**Request for Temporary Academic Leave of Absence**

(Undergraduate Students) (학사과정 휴학원)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | Student ID No. | |  | Dept.(Major) | |  | |
| Nationality |  | | Visa Type  (Non-Koreans Only) | | |  | | |
| Address |  | | | | | ZIP code | |  |
| Phone. No | **Home { - - } / Mobile { - - }** | | | | | | | |
| Period of Absence | From ( / / ) - To ( / / ) (for \_\_\_\_\_ semesters) | | | | | | | |
| Reason for Absence | □ **General:** Enlistment preparation ( ), Health reasons ( ), Language training ( ), Business ( ), Other ( )  □ **Military:** Active duty ( ), Special assignment ( ), Professional research enlistment ( ), Public service ( ), Fire fighter ( )  □ **Medical** (Attach diagnosis) □ **Startup** (Attach Corporate register) □ **Childbirth/Childcare** (Attach Birth certificate/ certificate of family relationship) **■ Describe in detail:** ( ) | | | | | | | |

I hereby request permission for a temporary academic leave of absence as specified above.

Date(MM/DD/YY):

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

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

**To the President of KAIST**

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| --- | --- |
| Previous Leaves  of Absence  (Yes/No) | From ( / / ) - To ( / / ) (for \_\_\_\_\_ semesters) |
| From ( / / ) - To ( / / ) (for \_\_\_\_\_ semesters) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Classification | Requirements | | Relevant Department | | Staff Member Name  (indicate date) | |
| All students | Book return | | Knowledge Service Management Team  ACC(Library) 1F IIS Center | |  | |
| 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) | |  | |
| Tuition fees | | Academic Registrar's Team  (Creative Learning Bldg, 1F) | |  | |
| Dormitory | | Student Life Team  (Creative Learning Bldg, 1F) | |  | |
| ① School expenses (Dining fees)  ② Scholarship | | | Scholarship & Welfare Team  (Creative Learning Bldg, 2F) | | ① | |
| ② | |
| **Department Official** | Name |  | Signature |  | Date |  |

1. After completing personal information, the applicant should sign and receive signature from guarantor. The guarantor is the student’s legal guardian.

2. After receiving permission from advisor and department head submit this form to the department office for confirmation from relevant departments. (Students who have not declared a major should submit this form to the Administrative Team of the School of Freshman(Student Life Team) for confirmation: Creative Learning Bldg, 1F)

3. Upon completion of the application, the form should be submitted to the Office of Academic Affairs (Academic Registrar‘s Team: Creative Learning Bldg, 1F).

4. 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 students’ Alien Registration Card and Passport with this form).