**Request for University Withdrawal**

(Undergraduate Students) (학사 과정 자퇴원)

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| Student Name |  | Student ID No. |  |
| Nationality |  | Visa Type(Non-Koreans Only) |  |
| Degree |  | Dept.(Major) |  |
| Address |  | ZIP Code |  |
| Emergency Contact  | ☎Home: Mobile Phone No: |
| Reason for  | □ Personal reasons(Health problems) □ Personal reasons(Official duty/Employment) □ Personal reasons(Business start-up) □ Personal reasons(Childbirth or Childbearing) □ Personal reasons(Economic conditions/Family circumstances) **□ Personal reasons(Others) ■ Describe in detail:**□ Attending another college (Domestic - Natural Sciences or Engineering) □ Attending another college (Domestic - Medicine or Dentistry)□ Attending another college (Domestic - Law)□ Attending another college (Domestic - Others)□ Attending another college (Abroad - Natural Sciences or Engineering) □ Attending another college (Abroad- Medicine or Dentistry)□ Attending another college (Abroad - Law)□ Attending another college (Abroad - Others) |

I hereby request permanent academic leave.

Date(MM/DD/YY):

|  |  |  |
| --- | --- | --- |
| Advisor | Department Head | Applicant Name: Signature: |
| Name |  |  | Guarantor Name: Signature: |
| Signature |  |  |  |

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| **Confirmation of Relevant Administrative Departments** |

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| Student Classification | Requirements | Department | Staff member's name(indicate date) |
| All Students | Book return | Knowledge Service Management Team (ACC(Library) 1F IIS Center) |  |
| Student ID CardAutomobile /Motorcycle identification sticker | Safety & Security Team(Educational Support Bldg, 1F) |  |
| Military Reserve/Civil Defense (Korean students only) | Reserve Forces Association(Educational Support Bldg, 2F) |  |
| Medical treatment fees | KAIST Clinic(Medical Center 1F) |  |
| Medical expenses | Scholarship & Welfare Team (Creative Learning Bldg, 2F) |  |
| Dormitory | Student Life Team(Creative Learning Bldg, 1F) |  |
| Tuition fees | Academic Registrar’s Team(Creative Learning Bldg, 1F) |  |
| Stipend, Scholarship and Others  | Scholarship & Welfare Team (Creative Learning Bldg, 2F) |  |
| Department Official | Dept.(Major): Name: Signature: | Date:  |

1. After completing their personal information and signing the form, the student should receive signatures from the guarantor (legal guardian/parents), advisor, and department head/division chief. Following this, the student should **submit the form to their corresponding department’s office** (If the student has not declared a major, the student should obtain a signature from the advisor and department head at the Administrative Team of the School of Freshman(Student Life Team) in E11 and submit their forms there as well).

2. The department/division should complete the boxes of the confirmer and person in charge of the confirming departments (for the return of borrowed items, the applicant him/herself directly confirms with the relevant department.) after confirming with the relevant departments by phone or fax. After the form has been completed fully, the student should submit the form to the Academic Registrar’s Team.

3. **Any change in an international student’s visa status must be reported to the immigration center. Students must fill out the blank for nationality/visa type.** (If the student has not reported his/her nationality to the Academic Registrar’s Team, submit a copy of the Alien Registration Card and Passport with this form).