, they will be responsible for costs such as housing, meals, health insurance, travel, and other expenses.
- ③ New Experiences: Students can broaden their perspectives and gain experiences in a new culture while studying abroad.
- ④ Diverse Opportunities: About 1,000 students of different majors and backgrounds choose to study abroad on exchange every year.

2. Notes

There must be a current, active exchange agreement between the Host University and Yonsei University. In such agreement, the numbers of exchanged students between the host and the home institution are balanced (i.e., there may be a limited number of seats available for outbound students).

■ Visiting Student Program (VSP)

The Visiting Student Program is very similar to the ESP, except that students pay tuition fees to both the host university and to Yonsei University. To assist in financial aid, Yonsei provides all VSP applicants with a VSP scholarship which covers 80% of the Yonsei tuition.

1. Advantages

- ① Semester/Credit Transfer: Credits earned at the host university (as well as semester) are transferred to the home university (Yonsei).
- ② Financial Support: VSP Scholarship is available to all applicants.
- ③ New Experiences: Students can broaden their perspectives and gain experiences in a new culture while studying abroad.
- ④ Special Opportunities: Students may choose to study at a university not in an exchange partnership with Yonsei through the VSP.

2. Notes

- ① VSP is only open to undergraduate students. Applicants may study abroad on a visiting program for no more than 1 semester.

- Not open to Colleges of Medicine, Dentistry, Nursing, or graduate students
 - Students from Wonju Campus must confirm their eligibility with the Wonju International Education Center.
 - Requirements other than the ones described above are the same with the ESP.
- ② Students are expected to pay tuition fees to both Yonsei University and the host university. They are also responsible for following the procedures and deadlines for the application/payment for both institutions. Students will be ineligible to receive credits for the VSP if they apply for a leave of absence, so it is crucial that they remain enrolled at Yonsei University during the VSP period.

■ Comparison Table of ESP · VSP

Items	ESP	VSP
Tuition Payment	Home University (Yonsei)	Home & host university *VSP scholarship offered
Transferrable Credits	Semesters & credits	Semester & credits
Length of Study	1 or 2 semesters *One chance to apply	1 semester
Host university	Partner universities with active exchange agreements	Partners universities with visiting agreements

The application periods for the ESP and the VSP are the same.

- ❑ Students intending to study abroad through the SAP should apply during the SAP application period.
- ❑ It is possible to participate in more than 1 program as long as the number of semesters abroad does not exceed 2 semesters. Below is a list of valid and invalid combinations.
 - 1 Semester for ESP + 1 Semester for ESP ⇒ Not Possible
 - **1 Semester for ESP + Summer/Winter semester for ESP ⇒ Possible**
 - 1 Semester for VSP + 1 Semester for VSP ⇒ Not Possible
 - 1 Semester for ESP + 1 Semester for VSP ⇒ Possible

Application Guidelines

■ Academic Requirements

1. Undergraduate Students

- ① Completion of Semesters: Applicants must have completed at least two semesters at Yonsei. Nationality will not be considered as a conditions of eligibility.
- ② GPA: Applicants must have a cumulative GPA of 3.0 or above on a 4.3 scale.

2. Transfer Students

- ① Completion of Semesters: Transfer students who began their degree at Yonsei as sophomores must have completed at least two semesters at Yonsei. Transfer students who began as juniors must have completed at least 1 semester at Yonsei. Those who studied abroad at their previous universities are also eligible to apply again here at Yonsei.
- ② GPA: Applicants must have a cumulative GPA of 3.0 or above on a 4.3 scale from both their previous university and at Yonsei.

3. Double Majoring Prospective Graduate Students

- ① Completion of Semesters
 - Students must complete at least 1 semester before applying for a leave of absence.
 - Students who have already participated in an ESP or a VSP may not apply again
- ② GPA: Applicants must have a minimum of 3.0 on a 4.3 scale in both majors.

4. Graduate Students (including masters and PH.D. applicants)

- ① Completion of Semesters
 - Applicants must have completed at least 1 semester at Yonsei.
 - Applicants must participate in an ESP/VSP for the sole purpose of taking courses. Research or data gathering for one's thesis will not be approved during the ESP/VSP period.
- ② GPA: Applicants must have a cumulative GPA of 3.0 or above on a 4.3 scale for each of their undergraduate, master's, and doctoral transcripts (if relevant).

