Application for Changing Major

|  |  |
| --- | --- |
| Current Department |  |
| Student ID No. |  |
| Name in Full | (Family) (First) (Middle) |
| Phone(Cell) |  |
| E-Mail |  |
| Department that you want to transfer to |  |
| Reason that you want to transfer |  |

I hereby understand the conditions on changing major (GSIS Academic rules (Article 16)) and officially request the permission to change my major. I also understand that I have to follow the curriculum of changed major after I got the permission of changing major.

(\* Required document: Transcript)

GSIS Academic rules (Article 16)

① A student intending to change his or her department or major shall pass through the approval of the head or the head professor of his or her department and then obtain permission from the dean of the Graduate School.

② A student may change his or her department only once before his or her second or third semester begins.

③ In the event that any tuition fees payable have been changed as a result of the change of his or her department, the relevant fee shall be calculated for payment.

**2020. 06. .**

**Applicant: (Signature)**

**To. Dean of AJOU GSIS**

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| --- | --- | --- |
|  | Chairman of current department | Chairman of department changed |
| Accept  | Agree | Disagree | Agree | Disagree |
|  |  |  |  |
| Do you submit confirmation emails from each chairman to GSIS office? (Yes / No ) |  |  |

(Under the COVID 19 pandemic situation, instead of visiting offices, send confirmation request emails to both department chairmen and share the email with GSIS office.)