**[UNIST Academic Form 14]**

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

Request for Academic Leave of Absence(휴학원)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID |  | Name |  | Dept./School |  |
| Degree Program | □ BS  □ MS  □ MS-PhD  □ PhD | Nationality |  | Type of Visa  (for int’l students) |  |
| Address |  | | | | |
| Contact Info | Tel.: ( **- - )** / H.P(  **- - )** | | | | |
| Reason of  Absence | 1. Military service □  2. Personal Conditions   |  |  |  | | --- | --- | --- | | □ Illness | □ Pregnancy/Childbirth | □ Childcare | | □ Entrepreneurship | □ Preparation of job/career | □ Studying | | □ Economic reason | □ Etc. ( ) | | | | | | |
| Period of Absence | From \_\_\_\_\_\_\_\_\_\_(mm/dd/yy) To \_\_\_\_\_\_\_\_\_\_(mm/dd/yy): including vacation  From \_\_\_\_\_year \_\_\_\_ semester To \_\_\_\_\_year \_\_\_\_ semester (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 | Board certified psychiatrist of Healthcare Center | Dept./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 4 weeks.)

**2) International student only**

Required Documents(E-ticket) should be submitted to the Center for International Affairs in person

**3) Registration for Summer/Winter Semester**

If students want to register summer/winter semester including exchange student program, students should apply for the academic return during the designated academic schedule only. (no exceptional application)