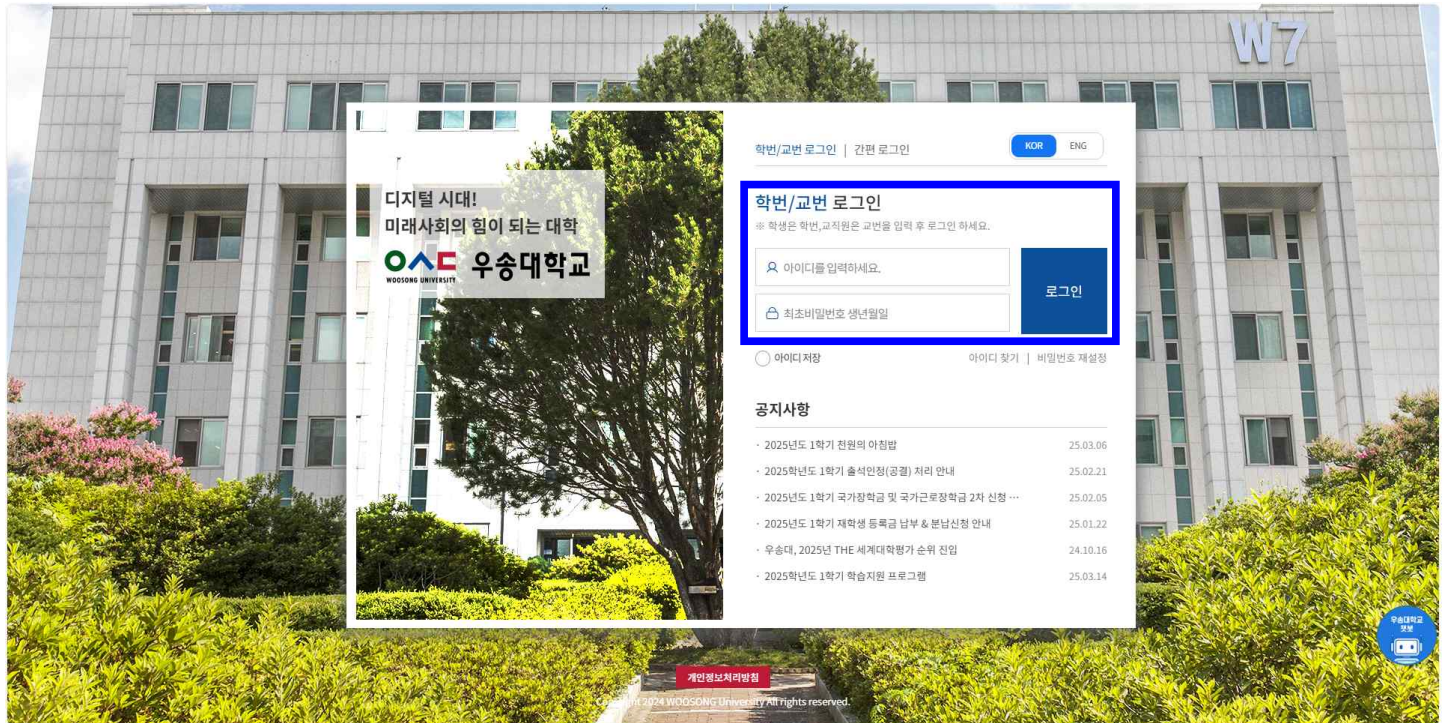


WS인증 신청 매뉴얼

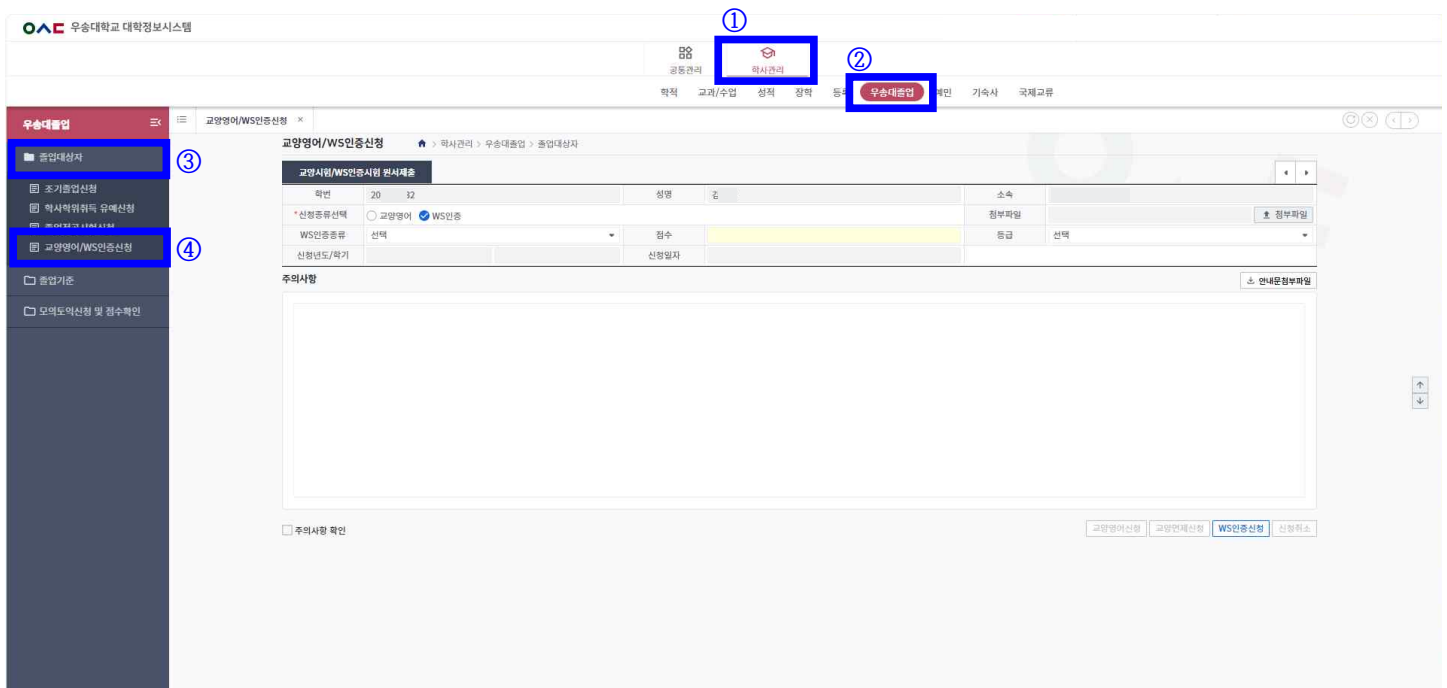
2025.03.31.

① 대학정보시스템 로그인(<https://wsinfo.wsu.ac.kr>)



② WS인증신청 화면 접속

→ 학사관리 ▶ 우송대졸업 ▶ 졸업대상자 ▶ 교양영어/WS인증신청



③ WS인증 내역 입력

- WS인증종류 선택 : 희망하는 WS인증 시험종류를 선택합니다.
※ 2008학년도 이전 신입생은 교양영어를 신청합니다.
- 서류첨부 : 성적표, 자격증 등 서류는 스캔본을 첨부하고 점수 또는 등급을 입력합니다.
- 주의사항 확인 : '주의사항'의 내용을 확인하시고, '주의사항 확인'의 체크박스를 클릭합니다.
- 신청완료 : 'WS인증신청' 버튼을 클릭하여 신청을 완료합니다.

The screenshot shows the '교양영어/WS인증신청' (General English/WS Certification Application) form. The form is divided into several sections:

- Header:** Includes the university logo and navigation tabs for '공통관리' (General Management) and '학사관리' (Academic Management).
- Left Sidebar:** Contains a menu for '우송대홈' (Ulsong University Home) with options like '초기접입신청' (Initial Access Application), '학사학위취득 유예신청' (Application for Deferral of Degree Acquisition), etc.
- Main Form Area:**
 - 교양영어/WS인증신청 부서제출** (Submitted by General English/WS Certification): This section contains a table for applicant information.

학번	20	32	성명	김	소속	첨부파일	토익 성적표.jpg	첨부파일
*신청종류선택	☐ 교양영어 ☒ WS인증		점수		550	등급	선택	
WS인증종류	TOEIC		신청년도/학기			신청일자		
 - 주의사항** (Notes): A large text area for additional information. Below it, there is a checkbox labeled '주의사항 확인' (Check Notes) which is annotated with a blue box and the number 2.
 - Buttons:** At the bottom right, there are buttons for '교양영어신청', '교양영어재', and 'WS인증신청' (annotated with a blue box and the number 3).

④ WS인증 신청 완료

This screenshot shows the same application form as the previous one, but with a confirmation dialog box displayed in the center. The dialog box is titled '확인' (Confirm) and contains the text: '졸업교양/WS인증 신청을 하시겠습니까?' (Do you want to apply for graduation general English/WS certification?). At the bottom of the dialog box, there are two buttons: '예' (Yes) and '아니오' (No). The 'WS인증신청' button in the bottom right corner of the form is now highlighted in blue, indicating the final step in the process.