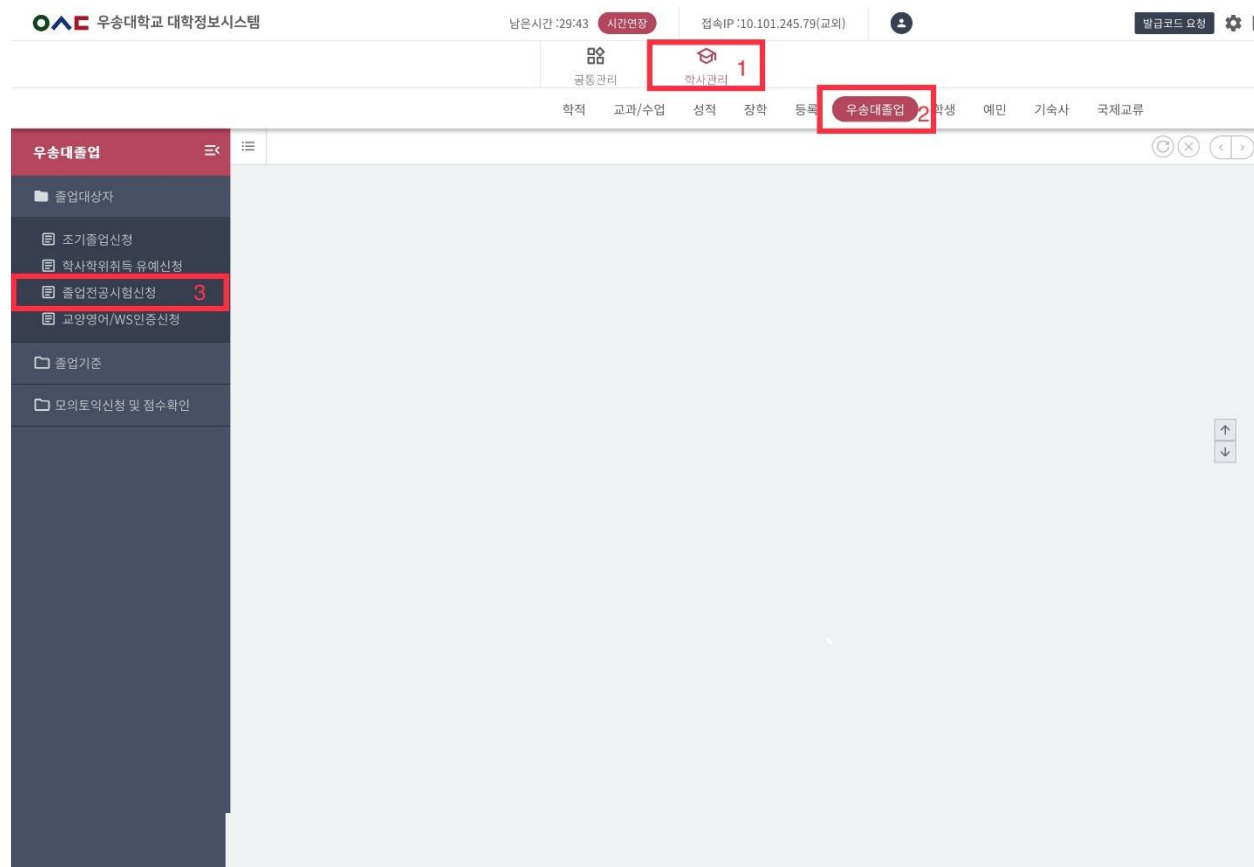


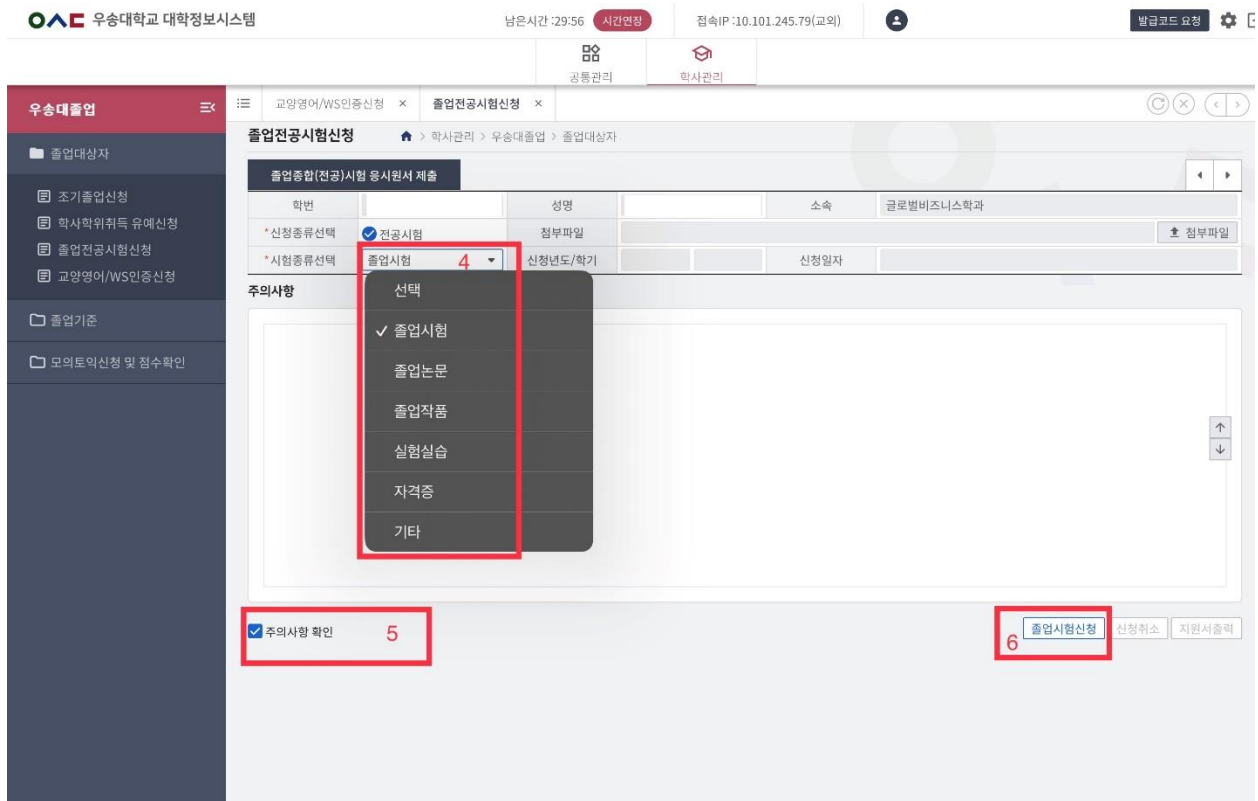
## Graduation Examination Registration Instructions

In order to graduate, students must officially apply to graduate, called Graduation Examination Registration. To do this, go to Woosong University infosystem at <https://wsinfo.wsu.ac.kr/>, log in and follow the below instructions.

*Students must complete Graduation Examination Registration even if their department does not have a Graduation Examination requirement.*



1. Choose 'Academic Affairs Management' (학사관리).
2. Choose 'Woosong University Graduation' (우송대졸업).
3. Choose 'Graduation' (졸업대상자).



