

# Graduate School Academic Guide (for Students)

# ❖ Application for Advisor Change



Menu: Academics (KUPID) > Academic Records > Academic Records > Thesis Advisor Change Application

① Click [Faculty Search] to search for and select your new academic advisor.

**Thesis Advisor Change Application** Academic Records > Academic Records > Thesis Advisor Change Application Multiple Lang ? ☆

**Guidelines for Academic Advisor Change Application** Hide notice

Click the "Hide notice" button on the right to view the screen more widely.

※ In the case of Industry-Academic Cooperation programs, applications (or changes) for visiting researcher status must be submitted directly to the administration office.

**Application**

Academic year / semester: 2026 / Spring    Academic Advisor Before Change: [blurred]    Academic Advisor After Change\*: [blurred]    **Faculty Search**

Reason for application\*

[text area]

**Application**

# ❖ Application for Advisor Change

Menu: Academics (KUPID) > Academic Records > Academic Records > Thesis Advisor Change Application

① Click [Faculty Search] to search for and select your new academic advisor.

Advisor Search ✕

Name\*  Search

---

List of Faculty Members

No.	Name	Employment Sta	Affiliated department
1			

Total: [1]

Confirm Cancel

# ❖ Application for Advisor Change



Menu: Academics (KUPID) > Academic Records > Academic Records > Thesis Advisor Change Application

② After entering the reason for the change, click [Application].

**Thesis Advisor Change Application** Academic Records > Academic Records > Thesis Advisor Change Application Multiple Lang ? ☆

**Guidelines for Academic Advisor Change Application** Hide notice ^  
Click the "Hide notice" button on the right to view the screen more widely.

※ In the case of Industry-Academic Cooperation programs, applications (or changes) for visiting researcher status must be submitted directly to the administration office.

**Application**

Academic year / semester: 2026 / Spring    Academic Advisor Before Change: [Redacted]    Academic Advisor After Change\*: [Redacted]    Faculty Search

**Reason for application\***

[Redacted]

**Application**

# ❖ Application for Advisor Change

Menu: Academics (KUPID) > Academic Records > Academic Records > Thesis Advisor Change Application

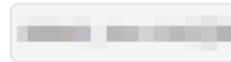
③ Your request will appear in the list below. (Once the approval status is "Approved" or "Finalized," the request cannot be canceled.)

## Application

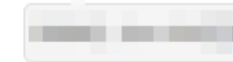
Academic year / semester

2026 / Spring

Academic Advisor Before Change



Academic Advisor After Change\*



Reason for application\*

Cancel application

## Application details

2026 1학기 변경

Academic Advisor Before Change:



Academic Advisor After Change:



Approval status: Application



# ❖ Leave of Absence Application

Menu: Academics (KUPID) > Academic Records > Academic Records > Leave of Absence/Return Application

① Review and update your personal information.

**Leave of Absence/Return Application**    Academic Records > Academic Records > Leave of Absence/Return Application    Multiple Language ? | ☆

This is a leave of absence/return application for academic year 2026, semester 1.

 Number of semesters allowed for leave of absence	▣ Semester	 Number of semesters of leave of absence taken	▣ Semester
--	------------	---	------------

**Student basics**

Enrollment Status	<input type="text"/>	Academic status	<input type="text"/>	Military Status	<input type="text"/>
Phone Number *	<input type="text"/>	Mobile phone number *	<input type="text"/>		
Bank/Account number *	<input type="text"/>				
Your Residential Address *	<input type="text"/>	<input type="text"/>			
Resident Registration Address	<input type="text"/>	<input type="text"/>			

# ❖ Leave of Absence Application

Menu: Academics (KUPID) > Academic Records > Academic Records > Leave of Absence/Return Application

- ② Select the leave of absence category, reason, and leave of absence period in order.
  - ※ Documents must be attached depending on the reason for the leave of absence (e.g., military service, pregnancy/childbirth/childcare, illness).
- ③ After entering the detailed reason, click [Application].

### Application information for leave

Leave of absence/return category	Temporary withdrawal (general) ▼	Application status	▼	Application date	▼
Reason*	Select ▼	Leave of absence period*	Select ▼		

Attachment file

Batch Download Add Delete Save

Drag and drop the file here to upload.

<input type="checkbox"/>	Status No.	File name	File size	Preview
--------------------------	------------	-----------	-----------	---------

※ Clicking 'File Name' downloads the file.

※Maximum per upload:4  
0.0MB

Application

# ❖ Leave of Absence Application

Menu: Academics (KUPID) > Academic Records > Academic Records > Leave of Absence/Return Application

④ Your request will appear in the list below. (The request cannot be modified or canceled after approval.)

### Application information for leave

Leave of absence/return category: Temporary withdrawal (general) Application status: Application Application date: [Calendar icon]

Reason\*: 기타 Leave of absence period\*: First semester

Detailed reasons: [Text area]

Attachment file [Batch Download]

<input type="checkbox"/> Status	No.	File name	File size	Preview
---------------------------------	-----	-----------	-----------	---------

※ Clicking 'File Name' downloads the file. ※Maximum per upload:40.0MB

[Edit](#) [Cancel](#)

### Application records for leave of absence/return

2026 Spring	Temporary withdrawal (general)	Application date: [Calendar icon]	Application status: Application	Approval date: [Calendar icon]	<a href="#">View detail</a>
-------------	--------------------------------	-----------------------------------	---------------------------------	--------------------------------	-----------------------------

# ❖ Return from Leave of Absence

Menu: Academics (KUPID) > Academic Records > Academic Records > Leave of Absence/Return Application

① Select the return category, then click [Application].