■ Foreign Language Requirements

【English Programs】

- ① Minimum TOEFL Scores

College/Major	IBT
Humanities, Social Sciences	79

Natural Sciences, Engineering, Physical Education, Music, Medicine, Dentistry, Nursing	68
Graduate Programs	100

② Notes

- IBT score is the standard, but official CBT or PBT scores are also acceptable.
- There may be different requirements for each host university, but students are selected under equal consideration despite the university they are applying to.
- Students should be proactive in taking their TOEFL tests so that they can receive their official scores well before deadlines. Submitted scores must be from tests administered within 2 years of the starting date (March 1, 2023) in order to be considered valid. Thus, **the test date must be after September 1, 2020. Any test date prior to March 1, 2021 will not be considered valid. Depending on the host university, test result within a year may be required**
- The following test result cannot be submitted: IELTS, TOEFL Home Edition, Duo lingo English Test, TOEFL IPT, TOEFL Best Score.
- Exemption: If you a native speaker of the English or studied your entire degree(12 years) in English*, the TOEFL score submission will be waived when submitting a supporting documents. (*The country is United States, Canada, New Zealand, Ireland, Australia, United Kingdom) However, in this case, the TOEFL score(120 points) is reflected in proportion to the credit. (x:credit = 120:200). If you want to reflect the TOEFL score test score in the evaluation, you must submit the score report.

[Non-English Program]

- ① Languages: Chinese, German, French, Russian, Spanish, Japanese
- ② Students must take a language proficiency test through the Office of International Affairs. University placement will be reflected based upon the results in this test.
- ③ If applicants do not meet the proficiency level to take courses within a particular language (as determined by the OIA), they will not be able to participate in the program.
- ④ Some universities may require additional test scores. Students with required language proficiency test scores may apply to universities that have additional score requirements. For example, some universities in Japan also require Level 1 or 2 of the JLPT, and while some universities in China require the HSK. **If your desired university require language proficiency test score, you have to upload the score report within the online application period. (July 11~14)**
- ⑤ Students applying for a non-English program (except those in Japan or China) may also be required to submit additional documents such as language proficiency test scores, certificate of completion, and/or recommendation letters. Be sure to check for these requirements in advance and to prepare for any necessary documents.

■ **Terms of Exchange: Duration of Study**

1. Undergraduate Students

- ① Students may choose to study abroad for either 1 or 2 semesters.

- ② Students may apply for study abroad **up to their 7th semester**. Students must take their last semester at Yonsei in compliance with academic regulations. Those who wish to begin study abroad in their 7th semester may only apply for 1 semester and must return to spend their last semester at Yonsei. **Additional semester is not considerable.**

2. Transfer Students

- ① Students who transferred as sophomores must complete at least 2 semesters before applying. Those who will study abroad in their 6th semester may take either 1 or 2 semesters, and only 1 semester if the beginning study abroad is in the 7th semester.
- ② Students who transferred as juniors must complete at least 1 semester at Yonsei before applying and may participate in a study abroad program during the 7th semester only.

3. Double Majoring Prospective Graduate Students

Applicants must have completed at least 1 semester and take a leave of absence during their term abroad. Students may participate in a program in their 2nd semester only.

4. Graduate Students

- ① Master's Program: Students who are enrolled in a 4-semester program may participate during their 3rd semester only.
- ② Doctoral Program
- Students may apply for 1 semester.
 - Students must apply before the expected completion of coursework.
 - Students may participate in the programs as stipulated by regulations set by each graduate school, and only within their coursework period.

5. Quarter-Based System Universities

- ① Students may attend quarter-based universities for 1 year, i.e. 2 semesters.

System	Term 1		Term 2
Yonsei University	Fall (September—December)		Spring (March—June)
Host Univ. (semester)	Fall		Spring
Host Univ. (quarter)	Fall (Sep—Dec)	Winter (Jan—Mar)	Spring (Apr—Jun)

- ② Semesters at universities located in Australia or New Zealand operate in the opposite order.
- ③ Students can only apply for 1 year for fall semester exchange program.

