**Request for Reinstatement to School (Undergraduate Students)**

(학사과정 복학원)

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| --- | --- | --- | --- |
| Student Name |  | Dept. (Major) |  |
| Nationality |  | Visa Type (Non-Koreans Only) |  |
| Degree |  | Student ID No. |  |
| Period of Absence  | From(MM/DD/YY) To(MM/DD/YY) - (for semesters) |
| Reasons for Absence |  |
| Date of Admission(MM/DD/YY) |  | Returning Semester | YY: Fall/Spring (Circle One) | Credits Receivedto Date | Total credits: |

I hereby request permission to return to school.

 Date(MM/DD/YY):

|  |  |
| --- | --- |
| Advisor | Department Head |
| Name |  |  |
| Signature |  |  |

Applicant Name: Signature:

Guarantor Name: Signature:

\* The guarantor should be the student's legal guardian.

\* For a student returning from the completion of military service, attach a copy of the certificate of discharge from the military or a copy of family resident registration.

\* The returning student shall be responsible for course registration and timely payment of all fees.

\* Any change in an international student’s status must be reported to the immigration center:

Non-Korean students must fill out the blank space for nationality/visa type, and if your current nationality is different from the one in the academic registration system, you must first change it with valid documents such as a copy of your passport and alien registration card.