



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

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

- o Fall 2019: Thursday, August 1, 2019 10:00 ~ Monday, August 26, 2019 17:00
- o Spring 2020: Monday, February 3, 2020 10:00 ~ Tuesday, February 25, 2020 17:00

2) How to: 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, student 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).



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.