6. Maximum Study Abroad Term

- ① Undergraduate students may study abroad for a maximum of 1 year.
- ② Students may participate in an ESP one time only. Reapplying for an ESP is not permitted. Students must initially apply to an ESP for 2 semesters if they wish to study abroad for 1 year.
- ③ Students wishing to apply for a combination of 2 programs consecutively (see page 6) are responsible for acquiring the appropriate visa(s) for each host university. It is possible that each program could require different, independent visas.

■ Non-English Programs

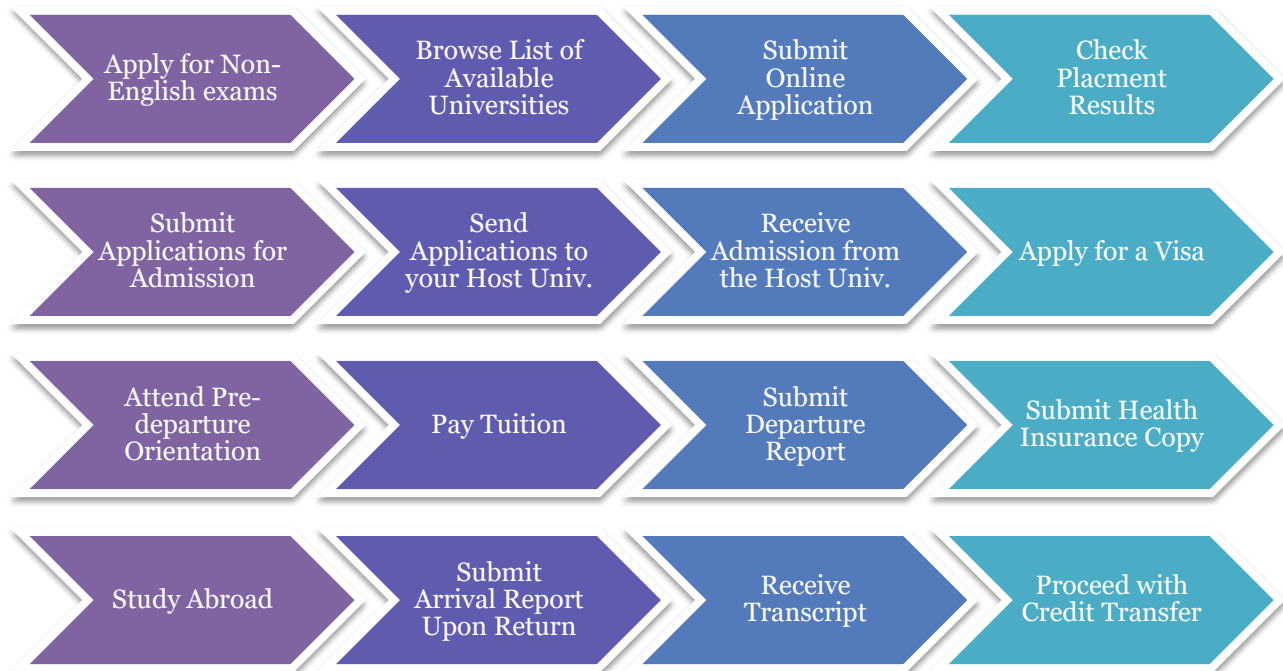
In order to promote exchange student programs with non-English speaking universities, priority will be given to students applying to these programs over those applying to English programs.

