**[UNIST Academic Form 14]**

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

Request for Academic Leave of Absence(휴학원)

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| 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)

**Applicant:**  (Signature)

To the President of UNIST

**1) Approval Process**

After submitting documents in person, approvals of staff of the healthcare center/staff of the Center of International Affairs/department(school) Head professor will proceed in the UNIST portal.

**2) 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.)

**3) International student only**

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

**4) 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)

Checklist for Illness Academic Leave Applicants (질병휴학 신청자 체크리스트)

**※ 질병휴학 신청 시 필수제출(Mandatory document for illness academic leave)**

**1. Plan for treatment (신청자의 치료 계획)**

1) Reason of illness academic leave (질병휴학 신청 이유)

☐ Physical illness(신체질병) ☐ Mental health(정신건강) ☐ Combined disease(복합) ☐ Etc. (기타)

2) Plan to treatment (치료에 대한 본인의 계획)

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3) Place and living plan during the illness leave (휴학기간 동안 생활할 장소 및 생활 계획)

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4) Please write down the criteria for judging yourself that you have fully recovered before returning to school

(복학 전 충분히 회복되었다고 스스로 판단할 기준은 무엇일지 기재 바랍니다)

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5) If you want to write down anything more, please fill it out. (기재하고 싶은 사항이 있다면 작성 바랍니다)

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**2. Applicant Confirmation Points (Check the content that corresponds to you)**

**신청자 확인 사항 (본인에게 해당하는 내용에만 체크 표시)**

☐ Upload a medical certificate that meets the illness academic leave from school (적합한 의료진단서 업로드)

☐ Request for consultation with a healthcare center specialist (헬스케어센터 전문의와의 상담 희망)

☐ I has applied for a illness academic leave before (이전에도 질병휴학을 신청한 적이 있음)

**3. Advisor’s Opinion 지도교수 상담 의견 (해당사항 체크 표시)**

☐ Student’s treatment plan is sufficient (학생의 치료계획이 충분함)

☐ Student’s treatment plan is insufficient, so it is deemed necessary to consult the healthcare center

(학생의 치료계획이 불충분하며, 헬스케어센터 상담이 필요하다고 판단됨)

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