2027

Intra-Campus Department Transfer Policy

(Seoul Campus)

This document is a partial translation of the original Korean material to aid in understanding Intra-Campus Department Transfer process. For more detailed information, please refer to the Korean version. In the event of any discrepancies between the Korean and English versions, the original Korean text shall take precedence over the English version.

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1. Departments Eligible for Department Transfer and Respective Quotas

College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students	
			From (Outgoing)	To (Incoming)
Business	Humanities	Business Administration	32	32
Liberal Arts	Humanities	Korean Language and Literature*	6	6
		Philosophy*	4	4
		Korean History	3	3
		History	5	5
		Sociology*	8	8
		Sinographic Literatures*	3	3
		English Language and Literature*	10	10
		German Language and Literature*	4	4
		French Language and Literature*	4	4
		Chinese Language and Literature*	6	6
		Russian Language and Literature*	4	4
		Japanese Language and Literature*	5	5
		Spanish Language and Literature	5	5
		Linguistics	3	3
Life Sciences & Biotechnology	Science	Life Sciences*	10	10
		Biotechnology	11	11
		Food Bioscience and Technology	5	5
		Environmental Science and Ecological Engineering	7	7
	Humanities	Food and Resource Economics	6	6
Political Science & Economics	Humanities	Political Science and International	8	8

College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students			
			From (Outgoing)		To (Incoming)	
Engineering	Science	Electrical Engineering	21		21	
		Semi-conductor Engineering	-		-	
		Integrative Energy Engineering	3		3	
		Communications Engineering	-		-	
Medicine	Science	Medicine	11		-	
Education	Humanities	Education	5		5	
		Korean Language Education	5		5	
		English Language Education	6		6	
		Geography Education	4		4	
		History Education	3		3	
	Science	Home Economics Education	4		4	
		Mathematics Education	4		4	
	Phys. Ed.	Physical Education	4		4	
Nursing	Science	Nursing*	6		6	
Informatics	Science	Computer Science and Engineering	17		17	
		Data Science	6		6	
		Altificial Intelligence	16		16	
Art & Design	Art & Design	Art and Design	5		5	
International Studies	Humanities	International Studies	9		9	
		Global Korean Studies	정원 내	정원 외	정원 내	정원 외
			1	3	1	3

College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students	
			From (Outgoing)	To (Incoming)
		Relations*		
		Economics*	13	13
		Statistics*	16	16
		Public Administration*	8	8
Science	Science	Mathematics*	5	5
		Physics*	5	5
		Chemistry*	5	5
		Earth and Environmental Sciences*	4	4
Engineering	Science	Chemical and Biological Engineering	16	16
		Materials Science and Engineering	12	12
		Civil, Environmental and Architectural Engineering	9	9
		Architecture	4	4
		Mechanical Engineering	13	13
		Industrial and Management Engineering	5	5

College/ Division	Field	Department (Major)	Maximum Quota of Department Transfer Students	
			From (Outgoing)	To (Incoming)
		Global Open Major	-	-
Media & Communication	Humanities	Media and Communica-tion	7	7
		Global Entertainment	4	4
Health Science	Science	Biomedical Engineering	8	8
		Biosystem and Biomedical Science	7	7
		Health and Environmental Science	12	12
	Humanities	Health Policy and Management	8	8
Interdisci-plinary Studies	Humanities	Interdisci-plinary Studies	-	-
Smart Security	Science	Smart Security	10	10
		Cyber Defense	-	-
Psychology	Humanities	Psychology*	4	4
Smart Mobility	Science	Smart Mobility	-	-
University	Science	University	-	-
Seoul Campus		**Total**	**457**	**446**

- Table of Eligibility for Transfer to the College of Education(For inquiries regarding eligibility of students admitted before 2023 and classification as 정원내·정원외, please contact the College of Education Administration Office directly.)