1. **Languages:** Chinese, German, French, Russian, Spanish, Japanese

2. How to Apply

- ① Students applying to non-English programs should select universities that offer courses in the languages listed above. **Applying to both a non-English programs and an English programs is not allowed.**
- ② Students will submit a study plan in either Korean or English as well as one in the language of the program.
- ③ Students must take a language proficiency test given by the relevant department or the Foreign Language Institute. University placement will be reflected based upon the results in this test.
 - **Evaluation Process:** Students are evaluated on whether they will be able to successfully complete courses in the chosen language. Listening, speaking, reading, and writing proficiency will be evaluated by a total of 40 points. If an applicant is evaluated as not proficient enough to take courses in that language, the applicant will not be able to participate in the program.
- ④ Students applying to non-English programs are encouraged to submit additional documents that can prove their language proficiency.
- ⑤ Students will compete among other applicants within the same language, and will be ranked according to their language exam results and their GPA.
- ⑥ Students applying to non-English programs cannot take programs offered in English.
- ⑦ Exemption: If you a native speaker of the language or studied your entire degree(12 years) in that language, the exam will be waived when submitting a supporting documents(eg. Copy of passport) However, in this case, the foreign language test score(40 points) is reflected in proportion to the credit. (x:credit = 40:100). If you want to reflect the foreign language test score in the evaluation, you must take the Non-English language exam.

Application Process



■ Non-English Exams

1. Important Dates

Steps	Dates	References
Non-English Exams Application & Fee Payment	Mon, May 16, 9:00 am ~ Thurs, May 19, 3:00 pm	Yonsei Portal System
Exams Schedule Notification	Fri, May 20	To be notified via email
Non-English Language Exams	Mon, May 23 ~ Fri, May 27	To be informed via email
Publication of Available Universities (Applicants must review the requirements of the host university; including, but not limited to, major availability, & language proficiency)	June	OIA Website
On-line Application	Mon, July 11, 10:00 am ~ Thu, July 14, 5:00 pm	Yonsei Portal System
Placement Results Notification	Tues, July 26, 10:00 am	Yonsei Portal System

* Non-English language exams are conducted for those who will apply to programs in languages other than English (e.g., Chinese, German, French, Russian, Japanese, or Spanish).

2. Application Process

- ① On-line Application: **Yonsei Portal System → Login → Careers → ESP/VSP → Click [Interview] Tab → Select Language → Write Study Plan → Click [Apply]**
- ② How to Write a Study Plan
 - Describe your motives for applying to this program and your overall plan for study as an exchange/visiting student. You may need to rewrite your study plan based on the guidance of Host University if necessary.
 - Study plans for English programs must be submitted in English.
 - Study plans for non-English programs can be submitted in either English or Korean.
 - Character limit: 2,000 Korean or 4,000 English characters (not word count).

3. Fee Payment Method

- ① **Bank Account Number: Woori Bank 126-000350-18-377 (학)연세대학교**
- ② **Fee: KRW 30,000**
- ③ **Sender: Enter your name along with your major (or its abbreviation) (Ex: KaiYoung CLC)**
- ④ Notes
 - Students must complete the application for exams and fee payment during the designated period. Failure to do so will result in omission from the exam. Students are required to take the Non-English language exam in order to become eligible to apply for the Spring 2021 Non-English exchange/visiting student programs.
 - Refund Policy: Full refunds are offered for those who withdraw their application during the online application period. Non-English language exam applicants may cancel prior to 24 hours before the test (one day before the designated exam date, 10:00 am) in order to receive a full refund. Cancellations without any notice, no-shows, or tardiness on the exam day cannot receive any refund.

4. Notes

- ① The exam schedule cannot be changed once confirmed, and those who do not write their exams on the designated day will be disqualified from applying for the Spring 2021 exchange/visiting programs.
- ② Exam results will not be published, and are only to be used in the process of university placement.

■ Application Information

1. Important Dates

Steps	Dates	Venues
Publication of Available Universities (Applicants must review the requirements of the host university ; including, but not limited to, major availability, and language proficiency)	June	OIA Website
On-line Application and Placement Fee (KRW 10,000) for English Programs	Mon, July 11, 10:00 am~ Thu, July 14, 5:00 pm	Yonsei Portal System
Placement Results Notification	Tues, July 26, 10:00 am	Yonsei Portal System

2. University List

- ① The list for Spring 2023 programs will be announced in mid-June 2022.
- ② The list will include detailed information about quotas, possible durations of study (1 semester, 1 year, or both), restrictions on majors/prerequisites, and available/unavailable areas of study.

