

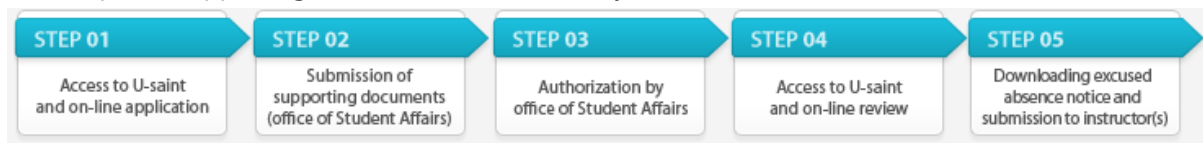
Excused Absences

How to Apply for “Excused Absences”

• You should apply for Excused Absences within 10 days, if not you cannot register.



• Upload supporting documents at u-SANIT system. (do not submit at Students Affairs)



Recognized Reasons and Supporting Documents

• **Military Affairs**

Legitimate reasons: Absences due to military activities such as reserved service training and physical exam for conscription – three days are excused

※ Supporting documents: Documents issued by Military Manpower Administration

• **Deaths of Relatives**

Legitimate reasons: Absences due to deaths of relatives of the ranks of cousins or closer relatives—five days are excused for deaths of parents, grandparents, and brothers and sisters (that is, '2-chon'); two days are excused for deaths of uncles, aunts, and nephews and niece (that is, '3-chon' or '4-chon').

※ Supporting documents: Documents that show that you are related to the deceased and a copy of death certificate for the person

• **Official School Events**

Legitimate reasons: Various trainings, workshops and events that you take part in on behalf of the University—as many days as you participate are excused

※ Supporting documents: Documents recognized by the school

- **Hospitalization**

Legitimate reasons: Absences due to diseases or accidents—one to three weeks of hospitalization is excused.

※ Supporting documents: Certificate of hospitalization issued by hospitals or clinics

Health Absences

How to Apply "Health Absences"

- You should apply for Health Absences within 7 days, if not you cannot register.



Notes

- Health absence is available to female students only when they are absent from school due to physiological reasons.
- Fill in with "Health Absence" in the blank for "Reason for Absence." Note that this form is not for any other diseases such as stomach-ache and flu or for a hospital appointment.
- "Health Absence" is allowed once in three weeks and a total of three times in a semester.
- "Health Absence" must be applied for within seven days from the day of absence.
- Downloading of the form is available within 10 days of application.
- "Health Absence" is allowed until one week before the end of the semester but is not allowed during the midterm and final exams.
- "Health Absence" is not allowed for the Chapel.