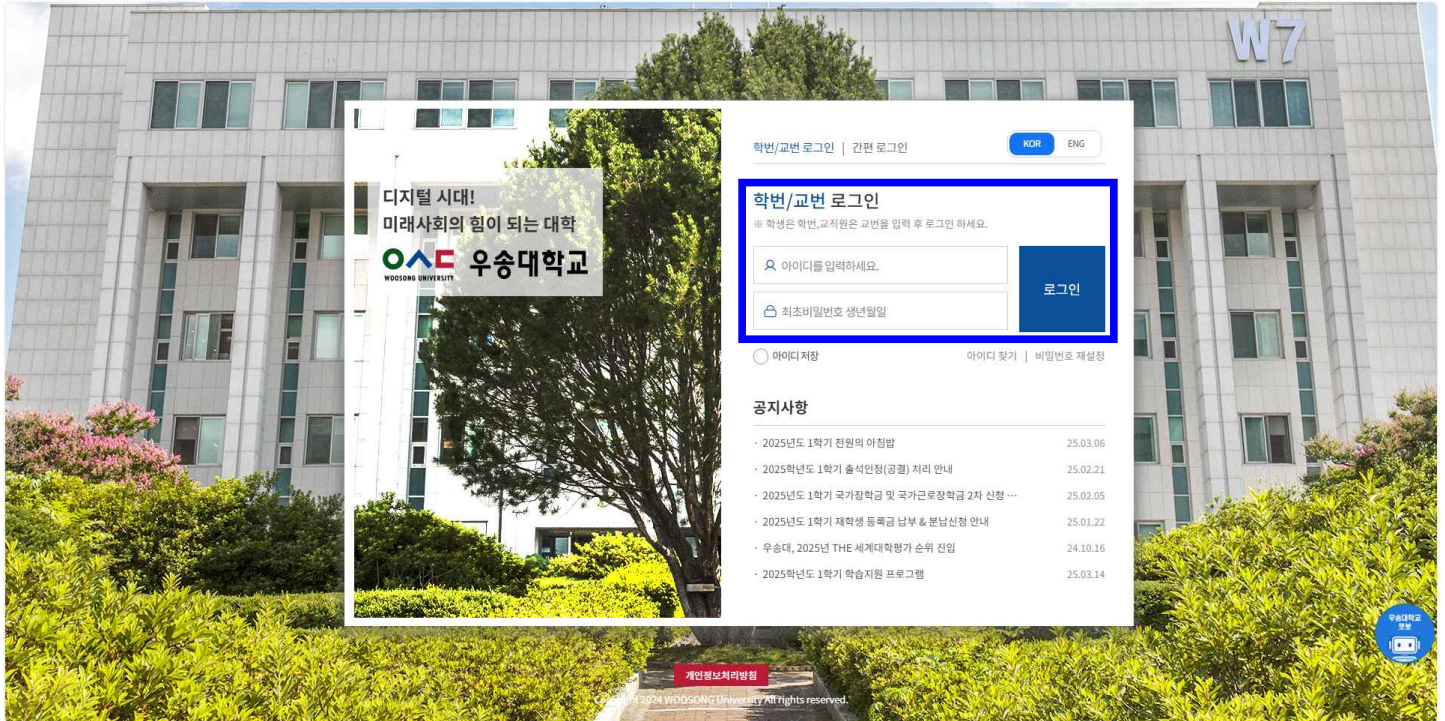


WS인증 신청 매뉴얼

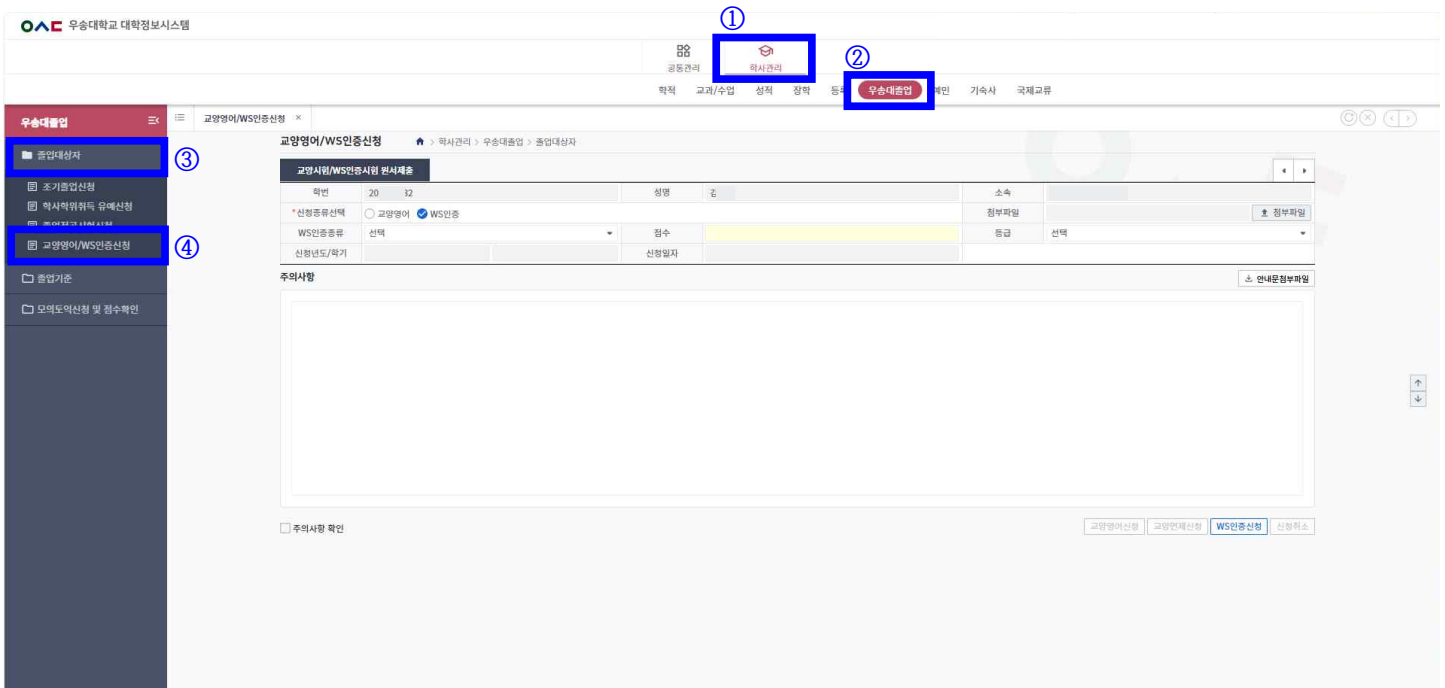
2025.03.31.

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' (U.S. University Home) with options like '초기접입신청' (Initial Access Application), '학사학위취득 유예신청' (Application for Deferral of Degree Acquisition), etc.
- Main Form Area:**
 - 교양영어/WS인증신청** (General English/WS Certification Application) - This section is highlighted with a blue box and labeled with a circled '1'.
 - 교양영어/WS인증시험 일시제출** (General English/WS Certification Exam Submission Date) - This section contains a table with columns for '학번' (Student ID), '성명' (Name), '점' (Score), '소속' (Affiliation), '첨부파일' (Attachment), '등급' (Grade), and '선택' (Selection). The table shows a row for 'WS인증종류' (WS Certification Type) with 'TOEIC' selected and a score of '550'.
 - 주의사항** (Notes) - This section is highlighted with a blue box and labeled with a circled '2'. It contains a checkbox for '주의사항 확인' (Check Notes).
 - WS인증신청** (WS Certification Application) - This button is highlighted with a blue box and labeled with a circled '3'.

④ WS인증 신청 완료

The screenshot shows the 'WS인증신청' (WS Certification Application) form after the application has been submitted. A confirmation dialog box is displayed in the center of the screen, asking the user to confirm the submission. The dialog box has a title bar '확인' (Confirm) and a message '졸업교양/WS인증 신청을 하시겠습니까?' (Do you want to apply for graduation general/WS certification?). There are two buttons at the bottom: '예' (Yes) and '아니오' (No).

The background form is partially visible, showing the same fields as in the previous screenshot, but the 'WS인증신청' button is now disabled, and the '주의사항 확인' checkbox is checked.