3. Online Application

Yonsei Portal System <http://portal.yonsei.ac.kr> ⇒ Academic Information System ⇒ Academic Management System ⇒ Login ⇒ Careers ⇒ ESP/VSP ⇒ ESP/VSP Application ⇒ Fill out the application and Upload TOEFL score report ⇒ Submit

- ① **Applications: Completed application form, list of selected universities, and pledge**
- ② **Upload TOEFL score report (for English programs)**
 - Valid TOEFL test date: The test must be taken within 2 years prior to the start date of the Spring 2023 semester (March 1, 2023). Test date should be after March 1, 2021.
- ③ **Transfer students** must submit one official transcript from their previous university. **Masters students** must submit official transcripts for both their undergraduate and Masters Degrees, and **PhD students** must submit official transcripts for their undergraduate, masters, and PhD degrees by email (ysoia@yonsei.ac.kr).

4. Important Notes for Application

- ① The list of universities provided on the application will be used for the process of university placement, so carefully research your preferred universities. List your preferences in the application under the identical language program (place your choice for English programs only, or for French programs only, etc.)
- ② When considering the duration of study on your application, note that 1 means one semester and 2 means one year (an academic year consists of either 2 semesters or 3 quarters).
- ③ For quarter-based universities where students can only study for 1 year (e.g., University of

Washington), **2 quarters at the host university will be counted as 1 semester at Yonsei**. If the student does not complete study at the host university for at least 2 or 3 quarters, i.e., studies for only 1 quarter, the enrolled semester will not be acknowledged, with no tuition refund and no credits transferred.

- ④ Those who plan to apply to the University of California (UC) should note that:
- After being allocated to UC in the first round application, students will be required to list 3 different UC campuses in the order of priority during the second round application.
 - The campus placement will be finalized by UCEAP (UC Education Abroad Program). It is possible to be placed at a campus listed as a preferred campus in the second round application. All placements are final. For this reason, it is advised that only those who are willing to be flexible with campus placement apply to UC.
 - The placement results cannot be changed. There will be no further opportunities to submit another ESP·A VSP application will be given to those who cancel their program once the placement result is confirmed.

5. Evaluation Method

- ① Criteria: GPA in percentage, TOEFL score, Non-English language test score
 ② Evaluation Points

Program	GPA	IBT	Language Test Score	Total Points
English	200 (Points on percentage*2)	120	N/A	320
Non-English	100 (Points on percentage)	N/A	40	140

- ③ University Placement: The applicants will be ranked in the order of total points, and placed to one of the universities that they have listed on the application.
- ④ Notes
- Students may choose a maximum of 25 universities to list as their preferred institutions. This list should be in the order of preference.
 - Students are responsible for researching information related to their preferred universities when making their selections.
 - Website: <http://oia.yonsei.ac.kr> ⇒ Yonsei Students ⇒ 교환학생 및 방문학생
 ⇒ 파견학생 경험보고서
 - Carefully consider the university you wish to apply and how many semesters of study abroad before you start applying. Once you have submitted a preferred university list, your selections cannot be changed under any circumstances.

6. Placement Results

- ① University placement results will be announced on the Yonsei Portal System. The placement results are final and cannot be modified.
- ② A Cancellation or any changes to your exchange/visiting student program after confirmation will result in obligation to work at the OIA office for 40 hours. In addition, there will be no further opportunities to apply for future exchange/visiting programs.

-
- ③ Additional applications will be accepted only if there are available seats for placements. Details will be announced on the bulletin board on of the OIA website for those who did not apply for the programs during the designated period in early July.
 - ④ The OIA will send the host universities all necessary documents during the second round application.
 - ⑤ The final decision is made by the host university. Even though students are nominated by Yonsei, the host university has authority to reject students who are not considered qualified under their terms.

8. Important Notes

- ① **Be sure that your name on your passport and other official documents (TOEFL, transcripts) are identical.** This also applies to your application form. Differences in hyphens or spaces between syllables are considered differences in spelling.
- ② The Office of International Affairs will impose strict sanctions against the following inappropriate conducts:
 - Falsification or forgery of application documents, and any other forms of dishonesty during the application process
 - Low academic achievements or academic dishonesty at the host university
 - Behavior that is considered to be detrimental to the program, offensive towards others, or those that poorly represent Yonsei University
 - Exchange program can be canceled by host university due to COVID-19

■ Follow-up Procedures after Admission

1. Attend Pre-Departure Orientation

The orientation is normally held in early May and November for students who will be studying abroad for the next semester. Detailed announcements for the orientation schedule will be made accordingly.