**Application information for leave**

Leave of absence/return categ **General re-enrollment** Application status Application date

Attachment file Batch Download Add Delete Save

Drag and drop the file here to upload.

<input type="checkbox"/>	Status No.	File name	File size	Preview
--------------------------	------------	-----------	-----------	---------

※ Clicking 'File Name' downloads the file. ※Maximum per upload:4 0.0MB

**Application**

# ❖ Return from Leave of Absence



Menu: Academics (KUPID) > Academic Records > Academic Records > Leave of Absence/Return Application

② Your request will appear in the list below. (The request cannot be modified or canceled after approval.)

**Application information for leave**

Leave of absence/return category: General re-enrollment Application status: Application Application date: ■■■■■■■■■■

Attachment file Batch Download

<input type="checkbox"/> Status	No.	File name	File size	Preview

※ Clicking 'File Name' downloads the file. ※Maximum per upload:40.0MB

Edit Cancel

**Application records for leave of absence/return**

2026 Spring General re-enrollment Application date: ■■■■■■■■■■ Application status: Application Approval date: 📅 View detail

# ❖ Application for Deferral of Study Duration



Menu: Academics (KUPID) > Academic Records > Academic Records > Study Duration Deferral Application

① Click [Application].

※ Only students who meet the requirements for early completion are eligible to apply.

**Study Duration Deferral Application** Academic Records > Academic Records > Study Duration Deferral Application Multiple Lang

**Current semester information**

Academic year: 2026 Semester: Spring

**Application for deferral of the shortening of duration of study**

Degree program: [ ] Enrolled Semester: [ ] Average grade points: [ ]

**Application**

# ❖ Application for Deferral of Study Duration



Menu: Academics (KUPID) > Academic Records > Academic Records > Study Duration Deferral Application

② Your request will appear in the list below. (Once the processing status is "Approved" or "Finalized," the request cannot be canceled.)

**Study Duration Deferral Application** Academic Records > Academic Records > Study Duration Deferral Application Multiple Language

**Current semester information**

Academic year: 2026 Semester: Spring

**Application for deferral of the shortening of duration of study**

Degree program: [Redacted] Enrolled Semester: [Redacted] Average grade points: [Redacted]

**Application details**

2026 1학기 Application date: [Redacted] Processing date: [Redacted] Processing status: [Application](#) [Cancel](#)

# ❖ Integrated Program Withdrawal Application

Menu: Academics (KUPID) > Academic Records > Academic Records > MA-PhD Program Withdrawal Application

① Enter the reason for withdrawal, then click [Application].

MA-PhD Program Withdrawal Application Academic Records > Academic Records > MA-PhD Program Withdrawal Application Multiple Lang ? ☆

**Guidelines for Withdrawal from Integrated Master's-Doctoral Program** Hide notice

Click the "hide notice" button on the right to view the screen more widely.

**\* Eligibility**

1. Applications are only available to students enrolled in a combined master's-doctoral program.
2. Applications are only available to currently enrolled students or students on a leave of absence.

\* The reason for withdrawal must be entered within 300 characters.

\* Once you click [Submit], the reason for withdrawal cannot be modified or cancelled. Please make sure to review all entered information carefully before clicking [Submit] to avoid any errors. However, cancellation of the application is only possible if the processing status is still "Applied."

\* For further details, please contact the Academic Affairs Office of your graduate school.

**Application information for wit**

Academic year  Semester

**Reason for withdrawal\*** 0/Maximum 300 Korean characters

**Application**

# ❖ Integrated Program Withdrawal Application



Menu: Academics (KUPID) > Academic Records > Academic Records > MA-PhD Program Withdrawal Application

② Check your submitted application. (The request cannot be canceled once the processing status is "Confirmation".)

**MA-PhD Program Withdrawal Application** [Home](#) [Academic Records](#) > [Academic Records](#) > [MA-PhD Program Withdrawal Application](#) Multiple Lang

**Guidelines for Withdrawal from Integrated Master's-Doctoral Program** Hide notice

Click the "Hide notice" button on the right to view the screen more widely.

**\* Eligibility**

1. Applications are only available to students enrolled in a combined master's-doctoral program.
2. Applications are only available to currently enrolled students or students on a leave of absence.

\* The reason for withdrawal must be entered within 300 characters.

\* Once you click [Submit], the reason for withdrawal cannot be modified or cancelled. Please make sure to review all entered information carefully before clicking [Submit] to avoid any errors. However, cancellation of the application is only possible if the processing status is still "Applied."

\* For further details, please contact the Academic Affairs Office of your graduate school.

---

**Application information for wit**

Academic year  Semester

Reason for withdrawal\* 3/Maximum 300 Korean characters

Application date  Processing status  Processing date

[Cancel application](#)