[Notice] Leave of Absence & Reinstatement Application

(2021.12. / Section of Student Records)

❑ Application procedure on ZEUS

- **Students**: My service > 학적(Student records) > 휴학신청/복학신청(Apply for leave of absence/return to school(reinstatement))
- **Professors and Dean/Dept. chair**: 학사행정(Academic administration) > 학적(Student records) > 휴/복학교수승인(Approval of leave of absence/return to school(reinstatement))

❑ Procedure of leave of absence (online) *Please refer to the attachment for step-by-step details.

Leave of absence				
General Leave of absence	Military Leave	Sick Leave	Pregnancy, Childbirth, Childcare Leave of absence	Business Start-up Leave
During semester	Before the start of the semester's final exam			
Student application (online)	Student application (online)	Student application (online)	Student application (online)	Student application (online)
	Evidence Documents (Notice of Enlistment)	Evidence Documents (Medical diagnosis from a general hospital)	Evidence Documents (Family Relations Certificate, Resident Registration Certificate, Birth Certificate)	Evidence Documents (Business Registration Certificate)

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Approval of department, library and *counseling center(undergraduate) (online)

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Approval of advisor (online)

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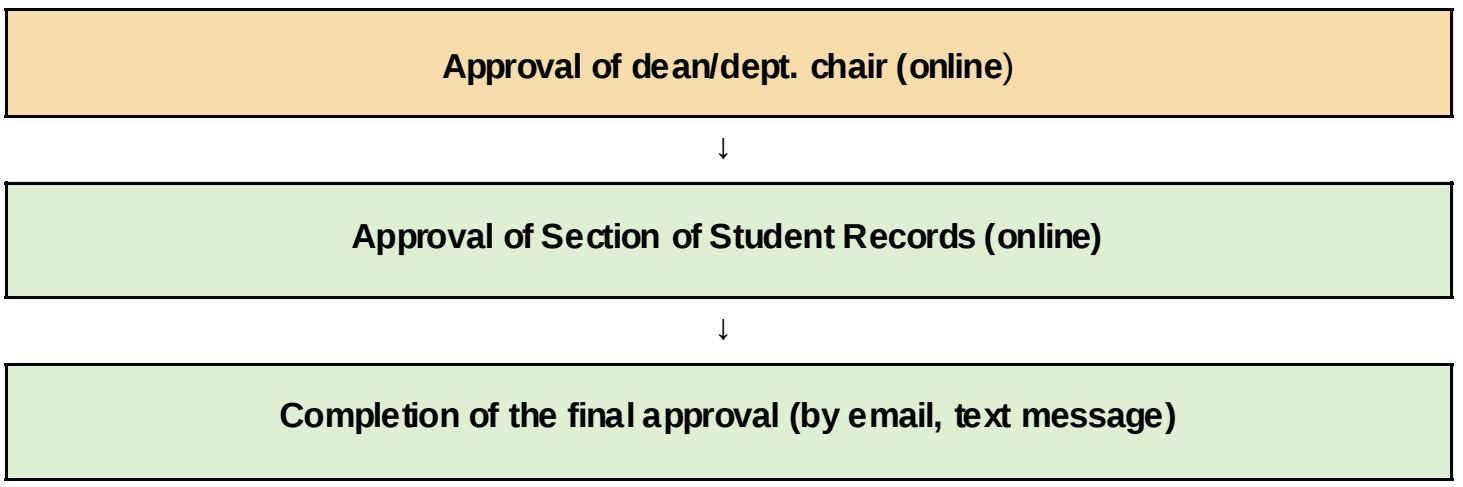
Approval of dean/dept. chair (online)
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Approval of Section of Student Records (online)
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Completion of the final approval (by email, text message)

❑ Procedure of return to school (online)

*Please refer to the attachment for step-by-step details.

Return to school(Reinstatement)

General reinstatement	Military reinstatement	Sick reinstatement	Pregnancy, Childbirth, Childcare reinstatement	Business Start-up reinstatement
Student application (online)	Student application (online) Evidence Documents (Discharge)	Student application (online)	Student application (online)	Student application (online)

Until the period of course registration change

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Approval of department (online)

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Approval of advisor (online)

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Approval of dean/dept. chair (online)

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Approval of Section of Student Records (online)

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Completion of the final approval (by email, text message)

❑ Notes on Application for Leave of Absence

Classification		Undergraduate students (*Interview Required)	Graduate students
General Leave of Absence	Application Deadline	Up to 3 days before the leave of absence application for the semester (ex: If Friday is the deadline, one can apply by Wednesday)	
	Available Semester	4 semesters	Master's degree 2 semesters, Doctorate 4 semesters, Integrated 6 semesters
	Other Details	Freshmen for first semester cannot apply for general leave of absence.	-
Military Leave	Application Deadline	Before the start of the semester's final exam ※ Only if the enlistment date is within the final exam period, application for military leave if possible if it starts from the semester including the final exam (If it is after the final exam, the semester to start the leave of absence must be set to next semester)	
	Available Semester	Military leave is not included in the general leave of absence.	
	Evidence Documents	Notice of Enlistment (Name, Enlistment Date, Enlistment Place, etc.)	
	Other Details	If you are discharged in the middle of the semester before your expected return to school, you must notify the department office and return to school immediately.	
Sick Leave	Application Deadline	Before the start of the semester's final exam	
	Available Semester	Up to additional 4 semesters allowed during normal period of leave of absence	
	Evidence Documents	Medical diagnosis from a general hospital stating that one has to rest for more than 4 weeks (Please remove the last digits of your Resident Number upon submitting) ※ List of general hospitals: https://www.hira.or.kr/rd/hosp/getHospList.do?pgmid=HIRAA030002000000 ※ Presumptive diagnosis will not be accepted. Final diagnosis must be submitted. ※ In case of sick leave due to mental illness, additional medical records may be requested.	
Pregnancy, Childbirth, Childcare Leave of absence	Application Deadline	Before the start of the semester's final exam	
	Available Semester	Child age limit: For children under the age of 8 or under the second grade of elementary school ※ Leave of absence permitted for up to 4 semesters per child ※ Pregnancy, Childbirth, Childcare Leave of absence are not included in the normal period of leave of absence.	
	Evidence Documents	Family Relations Certificate, Resident Registration Certificate, Birth Certificate, etc.	
Business Start-up Leave	Application Deadline	Before the start of the semester's final exam	
	Available Semester	Up to 4 semesters allowed, outside the normal period of leave of absence	
	Evidence Documents	Business Registration Certificate or a copy of Corporate Registration, business plan * Not permitted as evidence: entrepreneurship club membership details	

※ If you do not return to school on the semester you are supposed to return, or do not take additional leave of absence, you will be expelled.

※ Undergraduate course interview: Counseling Center, advisor (can only be approved after interview)

- In principle, the interview must be done directly (face-to-face), however, due to COVID-19, non-face-to-face interview is permitted. The student must contact the counseling center and advisor directly to arrange the interview method (by phone, e-mail, etc.) and the time schedule.
- Counseling Center Visiting Time: Weekdays 9 am to 6 pm (exclude lunch hours) / T. 2981
- Upon reaching the advisor interview (Advisor Standby) stage, the student must contact the

professor individually and arrange the interview schedule.