2. Pick up Acceptance Packet and Certificate of Admission

- ① The OIA will contact students to retrieve their certificates of acceptance once the documents are received by the OIA.
- ② Submit a copy of the certificate of acceptance once it arrives at your home address.

3. Passport and Visa

- ① A passport copy must be submitted in the 2nd round application for final admission. Be sure to have a valid passport by this time if you do not already have one. Check the date of expiry on your passport and whether it goes beyond your duration of study. Renew it if needed.
- ② Check the visa procedures and fees beforehand with the relevant embassy or consulate in Korea. Apply for an appropriate visa once you receive the certificate of acceptance. Some countries do not require you to apply for a visa, but you may need to obtain a residence permit instead.

4. Registration

- ① Students should pay tuition fees to Yonsei in accordance to its academic schedule (just as if you were attending classes at Yonsei).

-
- ② Room and Board Benefits: These benefits only apply to ISEP (institution), Washington College, and Keio University. Students who are placed in one of these universities will pay tuition fees directly to the home university and pay room and board expenses to the OIA based on the rate provided. All students attending a program through ISEP will also pay the non-refundable ISEP placement fee prior to departure.

5. Submit a Copy of Health Insurance and Departure Report

- ① Certificate of Admission: If the certificate of admission arrives at your home address and not through the OIA, be sure to submit a copy to the OIA.
- ② Departure Report Form: Yonsei Portal System ⇒ ESP/VSP ⇒ Forms ⇒ Choose Form ⇒ Send completed form to OIA in person or via email (exch@yonsei.ac.kr)
- ③ Health Insurance: All students who participate in ESP/VSP are obligated to obtain the health insurance and submit a copy of it via email (exch@yonsei.ac.kr)

6. Study Abroad and Return to Yonsei

7. Credit Transfer

- ① Upload Study Abroad Experience Report: <http://oia.yonsei.ac.kr> ⇒ Yonsei Students ⇒ 교환 학생 및 방문학생 ⇒ 파견학생 경험보고서 ⇒ Choose country, type, group, level of study and search for your host university ⇒ Click the name of the university ⇒ Upload the completed report ⇒ Receive confirmation of uploading your file via email
- ② Submit Arrival Report Form: Yonsei Portal System ⇒ Careers ⇒ ESP/VSP ⇒ Forms ⇒ Choose Form ⇒ Submit the completed form to OIA in person or via email (exch@yonsei.ac.kr)
- ③ Receive Your Official Transcript
- The OIA will convert the credits earned at your host university based on the credit converting system, and you will be informed of pick-up for credit transfer.
 - If you receive a sealed official transcript, please bring it to OIA so that we convert the credits earned at the host university based on the converting system and it will be returned to you afterwards.
- ④ Download Request Form for Credit Transfer: Yonsei Portal System ⇒ ESP/VSP ⇒ Forms ⇒ Choose Form ⇒ Fill out the form ⇒ Get it approved and signed by a professor and head of department in charge ⇒ Submit the completed form with your transcript and syllabi to the Academic Support Team at the Office of Academic Affairs for final credit transfer approval ⇒ Check status of approved credits on the Portal System
- ⑤ Notes
- Students must submit an original official transcript. Unsealed transcripts are considered unofficial. Please make sure that your transcript is completely sealed.
 - Students must initiate credit transfer immediately upon return from their host university and once they receive an official transcript.