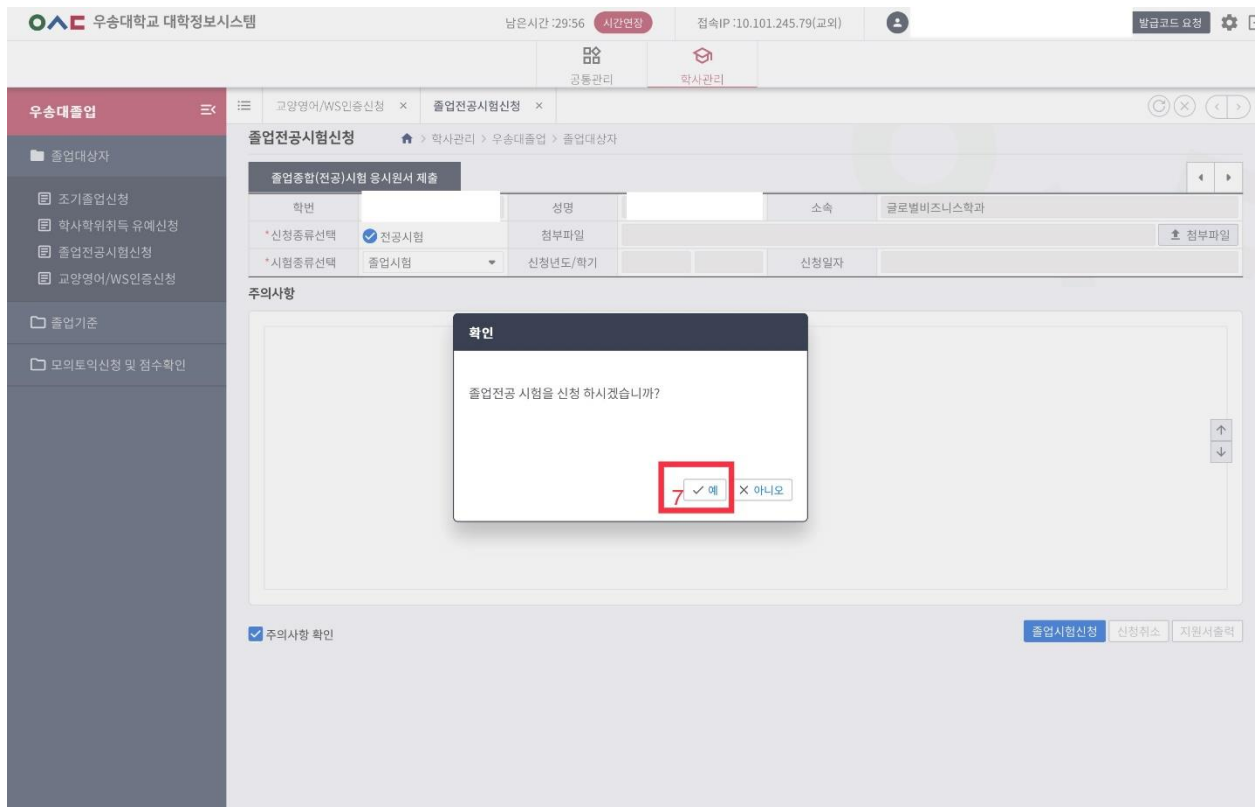
4. Choose 'Graduation Major Test Application' (졸업전공시험신청). Select one of the graduation exam types:

- Graduation Exam( 졸업시험)
- Graduation Thesis ( 졸업논문)
- Graduation Project ( 졸업작품)

*This information is reminding you about the final project/capstone project/final report and your WS Language Certification. Upload your graduation file into attachment box (첨부파일), if you have one. If you are not required to apply any final project/capstone project/final report, choose Graduation Exam ( 졸업시험). **If you are not sure, check with your academic department.***

