

## Credit Transfer Manual

### 1. Credit Transfer Application Process

A. Application period: **July 9, 2025 (Wed) - July 31, 2025 (Thu) 9:00 - 18:00**

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

※ For application, you must visit our office. However, online applications through email are allowed in unavoidable circumstances

C. How to Apply: Please visit Student Support Center with your student ID card, fill out and submit the application form

※ You must submit the application form to transfer your credit. If you do not submit the form, there might be disadvantage in credit transfer process

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

### 2. Credit Transfer for Undergraduate Students

#### A. Principle

- 1) Credit transfer is available for courses approved by each department (Please refer to the attached approved course list)
- 2) In case of undergraduate student, you **MUST** get the credit transfer after taking a course
- 3) KU regular semester courses that were already taken cannot be retaken during ISC/IWC

#### B. Credit Transfer cases

##### 1) Credit Transfer as KU ISC general elective

- a) If the applicant apply as the ISCOOO (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 transferred based on the designated course type by the approving department
- b) It is applied as the same for multiple majors  
(Double/Interdisciplinary/Student-designed/Dual Major)  
→ Students who **are planning to enter Double/Interdisciplinary/Student-designed major** cannot get the credit transfer as that major. Please check the 3) below

- c) If there are Grade/Major restrictions set by the department, certain restrictions take precedence  
 → ex. When applying BUSS402 Strategic Management, the grade restriction take 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 ISC129A (Strategic Management), It can be transferred as ISC129A (Course type: General Elective) or BUSS402 (Course type: General Elective)
- b) If you are planning to enter the multiple major, proceed the credit transfer as a "general elective" initially and you can change the course type after entering the multiple major at **the administrative office of the department**  
 → ex. If you plan to enter Business double major, transfer the BUSS402 course as a "general elective" initially  
 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. Student in Humanities and Justice major taking ISC263 (Social Psychology), Credit transfer as an 'Interdisciplinary major elective' PSYC277 Social Psychology (Department: Department of Psychology) is available
- b) If the Interdisciplinary department designates the approved course, credit transfer is only available as that particular course

**C. Important Notice**

- 1) If errors are identified after the credit transfer process, it may be automatically changed to ISCOOO (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

#### B. Application

- 1) If the School of Industrial Management Engineering approved ISC507 Introduction to Data Analytics course as a "Graduate school general elective"
  - If the student in School of Industrial Management Engineering takes ISC507 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, Office of International Affairs  
02-3290-1152 / 1158, [isc@korea.ac.kr](mailto:isc@korea.ac.kr)