

## Student Exchange Program (SEP) & Visiting Student Program (VSP) Grade Conversion Certificate

All exchange/visiting students are required to complete this form and submit it within the application period if their home university does not use the U.S. 4.0 GPA scale.

### 1. Student Information

Full Name of Student	
Email Address	
Home University Name	
Program to be Attended	<input type="checkbox"/> Student Exchange Program (SEP) <input type="checkbox"/> Visiting Student Program (VSP)
Official Transcript Issuance Date (YYYY/MM/DD)	
Cumulative GPA (4.0 scale)	_____ / 4.0

\*The cumulative GPA is the average of all your semester GPAs.  
 \*Refer to the tables provided on pages 2-4 to complete this section.

- For students whose grades CANNOT be converted to the U.S. 4.0 GPA scale, please visit the following website <https://www.scholaro.com/gpa-calculator>. Select your country and enter your grades. After clicking the “Calculate GPA” button, you will see your cumulative GPA based on the U.S. 4.0 scale.
- If your grades CANNOT be converted based on their numeric values, please submit a certification letter issued by the coordinator of your home university verifying your academic performance, in lieu of completing this form.

### 2. Home University Confirmation

Certifying Official’s Full Name	
Certifying Official’s Title	
Certifying Official’s Email Address	

 \_\_\_\_\_  
 Date (YYYY/MM/DD)

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Official Stamp/Seal of Home University

**Table 1. GPA Conversion Table**

4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100 Points Scale
3.97 ~ 4.0	4.26 ~ 4.3	4.46 ~ 4.5	4.95 ~ 5.00	100
3.92 ~ 3.96	4.22 ~ 4.25	4.41 ~ 4.45	4.90 ~ 4.94	99
3.88 ~ 3.91	4.17 ~ 4.21	4.36 ~ 4.40	4.84 ~ 4.89	98
3.84 ~ 3.87	4.12 ~ 4.16	4.31 ~ 4.35	4.79 ~ 4.83	97
3.80 ~ 3.83	4.08 ~ 4.11	4.26 ~ 4.30	4.73 ~ 4.78	96
3.75 ~ 3.79	4.03 ~ 4.07	4.21 ~ 4.25	4.68 ~ 4.72	95
3.71 ~ 3.74	3.98 ~ 4.02	4.16 ~ 4.20	4.62 ~ 4.67	94
3.67 ~ 3.70	3.93 ~ 3.97	4.11 ~ 4.15	4.57 ~ 4.61	93
3.62 ~ 3.66	3.89 ~ 3.92	4.06 ~ 4.10	4.51 ~ 4.56	92
3.58 ~ 3.61	3.84 ~ 3.88	4.01 ~ 4.05	4.45 ~ 4.50	91
3.49 ~ 3.57	3.75 ~ 3.83	3.91 ~ 4.00	4.34 ~ 4.44	90
3.41 ~ 3.48	3.65 ~ 3.74	3.81 ~ 3.90	4.23 ~ 4.33	89
3.32 ~ 3.40	3.56 ~ 3.64	3.71 ~ 3.80	4.12 ~ 4.22	88
3.24 ~ 3.31	3.46 ~ 3.55	3.61 ~ 3.70	4.01 ~ 4.11	87
3.15 ~ 3.23	3.37 ~ 3.45	3.51 ~ 3.60	3.90 ~ 4.00	86
3.07 ~ 3.14	3.27 ~ 3.36	3.41 ~ 3.50	3.79 ~ 3.89	85
2.98 ~ 3.06	3.18 ~ 3.26	3.31 ~ 3.40	3.68 ~ 3.78	84
2.90 ~ 2.97	3.09 ~ 3.17	3.21 ~ 3.30	3.57 ~ 3.67	83
2.81 ~ 2.89	2.99 ~ 3.08	3.11 ~ 3.20	3.45 ~ 3.56	82
2.72 ~ 2.80	2.90 ~ 2.98	3.01 ~ 3.10	3.34 ~ 3.44	81
2.64 ~ 2.71	2.80 ~ 2.89	2.91 ~ 3.00	3.23 ~ 3.33	80

