

## Leave for Absence

### How to Register

Students must be register at International Affairs in person. (Shinyang Hall 203)

Types	Terms	Remarks
General Leave of Absence	2 semesters at a time	- Freshman: maximum 5times (10semesters) - Transfer student: maximum 2times (4semesters)
Leave of Absence for illness	2 semesters at a time	- Required documents: medical certificate stipulating a duration lasting at least four weeks issued by the director of hospital

### Application Period

- Early February and August every year
- You can apply on a regular basis, but the amount of tuition refund varies depending on when you apply.

### Tuition Refunds

Within 30 days after semester starts	Dring the second month of the semester (up to 60 days)	After two months (up to 90 days)	After three months (after 90 days)
5/6 of the tuition	2/3 of the tuition	½ of the tuition	No refund

### Notices

Student visa (D-2) is valid only when the student registers and studies at the university. Thus, as the student applies for leave of absence, his/her visa will be terminated regardless of the expiry date written on the back of Alien Registration Card (ARC). Also, he/she must leave Korea within 15 days from the date of occurrence.

## Returning

### How to Register

1. Prepare and submit documents at ([undergrad@ssu.ac.kr](mailto:undergrad@ssu.ac.kr)) or visit International Affairs
  - Application form
  - Passport
  - Personal information
2. Require 'Certificate of Admission' and 'Business License' to Soongsil University Admissions Office
3. Prepare all the documents and apply D-2 visa at Korea Embassy or Consulate in your country.

### Application Period

- Early February/August every year

## Expulsion

- Fail to enroll: when a student fails to enroll on the given enrollment period.
- Expiration of temporary absence from school: when a student fails to return to school after his or her temporary absence from school without legitimate reasons.
- Students who have got three academic warnings in total.
- Period: Late-February, August