Department(Major) (transfer to)	2026학번		2025학번		2024학번		2023학번	
	정원내	정원외	정원내	정원외	정원내	정원외	정원내	정원외
Education	Not allowed	Not allowed	**Allowed**	Not allowed	**Allowed**	**Allowed**	**Allowed**	**Allowed**
Korean Language Education	Not allowed	**Allowed**	**Allowed**	Not allowed	**Allowed**	**Allowed**	**Allowed**	**Allowed**
English Language Education	Not allowed	Not allowed	**Allowed**	Not allowe	**Allowed**	Not allowed	**Allowed**	Not allowed
Geography Education	Not allowed	**Allowed**	**Allowed**	**Allowed**	**Allowed**	Not allowed	**Allowed**	**Allowed**
History Education	Not allowed	Not allowed	**Allowed**	Not allowed	**Allowed**	Not allowed	**Allowed**	Not allowed
Home Economics Education	Not allowed	Not allowed	**Allowed**	Not allowed	**Allowed**	**Allowed**	**Allowed**	Not allowed
Mathematics Education	Not allowed	Not allowed	**Allowed**	Not allowed	**Allowed**	**Allowed**	**Allowed**	**Allowed**
Physical Education	Not allowed	Not allowed	Not allowed	Not allowed	**Allowed**	**Allowed**	**Allowed**	Not allowed

- When applying for transfer to the School of Media and Communica-tion, students up to the 2024학번 must apply under [미디어학부-미디어학부], while students from the 2025학번 onward must apply under [미디어대학-미디어학부]

1) The Department of Architecture is a 5-year program.
2) Applicants may transfer **from** the College of Medicine but may **not** transfer **to** the College of Medicine.
3) Applicants may transfer from the College of Education, which then accepts transfers only for Departments whose student enrollment has not reached their quota.
   - The student quota for each Department in the College of Education is separately determined for each year's student cohort(Refer to the table above), so students entering before 2023 should contact the Administration Office of College of Education to check their eligibility for department transfer.
4) Student athletes of the Department of Physical Education may not transfer to another Department.
5) Applicants may transfer from the College of Nursing, which then accepts transfers thereto only to replenish the student quota.
6) The Departments marked with an asterisk (*) run Teacher's Certificate Programs. In the case of students already enrolled in a Teacher's Certificate Program transferring to another Department, they will automatically be withdrawn from the Program (for both their first and double major). However they can reapply for a Teacher's Certificate Program again after meeting the eligibility requirements after the transfer.
7) Students from the School of Interdisciplinary Studies, Division of Global Open Major, University College, College of Engineering(under Autonomous Major Selection System) can apply for a transfer to another major only after they have entered their first major (after it is officially recorded in their academic status). Students who are required to complete the Public Governance and Leadership Interdisciplinary Major cannot withdraw from this interdisciplinary major even if they transfer to another department.
8) Transfers to the new department will be suspended for one year to allow time to build its curriculum and academic management system and to maintain stability in the department's curriculum.

2. Timeline

<table>
<tr><th colspan="2">Event</th><th>Date/Period</th><th>Remarks</th></tr>
<tr><td colspan="2">Application Submission</td><td>10:00, November 2 (Mon) -
17:00, November 4 (Wed), 2026</td><td>■ Online submission only
■ KUPID > Academic Records > Department Transfer > Intra-Campus Transfer(Dept.) Application</td></tr>
<tr><td colspan="2">Outgoing Confirmed</td><td>17:00, November 13 (Fri), 2026</td><td>■ Check on KUPID
■ KUPID > Academic Records > Department Transfer > Intra-Campus Transfer(Dept.) Application</td></tr>
<tr><td rowspan="9">Interview for Incoming</td><td>College of Liberal Arts

*Except for the Department of English Language and Literature, the Department of Linguistics, the Department of Sociology</td><td rowspan="9">November 17 (Tue) - 19 (Thu), 2026

