

Submitting English Requirement Confirmation Manual

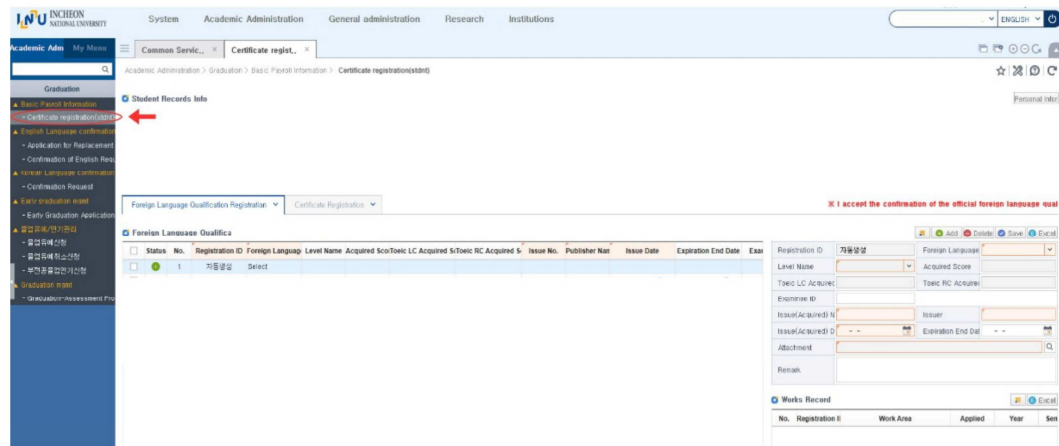
1. Go to INU Portal website and log in
2. Click on Academic Administration button
 - On the homepage, locate and click the “Academic Administration” tab in the top menu.

3. Click Graduation

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

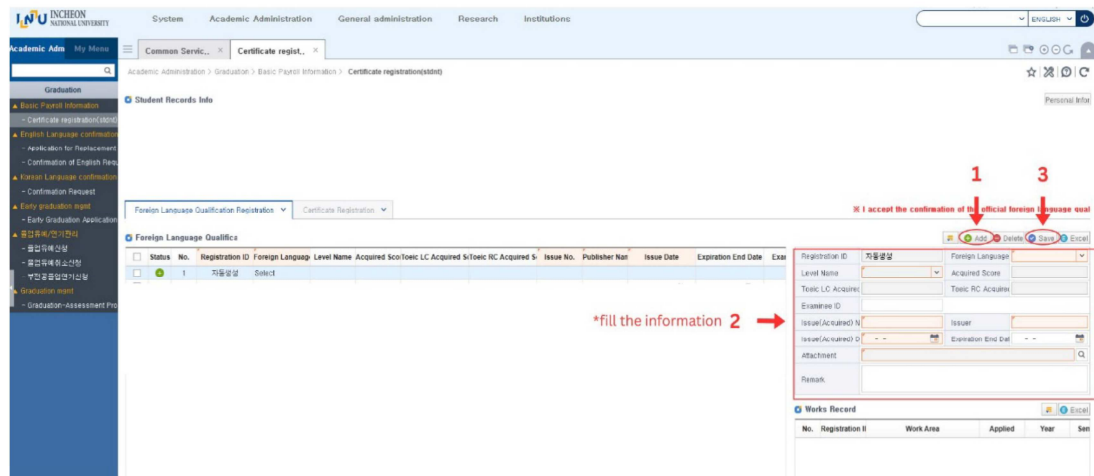
4. Click Certificate Registration (stdnt)

- On the Graduation page, find and click “Click Certificate Registration (stdnt)” from the list of options.



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

- On the “Foreign Language Qualification Registration” page, click the “Add” button to enter your certificate details. After filling in the information, click “Save” to submit your request.



(*) These first 5 steps are for student's language certificate upload (not the final language certificate for graduation requirement)

(*) After you finish uploading student's language certificate the below steps are for the final language certificate for graduation requirement

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

7. Click Add to put in your certificate info and click Foreign Language Certificate to choose the student's language certificate

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- The screenshot displays the INU Academic Administration system interface. The top navigation bar includes links for System, Academic Administration, General administration, Research, and Institutions. The left sidebar contains a menu with options like Academic Admin, My Menu, and various application forms. The main content area is titled 'Academic Administration > Graduation > English Language confirmation mgmt > Confirmation of English Requirement'. It features a 'Student Info' section with a 'Personal Info' link. Below this is the 'English Graduation Requirement' section, which includes fields for Official Foreign lang, Score/Grade, Acquired D, and Class name. The 'Request of English Graduation' section contains a form with fields for Year, Semester, Application Date, Level/Score, and Authority/Company N. A red arrow points to the 'Foreign Language C' dropdown menu in the 'Foreign Language C' field. The bottom of the page shows a table with columns for Status, No., Approval Status, Year, Semester, English Certificate Course, Acquired L/Acquired S, LC score, RC score, Examinee ID, Verification No., Issue Date(Acquisition), and Authority(Company Name). The table contains one row with a green status icon and the number 1.

- Click “선택” to choose the student’s language certificate (which has already been uploaded in the first 5 steps)

Academic Administration > Graduation > English Language confirmation request > Confirmation of English Requirement

Student Info

English Graduation Requirement

Request of English Graduation

List (Request of English Graduation)

8. Click “Application” to submit your request

- After filling in the information and choosing the file, click “Application” to submit your request.

Academic Administration > Graduation > English Language confirmation request > Confirmation of English Requirement

Student Info

English Graduation Requirement

Request of English Graduation

List (Request of English Graduation)