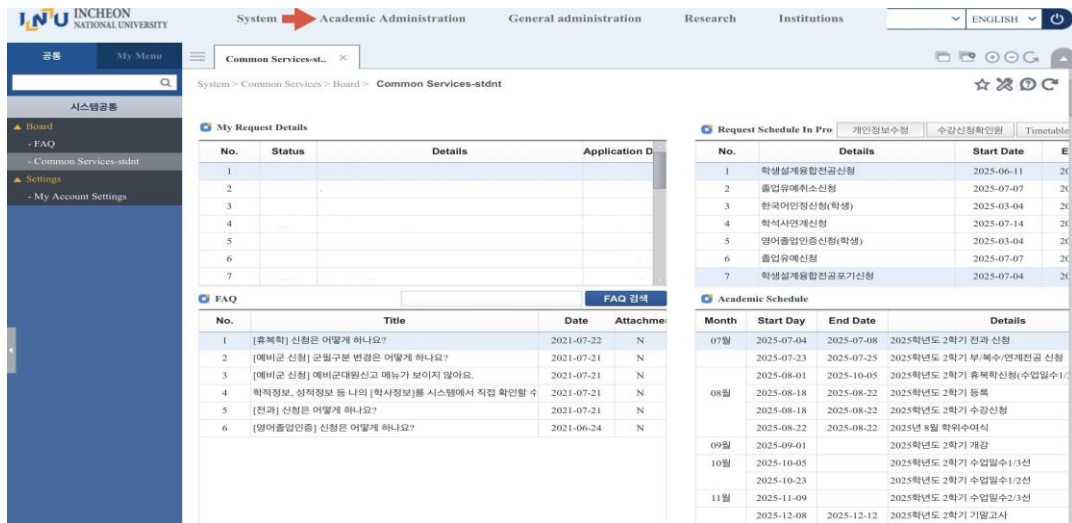


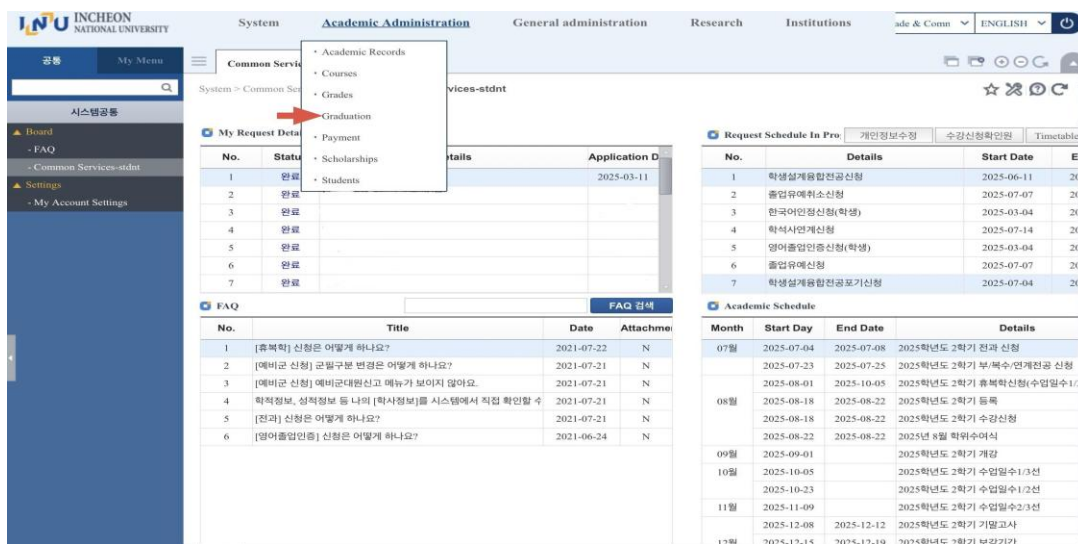
Submitting English Requirement Confirmation Manual

1. Go to INU Portal website and log in
2. Click on Academic Administration button
 - On the homepage, locate and click the “Academic Administration” tab in the top menu.



3. Click Graduation

- From the dropdown menu under “Academic Administration,” select “Graduation.”



4. Click Confirmation of English Requirement

- On the Graduation page, find and click “Confirmation of English Requirement” from the list of options.

The screenshot shows the INCU National University portal. The left sidebar contains a 'Graduation' menu with several options. The option 'Confirmation of English Requirement' is highlighted with a red circle and an arrow. The main content area shows a 'My Request Details' table with 7 rows, and a 'Request Schedule In Pro' table with 7 rows. The 'Academic Schedule' table is also visible at the bottom.

5. Click Add to put in your certificate info and click Application to submit

- On the “Confirmation of English Requirement” page, click the “Add” button to enter your certificate details. After filling in the information, click “Application” to submit your request.

The screenshot shows the 'Confirmation of Eng...' form. The form includes fields for 'Official Foreign Language', 'Alternative Class', and 'English Graduation'. The 'Request of English Graduation' section is highlighted with a red box, and the 'Add' button is highlighted with a red arrow and the number '1'. The 'Add' button is located at the bottom right of the form.