**[UNIST Academic Form 14]**

***(창업휴학, 질병휴학, 임신출산휴학 등 서면휴학원 필요 휴학시, 일반휴학,군복학은 온라인 신청 가능)***

Request for Academic Leave of Absence(휴학원)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID |  | Name |  | School/Dept |  |
| Degree Program | □ BS  □ MS  □ MS-PhD | Nationality |  | Type of Visa you possess |  |
| Address |  | | | | |
| Contract Info | Tel.: ( **- - )** / H.P(  **- - )** | | | | |
| Reason of  Absence | □ Military service  □Personal Conditions  -Illness[[1]](#footnote-1) - Studying -Studying abroad  - Preparation for job/career – Economic Reason -Etc.( ) | | | | |
| Period of Absence | From( mm/dd/yy) To( mm/dd/yy) - (for \_\_\_ Semesters) | | | | |
| Tuition Fees | ⃞ Paid ⃞ Not paid | | | | |

This request is submitted for permission of academic leave of absence as specified above.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MM/DD/YY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advisor | Staff(Visa issue) of Center for International Affairs[[2]](#footnote-2) | Board certified psychiatrist of Healthcare Center | School Head | **Applicant:** (Signature)  **Guardian:** (Signature) |
| Name: |
|  |  |  |  |  |

To the President of UNIST

1. Leave for Illness

   - Required Documents to apply for Leave for Illness should be submitted to the school office in person

   - Attachment: A medical certificates issued by a medical specialist or a director of a national

   public general hospital. (Medical statements of certificate must be included treatment or convalescence more than four weeks.) [↑](#footnote-ref-1)
2. Foreign student only

   - Required Documents(E-ticket) should be submitted to the Center for International Affairs in person [↑](#footnote-ref-2)