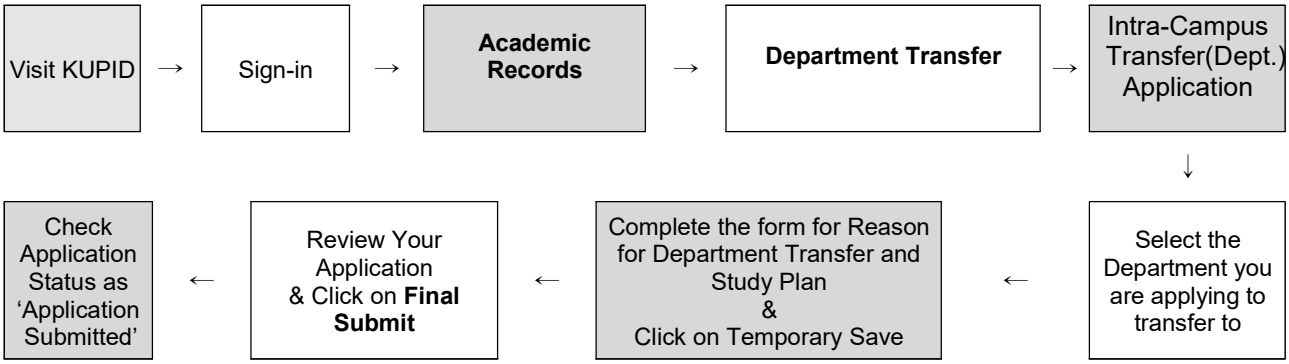
※ Each Department conducts its own interviews within the period.
※ Students applying for department transfer to the School of Art and Design must bring their portfolio to the interview (no specific format or size).</td><td rowspan="9">■ Interview to be conducted by each College/School/ Division/Department
■ Time/Location: to be announced (KUPID> Bulletin>Undergraduate Schedule) on November 13(Fri), 2026</td></tr>
<tr><td>College of Life Sciences and Biotechnology</td></tr>
<tr><td>College of Engineering</td></tr>
<tr><td>College of Education</td></tr>
<tr><td>College of Nursing</td></tr>
<tr><td>College of Health Science

*Except for the Department of Biomedical Engineering, School of Health and Environmental Science</td></tr>
<tr><td>School of Art and Design</td></tr>
<tr><td>School of Media & Communication</td></tr>
<tr><td colspan="2">Final Department Transfer Confirmed</td><td>17:00, December 11 (Fri), 2026</td><td>■ Check on KUPID
■ KUPID > Academic Records > Department Transfer > Intra-Campus Transfer(Dept.) Application</td></tr>
</table>

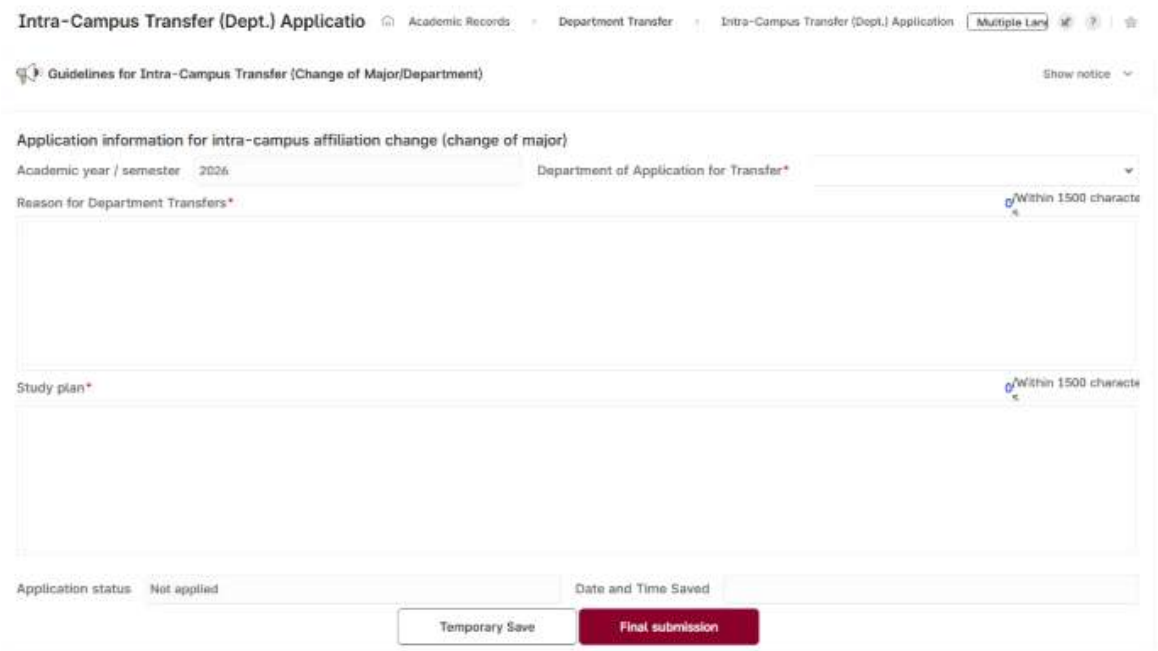
3. Applying for Intra-Campus Department Transfer

