Leave of/Return from Absence (GSIS)

◆ **Leave of Absence (Article 7 of KU GSIS Bylaws & Regulations)**

※ KU GSIS students are able to take off maximum of 2 consecutive semesters at a time and the total numbers of leave of absence cannot exceed **3 semesters**.

※ The period of 'Leave of Absence' is included in the term of years for 'thesis submission'.

 International students can apply for leave of absence. However, applying for leave of absence means invalidating their student visa (D-2). According to the 「Korean immigration law」, students taking a leave of absence **must** leave Korea **within 15 days of the date in which their leave of absence is officially approved** by the GSIS administration office. To prevent any confusion over this issue, students can contact the Global Services Center (GSC) and receive counseling beforehand.

- Alien Registration Card (ARC) is valid ONLY when the student is registered at the university and is physically in Korea. If he/she does not register for the upcoming semester, his/her ARC along with his/her student visa (D-2) will expire automatically.

- How to Apply: **Register online on the Portal (KUPID)** (http://portal.korea.ac.kr)

◆ **Returning to the University / Reinstatement**

 International students must obtain a new student visa (D-2) and Alien Registration Card (ARC) to resume their study at KU. International students could apply for absence/return on the portal KUPID (submission can be made from January/July). Once the reinstatement is approved by the GSIS administration office, the office will contact the student via Email for their Certificate of Admission (CoA), which is needed for student visa (D-2) application. After the Certificate of Admission (CoA) is issued, students may apply for their visa.

 It takes around 2 weeks~1 month for the reinstatement to be accepted and the Certificate of Admission (CoA) to be issued. The other required documents for student visa (D-2) may also take a long time to be issued. Therefore, returning students should contact the Korean embassy or consulate in their home country in advance to find out and prepare for the other documents needed for the visa application well ahead of time. Please be reminded that it is the students' responsibility to obtain a student visa before the semester begins.

※ If you don't register for 'Return from Absence' after the approved period expired, you will be **expulsed**.

 - How to Apply: **Register online on the Portal (KUPID)** (http://portal.korea.ac.kr)

1. **Application Period of Leave of Absence and Return from Absence**

 * **Not possible** during the semester, please refer to the Academic Calendar.

 Application for Spring 2024: January 8, 2024 10:00 ~ January 31, 2024 16:00 (International Student Only)

 February 1, 2024 10:00 ~ February 26, 2024 16:00

2. How to: **KUPID**(http://portal.korea.ac.kr) → Registration/Graduation → University Registration

→Application for Leave of Absence/Return

When you apply for Return from Absence(Reinstatement) on KUPID, please upload both documents below.

① a copy of (new) passport (if applicable, a copy of ARC together)

② a copy of bank balance statement

The Bank Statement (Proof of Bank Balance: Tuition + Living Costs) must

(1) Indicate it has a minimum balance of **KRW 20 million (USD 20,000) (2~4 semesters left)**,
   KRW 10 million (USD 10,000) (1 semester left) in one account.

(2) Be a scanned copy(clear photocopy) of **official document in English** with the stamp/signature from the bank.

(3) The account holder MUST be **YOU** or **your parents**.
   In the submission of parents', please upload the certificate of family relations (or birth certificate) with the bank statement **(compound them into ONE PDF file)**.

(4) Be issued **within 30 days** as of the application submitting date.

* If you do NOT upload all the required documents, your application may be rejected.

▪ **For those who have D-2 holders**

According to the 'Korean Immigration Law', if a student holding D-2 visa leaves Korea due to the leave of absence, your authorized length of stay will be **automatically shortened** regardless of the period printed on the back of your ARC. To gain re-entry permit to Korea, you must apply for a new D-2 visa again by asking a new Certificate of Admission(COA) to the GSIS administration Office at Korea University.

▪ **How to apply for new D-2 visa**

1) Submit 'Request for CoA' to GSIS Administration Office by e-mail (gsis@korea.ac.kr).
* CoA can be issued **2 months before** the official starting date of the semester you wish to return.
2) Submit CoA along with required documents to Korean Consulate Office for D-2.
* In most cases, student need to apply for D-2 visa in their home country.
3) Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch.

▪ If you want to know more detailed information on your visa issue, please contact the Seoul Immigration Office or call to 1345 in person, or for those who have different visa type other than D-2 visa can be guided in detail upon their consultationvisit to Global Service Center (gsc@korea.ac.kr) at Korea University.

Graduate School of International Studies
Korea University

Immigration Guidelines for International Students
(In case of Leave of Absence)

International students can apply for leave of absence. However, applying for leave of absence means invalidating the student visa (D-2). Students taking leave of absence MUST leave Korea within 15 days from the date leave of absence is officially approved by GSIS administration office. To prevent any confusion over this issue, please visit GSIS administration office and receive counseling beforehand. Once you decide to take a leave of absence after the consultation, you MUST apply for the Leave of Absence Form at Portal in person. Please make sure to bring your passport and ARC with the Leave of Absenceform on the day of visit.

※ Alien Registration Card (ARC) is valid ONLY when the student is registered at the university and physically in Korea. If he/she does not register for the upcoming semester, his/her ARC, with student visa (D-2), will be expired automatically.

■ **For those who have D-2 holders**

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea due to the leave of absence, your authorized length of stay will be automatically shortened regardless of the period printed on your ARC.
To gain re-entry to Korea, you must then apply for a new D-2 again with a new Certificate of Admission(CoA) issued by GSIS Administration Office.

■ **How to apply for new D-2 visa**

1) Submit 'Request for CoA' to GSIS Administration Office by e-mail.
   * CoA can be issued **2 months before** the official starting date of the semester you wish to return.
2) Submit CoA along with required documents to Korean Consulate Office for D-2.
   * In most cases, student need to apply for D-2 visa in their home country.
3) Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch.

■ **The returning students should contact the Korea embassy or consulate in their home countries in advance to figure out and to prepare the documents needed for the visa application. Please keep in mind that it is wholly the students' responsibility to obtain the student visa (D-2) before the semester begins.**

Office: #223, International Studies Hall   Phone: +82-2-3290-1393~4

Officer: Serena Minjung Kim   E-mail: gsis@korea.ac.kr

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