**Application for Department Transfer**

(전과지원서)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree | BS/MS/PhD | Dept.(Major) |  | Student ID No. | |  |
| Student Classification  (Graduate Student Only) |  | Student Name |  | Date of Admission  (MM/DD/YY) | |  |
| Dept. Transferring to |  | | Affiliation  (General Scholarship  Student only) | |  | |
| Credit Hours Completed | Total Credits: GPA: | | | | | |
| Reason(s) for Department Transfer  (If necessary, use  a separate sheet of paper.) |  | | | | | |

I hereby request permission for transfer of department.

Date(MM/DD/YY):

Applicant (Student) Name: Signature:

\*Guarantor Name: Signature:

**【Approval of Advisor and Department Head/Division Chief】**

|  |  |
| --- | --- |
| **Dept. (Major) Transferring from** | **Dept. (Major) Transferring to** |
| (Opinion)  Advisor: Signature:  Department Head: Signature: | (Opinion)  Advisor: Signature:  Department Head: Signature: |

\* Occasionally, if the applicant and current department head(or dean of college if the department head is the applicant’s current advisor) agree, the advisor’s approval is not required.

\* After completing the personal information section, the applicant should sign and obtain a signature from a \*guarantor. (For undergraduates, Government and KAIST Scholarship students, the guarantor is the student’s legal guardian. For General Scholarship students, the guarantor is the student’s affiliated organization.)

**To the President of KAIST**

**※ Please attach an Official copy of transcript**