A. When to Apply: 10:00, November 2 (Mon) - 17:00, November 4 (Wed), 2026

B. How to Apply:



1) Sign in to KUPID and Navigate to Academic Records > Department Transfer > Intra-Campus Transfer(Dept.) Application
2) Select the Department you are applying to transfer to from the list of Transferable Departments
3) Complete the form for Reason for Department Transfer and Statement of Purpose (1,500 Korean characters)
   * When entering text in other languages, there may be character limitations compared to Korean, so it is recommended to input in Korean
4) Click on Save Draft at the bottom of the form
5) Review your application and click on Submit
   - You must click on Save Draft and Submit to complete the application
6) Check the application status is displayed as Application Submitted at the top of the Department Transfer page.



7) You do not need to submit your academic transcript as it will be provided by the Administration Office of your department/college

C. Important Notes

1) It is the applicant's responsibility to check the eligibility for department transfer before submitting an application
2) Once the department transfer application is submitted, the applicant may not cancel or change the department being transferred to. The application should be reviewed thoroughly before final submission.
3) Submissions received after the deadline (17:00, November 4 (Wed), 2026) will not be accepted.
4) Ensure that the application is submitted one to two hours prior to the deadline as unexpected technical issues may occur. Technical errors will *not* be accepted as a legitimate reason for late submission.
5) Please be advised to frequently save your work while writing the Reason for Department Transfer and Statement of Purpose and ensure that you remain logged into the portal.

D. Application Fee: None

4. Notes for Applicants

A. The details of the evaluation of your application for department transfer will not be shared with you.
B. If you are not eligible for department transfer, the transfer will automatically be denied.
C. You may transfer only once and thus may not transfer back to your original department.
D. You may apply for both transfer and double major programs in the same semester. If you are accepted into both for the same department, your acceptance will be confirmed as a transfer, and the double major application will be rejected. In cases where you apply to different departments for transfer and double major and are accepted for both, the department to which you transfer will be considered your first major, and the department where you were accepted for the double major will be treated as your double major. (The department you transferred out of will not be processed as your double major.)
E. In the case of students enrolled in a Teachers' Certificate Program transferring to another Department, they will be automatically withdrawn from the Program (for both their first and double major). However they can reapply for a Teacher's Certificate Program again if they are eligibie after transferring.
F. After department transferring, you must satisfy your new Department's curriculum and requirements for graduation.
- If you transfer to a department with different graduation credit requirements (e.g., 130 credits ⇔ 140 credits), your academic year may change based on the number of credits you have earned so far.

G. You are not eligible for department transfer if you:
- are enrolled in a Contracted Department
- are a university transfer student, a dual degree student
- are a students who have entered through the School of Interdisciplinary Studies, Division of Global Open Major, University College, College of Engineering(under Autonomous Major Selection System) but have not yet been assigned a major.
- (Sejong campus) are a student who started in a Division and have chosen your major therein (you may not transfer to another Department within the same Division)
- have already campus transferred from another Campus
- are a student athlete of the Department of Physical Education

H. Notes for applicants transferring to the Department of Architecture
- The Department of Architecture, being a 5-year program, strictly requires its students to take the courses *Design Studio* Ⅰ through Ⅷ *in order*, so you might need at least 4 to 5 years from the time of transfer to graduate. (Applicants for transfer are advised to take the first year major-required courses *Introduction to Architecture*, *Basic Design Studio I and Basic Design Studio II* in advance.)

I. Notes for applicants transferring to the College of Education
- Transfers to a Department in the College of Education are accepted only for Departments whose student enrollment has not reached their quota. The student quota for each Department in the College of Education is separately determined for each year's student cohort, so students admitted before 2023, should contact the Administration Office of College of Education to check their eligibility for department transfer.

J. Notes for applicants transferring to the Department of Nursing
- Transfers to a Department of Nursing are accepted only to replenish the student quota. Applicants intending to transfer to the College of Nursing should contact its Administration Office to confirm their eligibility.
- The College of Nursing, basing its curriculum on Nursing Education Accreditation, strictly requires its students to complete all theoretical and practical courses to be prepared for the National Examination for Nursing Licensure, so those transferring might need at least three years to graduate.

