



Leave of/Return from Absence (GSIS)

◆Leave of Absence (Article 7 of KU GSIS Bylaws & Regulations)

o Students are able to take off maximum of 2 consecutive semesters at a time and the total numbers cannot exceed 3 semesters.

o The period of 'Leave of Absence' is included in the term of years for thesis submission.

※ For International Students, your D-2 visa will be **expired** on the very day of applying for 'Leave of Absence'. Therefore, you need to prepare your own visa if you keep staying in Korea.

▪ If you want to know more detailed information on your visa issue, please contact the Seoul Immigration Office or call to 1345 in person.

◆Return from Absence

o Visit the GSIS Administration Office during the designated period and MUST pay the tuition fees during the designated enrollment period.

o If you don't register for 'Return from Absence' after the period is expired, you will be **expulsed**.

1. Application Period of Leave of Absence and Return from Absence

* **Not possible** during the semester, please refer to the Academic Calendar.

o Spring 2020: Monday, January 20, 2020 10:00 ~ Friday, February 14, 2020 17:00

2. How to: Email or Visit the GSIS Administration Office with your ARC and Student ID Card

▪ For those who have D-2 holders

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea for any reasons, your authorized length of stay will be **automatically shortened** regardless of the period printed on your ARC. To gain re-entry to Korea, you must then apply for a new D-2 again with a new Certificate of Admission (CoA) issued by GSIS Administration Office, Korea University.

▪ How to apply for new D-2 visa

1) Submit 'Request for CoA' to GSIS Administration Office by e-mail (gsis@korea.ac.kr).

*CoA can be issued 2 months before the official starting date of the semester you wish to return.

2) Submit CoA along with required documents to Korean Consulate Office for D-2.

*In most cases, student need to apply for D-2 visa in their home country.

3) Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch.

▪ For those who have different visa type other than D-2 visa, will be guided in detail upon their consultation visit to Global Service Center (gsc@korea.ac.kr, +82+2-3290-5172~4).

Immigration Guidelines for International Students

(In case of Leave of Absence)

International students can apply for leave of absence. However, applying for leave of absence means invalidating the student visa (D-2). Students taking leave of absence MUST leave Korea within 15 days from the date leave of absence is officially approved by GSIS administration office. To prevent any confusion over this issue, please visit GSIS administration office and receive counseling beforehand.

Once you decide to take a leave of absence after the consultation, you MUST submit the Leave of Absence Form in person. Please make sure to bring your passport and ARC with the Leave of Absence form on the day of visit.

※ Alien Registration Card (ARC) is valid ONLY when the student is registered at the university and physically in Korea. If he/she does not register for the upcoming semester, his/her ARC, with student visa (D-2), will be expired automatically.

■ For those who have D-2 holders

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea for any reasons, your authorized length of stay will be automatically shortened regardless of the period printed on your ARC.

To gain re-entry to Korea, you must then apply for a new D-2 again with a new Certificate of Admission(CoA) issued by GSIS Administration Office.

■ How to apply for new D-2 visa

1) Submit 'Request for CoA' to GSIS Administration Office by e-mail.

*CoA can be issued **2 months before** the official starting date of the semester you wish to return.

2) Submit CoA along with required documents to Korean Consulate Office for D-2.

*In most cases, student need to apply for D-2 visa in their home country.

3) Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch.

■ The returning students should contact the Korea embassy or consulate in their home countries in advance to figure out and to prepare the documents needed for the visa application. Please be reminded that it is the students' responsibility to obtain the student visa (D-2) before the semester begins.

Office: #223, International Studies Hall

Officer: Serena Minjung Kim

Phone: +82-2-3290-1392

E-mail: gsis@korea.ac.kr



일반휴학원서(국제대학원)

General Leave of Absence Form

과 정 Program	석사() , 박사() Master Doctor	학과, 전공 Course, Major	
학 번 Student No.		성 명 Name	
생년월일 Date of Birth		핸드폰 Mobile No.	
계좌번호 Account Number			
휴학사유 Reason for the leave	*출산휴학자 첨부서류: 진단서 1부 Applicant of maternity leave, please submit medical certificate		
금학기 신청 휴학기간 Period of absence	년(Y) 월(M) 일(D) - 년(Y) 월(M) 일(D) -	년(Y) 월(M) 일(D) - 년(Y) 월(M) 일(D) -	일(D) (1 Semester) 일(D) (1 Semester)
이미 사용한 휴학기간 Past records of absence	* Notice: Period of absence must not be more the 3 semesters. 년(Y) 월(M) 일(D) - 년(Y) 월(M) 일(D) 년(Y) 월(M) 일(D) - 년(Y) 월(M) 일(D) 년(Y) 월(M) 일(D) - 년(Y) 월(M) 일(D)		

* 휴학기간이 끝난 후 복학 또는 휴학연장을 하지 않을 경우 제적 처리함.
No registration or extension of the leave after the period of absence is over, the student will be expelled.

본인은 위의 사유로 인하여 휴학원을 제출합니다.

I hereby request the leave of absence for the above reason.

년(Y) 월(M) 일(D)

본 인 Applicant :

고려대학교 총장 귀하 To Korea University President

휴학원서 접수증 (Receipt)

과정
Program

학과
Course

전공 학번:
Major Student ID

성명(한자): ()
Name

위 학생의 휴학원서를 접수함.

Leave of absence applied

년(Y) 월(M) 일(D)

1. 휴학원서 접수증은 복학시까지 보관.
2. 휴학원서는 1회에 1년(2학기)을 초과할 수 없음.
3. 군필자는 병무행정(분)실에서 휴·복학 만기일 내에 예비군 진출신고를 하기 바람.
4. 휴학기간(통산3학기를 초과할 수 없음)이 끝난 후 복학 또는 휴학연장을 하지 않을 경우 제적처리함.



일반복학원서(국제대학원)

Coming Back to School Form

과 정 Program	석사(), 박사() Master Doctor	학과, 전공 Course, Major	
학 번 Student No.		성 명 Name	
주민등록번호 Social ID No.		휴 학 일 자 Date of the leave	
e-mail		핸 드 폰 Mobile No.	

본인은 일반휴학으로 인하여 학업을 중단하였으나
금 학기에 복학하고자 일반복학원을 제출합니다.

I hereby request coming back to school.

* 첨부: 등록금납부 영수증 (출산휴학 후 복학자는 출산확인증명서 첨부)

Attachment: Enrollment Receipt (Those who come back from the applicant maternity leave, please submit the certificate of childbirth)

년(Y) 월(M) 일(D)
본 인 Applicant : 인 혹은 Sign

접수자

고려대학교 총장 귀하

To Korea University President

인

복학원서 접수증 (Receipt)

과정 _____ 학과 _____ 전공 학번 : _____
 Program Course Major Student ID
 성 명 (한자) : _____ (_____)
 Name

위 학생의 복학원서를 접수함.

Coming back to school applied.

년(Y) 월(M) 일(D)

- 복학원서 접수증은 복학 후 1학기 동안 보관할 것.
- 군필자는 병무행정(분)실에서 휴·복학 만기일 이내에 예비군 전입신고를 하기 바람.