5 Read and confirm you have read by clicking 'Check the Precautions' (주의사항 확인).

6. Click 'Graduation Exam Application' (졸업시험신청).

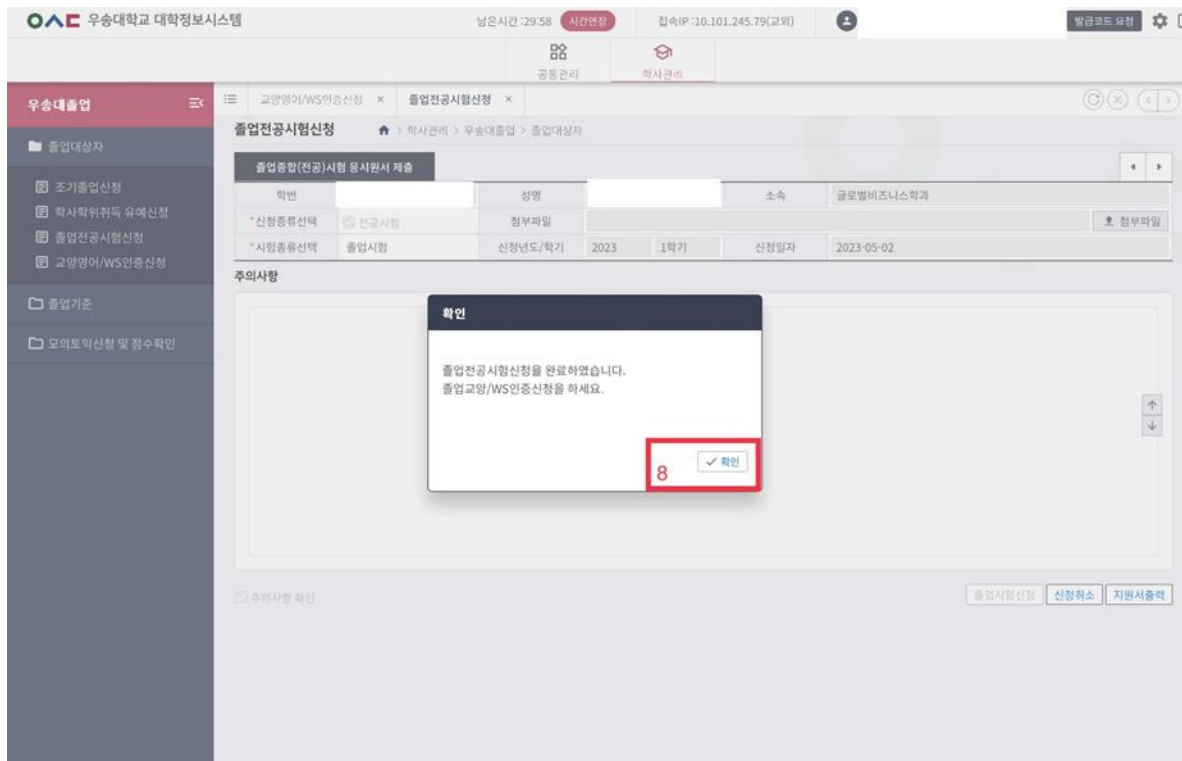


7. For Registration Confirmation, click the 'Yes' (예) button.

The notification states:

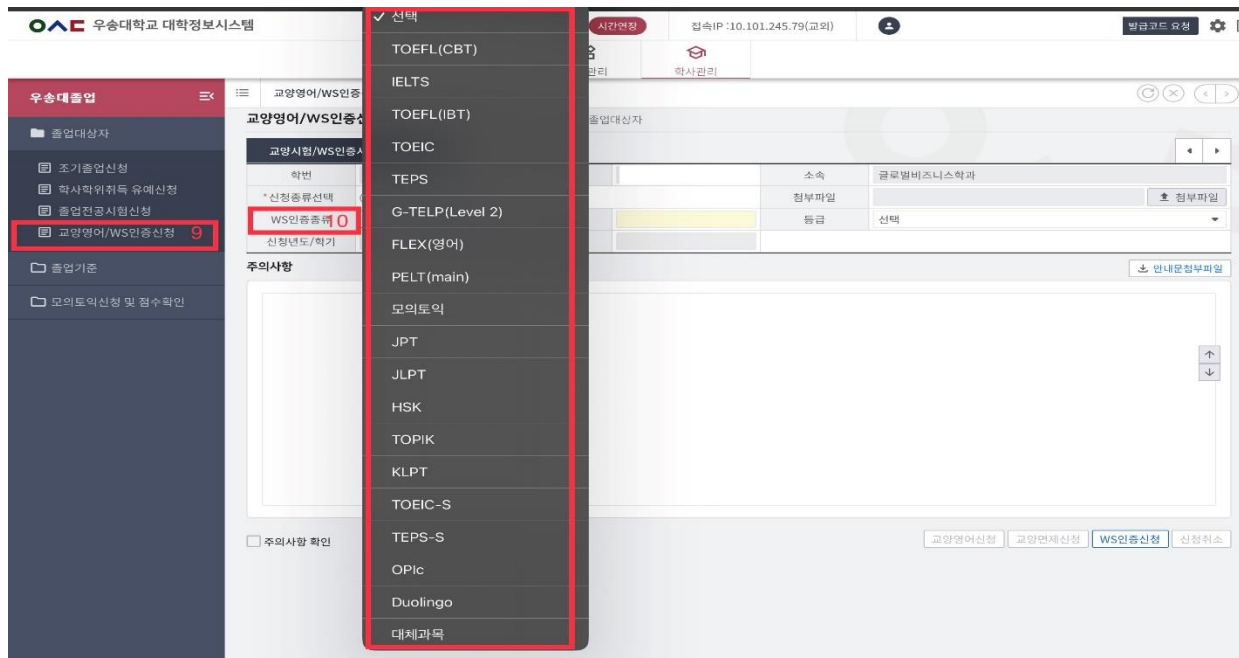
'Would you like to apply for the graduation major exam?'