Credit Transfer Process

1. Contact Information

Steps	Office in Charge	Region/College in Charge	Staff in charge
Converting Total Credits Earned	Office of International Affairs (OIA)	The Americas	02-2123-3983 ysoia@yonsei.ac.kr
		Europe·ISEP·USAC	02-2123-4703 abroad@yonsei.ac.kr
		Asia·Oceania	02-2123-4704 sap@yonsei.ac.kr
Final Credit Transfer Approval	Office of Academic Affairs	Liberal Arts, Music, Theology, Underwood International College(UIC), Education, Huma Ecology, Global Leadership College(GLC), Pharmacy	02-2123-2091 jungdon.shin@yonsei.ac.kr
		Science, Life Science and Biotechnology	02-2123-2095 dakyung@yonsei.ac.kr
		Commerce and Economics, Business, Engineering, Social Science, Global Leadership College,	02-2123-2087 ywkim05@yonsei.ac.kr
	Office of Academic Affairs, Mirae Campus	Mirae Campus students	033-760-2166~8
	Graduate School	Graduate School of International Studies	02-2123-3227

2. Converting Total Credits Earned at the Host University

- ① In order to approve credits earned at the host university, students must bring their official transcript and have it approved by the OIA. After approval, students can obtain an approval from their professors in the respective majors and submit the signed form with the official transcript to the Academic Support Team at the Office of Academic Affairs.
- ② Students must submit an original official transcript. Unsealed transcripts are considered unofficial. Please make sure that your transcript is completely sealed. A grade report or internal transcript is not acceptable.
- ③ Credits will be converted based on hours of instruction and the grading system of the host university.
- ④ Credit transfer is possible only if students have earned credits for courses that are counted for those that are required for graduation at the host university.
- ⑤ Maximum credits that can be transferred (undergraduate students)

One semester	Up to 1/8 of total credits for graduation
Two Semesters	Up to 1/4 of total credits for graduation

- For quarter-based universities, 2/3 of total credits earned at the host university can be approved.

3. Final Credit Transfer Approval

- ① Credits earned at the host university can also be approved as major, undergraduate basic, core courses, double-major, or interdisciplinary major courses.
- ② Students should download a request form for credit transfer approval from the Portal System and fill out the sections inside.
 - General electives do not belong to major, undergraduate basic, or core courses. For example, if a student majoring in business takes psychology major courses, they will be approved as general electives.
 - Any courses that cannot be approved as major, undergraduate basic, core courses, double-major, or interdisciplinary major courses will be approved as general electives.
- ③ Required signatures from professors in charge
 - Major credits: signature from the professor in charge or head of department
 - Minor, double-major, and interdisciplinary major credits: signature from the professor in charge or head of department
 - Undergraduate basic, core courses: signature from the professor in charge of undergraduate basic and core courses
- ④ Once you obtain all signatures from the professors in charge, please submit to the Office of Academic Affairs the completed credit transfer approval request with the official transcript signed by OIA. The Academic Support Team at the Office of Academic Affairs is located in the basement floor of Underwood Hall (main building), and is found on the right (east) side of the building (Underwood Hall is not to be confused with Underwood International College building or the Underwood Memorial House).
- ⑤ Notes
 - Courses similar to those offered by Yonsei are eligible for approval.
 - Courses of the same or higher credit hours than Yonsei are eligible for approval.
 - Courses with less credit hours can be approved if combined with another related course(s) taken at the host university to make the total credit hours the same or higher than a course at Yonsei.

Courses at Yonsei	Courses at Host University	Possibility
UA121 English(1) 3 credits	ENGLISH 3 credits	Approved
UA121 English(1) 3 credits	ENGLISH(1) 2 credits ENGLISH(2) 2 credits	Approved
UA121 English(1) 3 credits	ENGLISH WRITING 2 credits	Not Approved

- Courses offered at Yonsei are eligible for approval. Courses not listed on the course syllabus cannot be approved.

-
- Courses taken at the host university with failing grades cannot be approved.
 - Courses that are marked as pass/fail or satisfactory/unsatisfactory can be approved only if they are marked with credit hours on the transcript.
 - The program type, name of the host university, number of credits approved, duration of study will be included in your Yonsei transcript. Approved transfer credits are not calculated in your GPA. Yonsei does not issue copies of official transcripts or documents received from other institutions.
 - Students cannot take summer or winter courses at Yonsei during the duration of exchange.
 - Students must submit the completed request for credit transfer to the Office of Academic Affairs within one month of receiving an official transcript.
 - Courses retaken at the host university that have been previously taken at Yonsei can only be eligible to be approved as electives.
 - Request for credit transfer approval cannot be changed once submitted to the Office of Academic Affairs for final approval.