



Leave of/Return from Absence (GSIS)

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

o Students are able to take off maximum of 2 consecutive semesters at a time and the total numbers cannot exceed 3 semesters.

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

※ For International Students, your D-2 visa will **expire** on the very day of applying for 'Leave of Absence'.

Therefore, you need to prepare your own visa if you keep staying in Korea.

▪ If you want to know more detailed information on your visa issue, please contact the Seoul Immigration Office or call to 1345 in person.

◆Return from Absence

o Please apply for it from the KUPID during the designated period and MUST pay the tuition fees during the designated enrollment period.

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

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

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

- o Fall 2021: 1) 1st July 2021 (Thu.) 10:00 ~ 30th July 2021 (Fri.) 16:00 (Int'l Students Only)
- 2) 2nd August 2021 (Mon.) 10:00 ~ 25th August 2021 (Wed.) 16:00

2. How to: KUPID(<http://portal.korea.ac.kr>) → Registration/Graduation → University Registration → Application for Leave of Absence/Return

Please upload your passport and ARC when you apply for the return from absence.

▪ For those who have D-2 holders

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea for any reasons, 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, 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.

▪ For those who have different visa type other than D-2 visa, will be guided in detail upon their consultation visit to Global Service Center (gsc@korea.ac.kr).

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 submit the Leave of Absence Form in person. Please make sure to bring your passport and ARC with the Leave of Absence form 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.

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*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 be reminded that it is the students' responsibility to obtain the student visa (D-2) before the semester begins.

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