(졸업전공 시험을 신청 하시겠습니까?)



8. Click the 'OK' (확인) button after confirming the graduation exam information.

Next, you must register for your World Student (WS) Language Certification.



9. Choose 'Liberal English/WS Language Certification Application' (교양영어/WS 인증신청).

10. Next, click the 'WS Authentication' (WS 인증) button. Then, select the type of certification that you will be using.

- Students who have taken, or will be taking the Mock TOEIC Examination offered by Woosong University do not need to upload the certification.
- Students who have completed an external language certification, such as TOPIK, HSK, JPT, etc., will have to upload the valid certification. This must be a valid certificate in PDF format, not a screenshot, etc.
- Write the score in the 'Score' (점수) box.
- Students who do not have the certification during the registration period can submit it later. Take careful note of the deadline announced for submission.

The screenshot shows the '교양영어/WS인증신청' (General English/WS Certification Application) page. The form includes the following fields:

| 학번 | 성명 | 소속        | 소속 |
|----|----|-----------|----|
|    |    | 글로벌비즈니스학과 |    |

\*신청종류선택:  교양영어  WS인증

WS인증종류: 모의토익 (점수: )

신청년도/학기: (신청일자: )

주의사항:  주의사항 확인 11

Buttons: 교양영어신청, 교양영어신청, WS인증신청 12, 신청취소

11. Click 'Check the Precautions' (주의사항 확인).

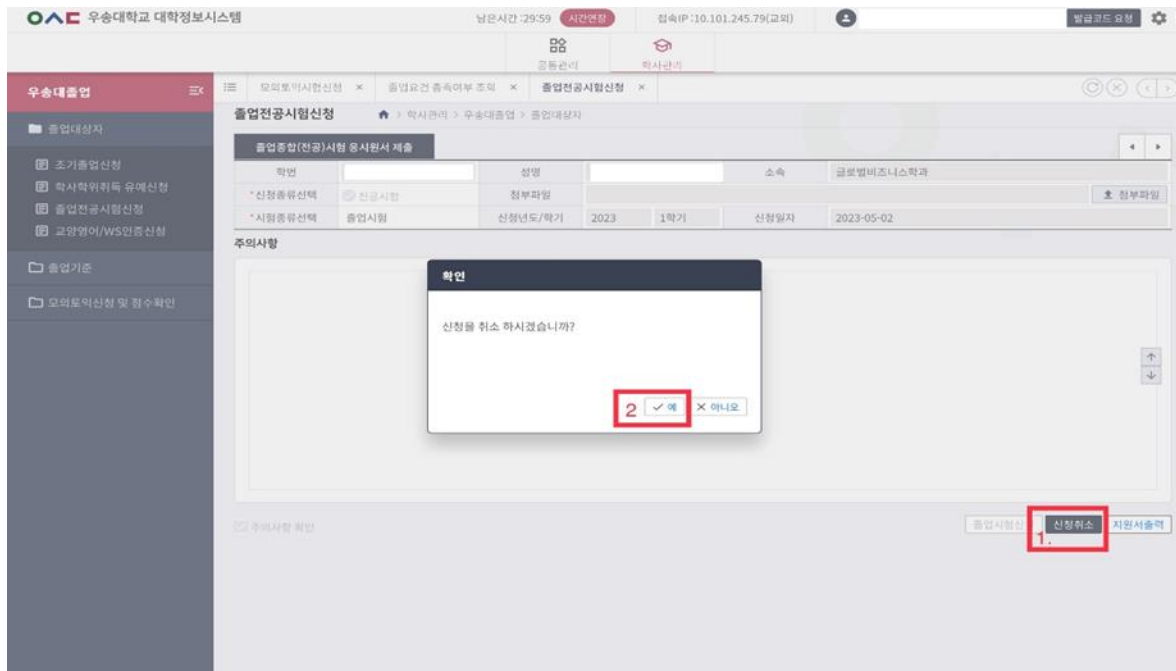
12. Click 'WS Language Certification Application' (WS 인증신청).