K. Check the regulations of each College/Division/Department on transfers
- KUPID > 'Quick Service' at the bottom left > Rules/School Regulation > Search for "전과"

(Please refer to the latest revised regulations)

5. Notes for Students Accepted for Transfer

A. If accepted for department transfer, your Department will officially change on March 1, 2027.
- If a student completes, graduates, or withdraws from the university before March 1, 2027, the transfer acceptance will be invalidated. To graduate from the transferred department, the student must be enrolled for at least one semester after the transfer. (Deferral of Bachelor's Degree Acquisition does not count as "being enrolled")

B. Once accepted for department transfer, you may not transfer back to your original Department.

C. Credit(s) for the major courses of the Department you are transferring to will be acknowledged even if earned prior to the transfer.
D. Once department transferred, you must meet the requirements of your new Department for graduation.
E. For applicants who do not have a second major or had their new Department as their double major, their original Department will be their double major upon transfer. However, if the newly assigned first major and the second major (double major, interdisciplinary major, student-designed major) cannot be pursued concurrently,* the second major will be canceled. If there is no prior record of abandoning a second major and reapplying, you can opt to cancel the second major after being accepted for the transfer and apply for a different second major once. If you fail to be accepted into the newly applied second major, your course of study will revert to a intensive major.
   * For double majors, please refer to [Attachment 1,2] of the <Double Major Application Guidelines> on the portal's board.
F. If you have already been accepted into and are currently enrolled in a second major(double major, interdisciplinary major, or student-designed major), the existing second major will remain unchanged, and only the first major will be switched. However, if the newly assigned first major and the second major (double major, interdisciplinary major, student-designed major) cannot be pursued concurrently,* the second major will be canceled. If there is no prior record of abandoning a second major and reapplying, you can opt to cancel the second major after being accepted for the transfer and apply for a different second major once. If you fail to be accepted into the newly applied second major, your course of study will revert to a intensive major.
   * For double majors, please refer to [Attachment 1,2] of the <Double Major Application Guidelines> on the portal's board.
G. Exceptionally, however, in accordance with Article 105 of the Academic Regulations:
   - Students transferring from the College of Medicine and the College of Nursing to another college cannot have Medicine or Nursing as their double major upon transfer, as it is not possible to have a double major in these disciplines.
   - Students transferring from the College of Education to another college will not come to have their first major as their double major upon transfer, as only students of the College of Education may have a double major in a Department thereunder.
H. In the case of students enrolled in a Teachers' Certificate Program transferring to another Department, they will be automatically withdrawn from the Program (for both their first and double major). However they can reapply for a Teacher's Certificate Program again if they are eligibie after transferring.
I. Your student ID number will remain unchanged.
J. You may take a leave of absence for the Spring 2027 semester.
K. The maximum length of studentship and semester leaves of absence will not be extended upon transfer, and the number of semesters already taken will be calculated to include those before and after your transfer.

6. Eligibility for Department Transfer

You are only eligible for department transfer (even if currently taking the semester off) if enrolled on the Seoul Campus and satisfy both requirements A and B outlined below:

A. Common Requirements

1) You have taken 1 to 8 semesters (excluding summer/winter sessions);
   ※ You may not apply for department transfer if in your 9th semester at the time of application
   ※ You are considered to have taken a semester once enrolled even if you have earned no credit for that semester;
   ※ For students registered for 7 or more semesters, please check your maximum period of enrollment on the portal (Portal → Registration/Graduation → University Registration Inquiries) to ensure that you can graduate within your allowed enrollment period after transferring.
2) You have completed major courses of at least 6 credits in the department you are currently affiliated with(including 학문의기초) [Refer to Annex 1 in the Korean version of the policy]
   ※ However, additional major courses may be recognized according to the department(or division) from which the student is transferring out.

