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| **Application for Studying at another University/Graduate School in or outside of Korea without Taking Official Leave of Absence**  (미휴학 국내·외 타대학(원) 수학신청서) |

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| Degree | BS/MS/PhD | Dept.(Major) |  | Student Name |  |
| Student Classification |  | Date of Admission  (MM/DD/YY) |  | Student ID No. |  |
| Phone No. |  | | Credit Hours Completed |  | |
| Description of Institute | Country Name: Name of Institute: | | | | |
| Address: | | | | |
| (Purpose)  □ Earning Credit Hours  (excluding Research Credits □,  including Research Credits □)  □ Dual Degree  (excluding Research Credits □,  including Research Credits □)  □ Research for Thesis/Dissertation | | Address & Phone No. of Institution |  | |
| Period | From (MM/DD/YY) - To (MM/DD/YY)  - | | Previous  Applications |  | |

I request permission for study/research at a different university/graduate school within Korea or abroad without taking an official leave of absence under KAIST School Regulations Article 52, Section 1 (Leave of Absence) in order to earn credit hours or conduct research for thesis/dissertation.

Date(MM/DD/YY):

Applicant Name: Signature:

Advisor Name: Signature:

Name of Department Head: Signature:

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| **Confirmation of the Relevant Administrative Departments** |

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| **Student Classification** | | **Requirements** | **Department** | **Staff member's name**  **(indicate date)** |
| General Information | All Students | Return of books on loan | Academic Info. Management Team (Main Library, 1F) |  |
| Student ID Card | Safety & Security Team (Educational Support Bldg, 1F) | After receiving permission to study at another University, your ID card will not be able to access facilities at KAIST, and this function will be recovered when completing the leave period. |
| Military Reserve/Civil Defense | Reserve Forces Association (Educational Support Bldg, 2F) |  |
| Additional Items | Students living in  dormitories | Return of dormitory supplies and key(s) | Student Life Team  (Creative Learning Bldg, 1F) |  |
| BS, MS or PhD Students | Medical expenses (BS Government Scholarship MS/PhD Students) | Scholarship & Welfare Team  (Creative Learning Bldg, 2F) |  |
| BS/MS scholarship  (if applicable) |  |
| Stipend (Foreign BS KAIST Scholarship Students) |  |
| TA stipend  (Government Scholarship student in PhD) |  |
| PhD Students | Related Military Service (Korean students only) | Student Affairs Team  (Creative Learning Bldg, 2F) |  |
| **Department Official** | | Dept.(Major): Name: Signature: | | |

※ The applicant should submit this application to their department office after receiving approval from his/her advisor and department head. The department should submit the form to the Academic Registrar's Team after referring to the relevant administration department by phone or fax and writing down the name of the person in charge. (however, in case of returning an item (card key etc.), the student should directly receive confirmation from the relevant department).

※ Attach documentary evidence of plans to study at a different university/graduate school.