*Your registration is completed!*

# Registration Cancellation

If you need to cancel your registration for any reason, this is how to do it.

*Note: this is only for students who applied to graduate in error. A student who has completed all graduation requirements must register to graduate and cannot stay as an active student.*

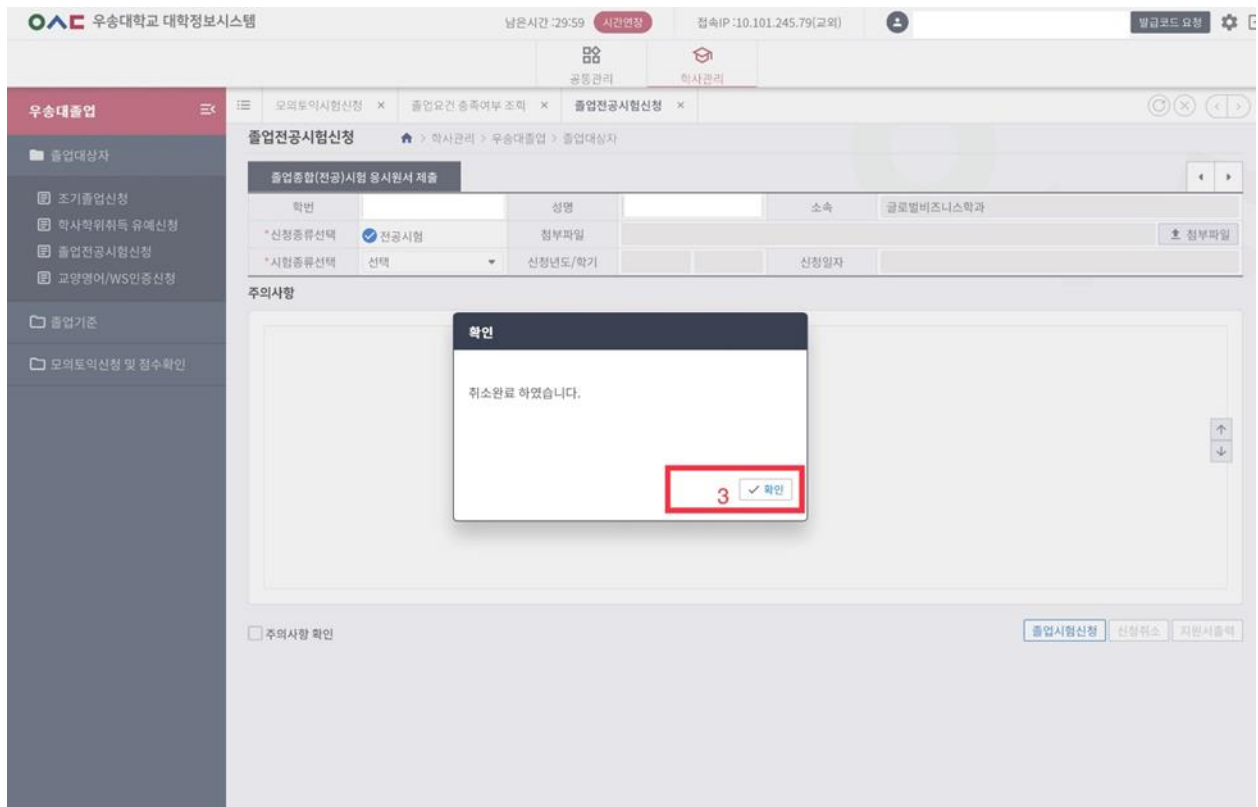


1. Click 'Cancellation of Application' (신청취소).
2. Click 'Yes' (예).

The notification states:

'Are you sure you want to cancel your application?'

(신청을 취소 하시겠습니까?)



3. To confirm the registration cancellation, click the 'OK' (확인) button.