**Application for Issuing Certification of Completion**

(수료증 발급신청서)

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| --- | --- |
| Person in Charge | Team Leader |
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| Degree | | | MS/PhD | | | Dept.(Major) |  | Student Name |  |
| Student Classification | | | ( ) Government Scholarship  ( ) KAIST Scholarship  ( ) General Scholarship | | | Date of Admission  (MM/DD/YY) |  | Student ID No. |  |
| Contact Info  (Mobile Phone) | | |  | | | | | Number of Copies | Copies: |
| **Items to Confirm** | MS Program | | | | | | PhD Program | | |
| Course Credit Hours Completed | | | |  | | Course Credit Hours Completed |  | |
| Research Credit Hours Completed | | | |  | | Research Credit Hours Completed |  | |
| **Requirements for Completing Coursework** | | MS | | | | | PhD | | |
| Completion of graduation credit hours required by the department: at least 33 credit hours including at least 21 course credit hours and 12 research credit hours | | | | | Completion of graduation credit hours required by the department: at least 60 credit hours including at least 30 course credit hours and 30 research credit hours | | |
| Purpose of Certification Request | | | |  | | | | | |

\* This form should either be typed or handwritten using a black ballpoint pen.

I, having competed the course work for the (MS/PhD) degree above, hereby apply for the issuance of a certificate of completion.

Date(MM/DD/YY):

Applicant Name: Signature:

Advisor Name: Signature:

Department Official Name: Signature:

**To the President of KAIST**