**Table 2-1. Detailed GPA Conversion Table: 4.5 to 4.0 Scale**

4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale
4.50	4.00	4.20			3.49	3.61		3.31	2.98	3.01	
4.49	3.99	4.19	3.74	3.90	3.48	3.60	3.23	3.30	2.97	3.00	2.72
4.48			3.73	3.89		3.59	3.22	3.29			2.71
4.47	3.98	4.18	3.72	3.88	3.47	3.58	3.21	3.28	2.96	2.99	2.70
	3.97	4.17		3.87	3.46	3.57			2.95	2.98	
4.46	3.96	4.16	3.71	3.86	3.45	3.56	3.20	3.27	2.94	2.97	2.69
4.45		4.15	3.70	3.85			3.19	3.26		2.96	2.68
4.44	3.95	4.14	3.69	3.84	3.44	3.55	3.18	3.25	2.93	2.95	2.67
4.43	3.94	4.13			3.43	3.54		3.24	2.92	2.94	
4.42	3.93	4.12	3.68	3.83	3.42	3.53	3.17	3.23	2.91	2.93	2.66
4.41			3.67	3.82		3.52	3.16	3.22			2.65
4.40	3.92	4.11	3.66	3.81	3.41	3.51	3.15	3.21	2.90	2.92	2.64
	3.91	4.10		3.80	3.40	3.50			2.89	2.91	
4.39	3.90	4.09	3.65	3.79	3.39	3.49	3.14	3.20	2.88	2.90	2.63
4.38		4.08	3.64	3.78			3.13	3.19		2.89	2.62
4.37	3.89	4.07	3.63	3.77	3.38	3.48	3.12	3.18	2.87	2.88	2.61
4.36	3.88	4.06			3.37	3.47		3.17	2.86	2.87	
4.35	3.87	4.05	3.62	3.76	3.36	3.46	3.11	3.16	2.85	2.86	2.60
4.34			3.61	3.75		3.45	3.10	3.15			2.59
4.33	3.86	4.04	3.60	3.74	3.35	3.44	3.09	3.14	2.84	2.85	2.58
	3.85	4.03		3.73	3.34	3.43			2.83	2.84	
4.32	3.84	4.02	3.59	3.72	3.33	3.42	3.08	3.13	2.82	2.83	2.57
4.31		4.01	3.58	3.71			3.07	3.12		2.82	2.56
4.30	3.83	4.00	3.57	3.70	3.32	3.41	3.06	3.11	2.81	2.81	2.55
4.29	3.82	3.99			3.31	3.40		3.10	2.80	2.80	
4.28	3.81	3.98	3.56	3.69	3.30	3.39	3.05	3.09	2.79	2.79	2.54
4.27			3.55	3.68		3.38	3.04	3.08			2.53
4.26	3.80	3.97	3.54	3.67	3.29	3.37	3.03	3.07	2.78	2.78	2.52
	3.79	3.96		3.66	3.28	3.36			2.77	2.77	
4.25	3.78	3.95	3.53	3.65	3.27	3.35	3.02	3.06	2.76	2.76	2.51
4.24		3.94	3.52	3.64			3.01	3.05		2.75	2.50
4.23	3.77	3.93	3.51	3.63	3.26	3.34	3.00	3.04	2.75	2.74	2.49
4.22	3.76	3.92			3.25	3.33		3.03	2.74	2.73	
4.21	3.75	3.91	3.50	3.62	3.24	3.32	2.99	3.02	2.73	2.72	2.48

*Myoung-Jin Lee*

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Myoung-Jin Lee  
 Vice President for Academic Affairs

**Table 2-2. Detailed GPA Conversion Table: 4.5 to 4.0 Scale**

4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale	4.50 Scale	4.00 Scale
2.71	2.46	2.42		2.13	1.97	1.84	1.72	1.55	1.47	1.26	
2.70		2.41	2.21	2.12	1.96	1.83	1.71	1.54		1.25	1.22
2.69	2.45	2.40	2.20	2.11	1.95	1.82		1.53	1.46		1.21
2.68	2.44	2.39	2.19	2.10		1.81	1.70		1.45	1.24	1.20
2.67	2.43	2.38		2.09	1.94		1.69	1.52	1.44	1.23	
2.66		2.37	2.18		1.93	1.80	1.68	1.51		1.22	1.19
2.65	2.42		2.17	2.08	1.92	1.79		1.50	1.43	1.21	1.18
	2.41	2.36	2.16	2.07		1.78	1.67	1.49	1.42	1.20	1.17
2.64	2.40	2.35		2.06	1.91	1.77	1.66	1.48	1.41	1.19	
2.63		2.34	2.15	2.05	1.90	1.76	1.65	1.47		1.18	1.16
2.62	2.39	2.33	2.14	2.04	1.89	1.75		1.46	1.40		1.15
2.61	2.38	2.32	2.13	2.03		1.74	1.64		1.39	1.17	1.14
2.60	2.37	2.31		2.02	1.88		1.63	1.45	1.38	1.16	
2.59		2.30	2.12		1.87	1.73	1.62	1.44		1.15	1.13
2.58	2.36		2.11	2.01	1.86	1.72		1.43	1.37	1.14	1.12
	2.35	2.29	2.10	2.00		1.71	1.61	1.42	1.36	1.13	1.11
2.57	2.34	2.28		1.99	1.85	1.70	1.60	1.41	1.35	1.12	
2.56		2.27	2.09	1.98	1.84	1.69	1.59	1.40		1.11	1.10
2.55	2.33	2.26	2.08	1.97	1.83	1.68		1.39	1.34		1.09
2.54	2.32	2.25	2.07	1.96		1.67	1.58		1.33	1.10	1.08
2.53	2.31	2.24		1.95	1.82		1.57	1.38	1.32	1.09	
2.52		2.23	2.06		1.81	1.66	1.56	1.37		1.08	1.07
2.51	2.30		2.05	1.94	1.80	1.65		1.36	1.31	1.07	1.06
	2.29	2.22	2.04	1.93		1.64	1.55	1.35	1.30	1.06	1.05
2.50	2.28	2.21		1.92	1.79	1.63	1.54	1.34	1.29	1.05	
2.49		2.20	2.03	1.91	1.78	1.62	1.53	1.33		1.04	1.04
2.48	2.27	2.19	2.02	1.90	1.77	1.61		1.32	1.28		1.03
2.47	2.26	2.18	2.01	1.89		1.60	1.52		1.27	1.03	1.02
2.46	2.25	2.17		1.88	1.76		1.51	1.31	1.26	1.02	
2.45		2.16	2.00		1.75	1.59	1.50	1.30		1.01	1.01
2.44	2.24		1.99	1.87	1.74	1.58		1.29	1.25	1.00	1.00
	2.23	2.15	1.98	1.86		1.57	1.49	1.28	1.24		
2.43	2.22	2.14		1.85	1.73	1.56	1.48	1.27	1.23		

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