B. Additional Requirements of the Department You Transfer To:
Contact the College/Division/Department's Administration Office
[Refer to Annex 2 in the Korean version of the policy]

※ You are not eligible for department transfer if you:
- are enrolled in a Contracted Department
- are a university transfer student, a dual degree student
- are a students who have entered through the School of Interdisciplinary Studies, Division of Global Open Major, University College, College of Engineering(under Autonomous Major Selection System) but have not yet been assigned a major.
- (Sejong campus) are a student who started in a Division and have chosen your major therein (you may not transfer to another Department within the same Division)
- have already campus transferred from another Campus
- are a student athlete of the Department of Physical Education

※ For detailed information on the evaluation methods for transferring in and out of each department, please refer to the Korean version of the policy.

7. Interview

Incoming Procedure (for students applying for transfer *to* the following)

Evaluation Format	Department
Interview	■ College of Liberal Arts: All Departments (Except for the Department of English Language and Literature, the Department of Linguistics, the Department of Sociology) ■ College of Life Sciences and Biotechnology: All Divisions/Departments - No interview is to be conducted when the number of applicants is below the maximum Incoming quota. ■ College of Engineering: All Divisions/Departments ■ College of Education: All Departments ■ College of Nursing: Department of Nursing ■ College of Health Science: School of Biosystem and Biomedical Science, Division of Health Policy and Management ■ School of Art and Design - Students must bring their portfolio to the interview (no fixed format or size) ■ College of Media & Communication: All Divisions

※ Time and location of the interviews and examinations for Incoming applicants will be announced on the Undergraduate Schedule (KUPID > Notice > Undergraduate Notice) on November 13 (when Outgoing students are confirmed)

C. Important Notes for Interviews
1) No-show will result in automatic failure of the interview.
2) Applicants must bring an identification document (resident registration card, passport or driver's license) to the interview
3) Interviews schedules may change depending on the circumstances

■ College/Department Contacts

College/Department	Contacts	College/Department	Contacts
■ Business School	02-3290-2702	■ College of Engineering	02-3290-4127
■ College of Liberal Arts	02-3290-5105 (lib_ams @korea.ac.kr)	Department of Chemical and Biological Engineering	02-3290-4600
Department of Korean Language and Literature		Department of Civil, Environmental and Architectural Engineering	02-3290-3311
Department of Philosophy		Department of Architecture	02-3290-4599
Department of Korean History		Department of Mechanical Engineering	02-3290-3350
Department of History		School of Electrical Engineering	02-3290-3213
Department of Sociology		Department of Materials Science and Engineering	02-3290-3821
Department of Sinographic Literatures		School of Industrial and Management Engineering	02-3290-3380
Department of English Language and Literature		Integrative Energy Engineering	02-3290-4591
Department of German Language and Literature		■ College of Medicine	02-2286-1122
Department of French Language and Literature		■ College of Education	02-3290-1335
Department of Chinese Language and Literature		Department of Education	
Department of Russian Language and Literature		Department of Physical Education	
Department of Japanese Language and Literature		Department of Home Economics Education	
Department of Spanish Language and Literature		Department of Mathematics Education	
Department of Linguistics		Department of Korean Language Education	
■ College of Life Sciences and Biotechnology	02-3290-3060 (amjung@korea.ac.kr)	Department of English Language Education	
Division of Life Sciences		Department of Geography Education	
Division of Biotechnology		Department of History Education	
Division of Food Bioscience and Technology		■ College of Nursing	02-3290-4902
Division of Environmental Science and Ecological Engineering		■ College of Informatics	02-3290-4132
Department of Food and Resource Economics		Department of Computer Science and Engineering	
■ College of Political Science and Economics	02-3290-5180	Data Science	
Department of Political Science and International Relations		Altificial Intelligence	
Department of Economics		■ Division of International Studies	02-3290-1396
Department of Statistics		International Studies	
Department of Public Administration		Global Korean Studies	
■ College of Science	02-3290-4071	■ School of Art and Design	02-3290-2680
Department of Mathematics		■ College of Health Science	02-3290-5670
Department of Physics		School of Biomedical Engineering	
Department of Chemistry		School of Biosystem and Biomedical Science	
Department of Earth and Environmental Sciences		School of Health and Environmental Science	
■ College of Media and Communication	02-3290-1407	Division of Health Policy and Management	
School of Media & Communication		■ Division of Smart Security	02-3290-4250
School of Global Entertainment		■ School of Psychology	02-3290-2060