

# Guideline for Leave of Absence caused by COVID-19 in Fall semester 2021

<2021. Aug. 24.(Tue) / Academic Affairs>

This guideline is regarding the leave of absence for the students who are confirmed cases of COVID-19, new or enrolled international students who cannot continue their studies due to COVID-19.

## I. Types of leave of absences

- Confirmed case of COVID-19 : Leave of absence due to medical issues(질병휴학)
  - (Documents to submit) medical certificate for diagnosis(진단서), certificate of COVID-19 confirmed case(감염증 확인증), etc.
- Students who DO NOT WISH to enter Korea due to COVID-19 : General leave of absence(일반휴학)
  - (Must apply by) '21. Oct. 12.(Tue)
  - (A document to submit) Hand-written explanatory statement(사유서)
    - ※ If you are a NEW STUDENT who have applied for a leave of absence on the first semester due to COVID-19, even if you enter Korea in the middle of the semester, CANCELLATION of the leave of absence is UNAVAILABLE.
- Students who COULD NOT enter Korea due to COVID-19 : General leave of absence(일반휴학)
  - (Must apply by) '21. Oct. 12.(Tue)
  - (Documents to submit) evidence materials that prove unavailability of entry
    - ※ submit the documents such as documents that prove the refusal of visa issuance, flight cancellation proofs, etc. which shows that you cannot enter Korea
- Students whose entry to Korea is DELAYED due to COVID-19 : General leave of absence(일반휴학)

- (Must apply by) '21. Oct. 29.(Fri)

※ Students who enter AFTER '21. Oct. 29.(Fri) cannot apply for the general leave of absence

- (Documents to submit) evidence materials that prove the delay of your entry
  - ※ submit the documents such as documents that prove the refusal of visa issuance, flight cancellation proofs, etc. which shows delay of entry to Korea

## II. Regarding academic regulation

- Based on the clause 3 of article 64 of Academic regulation, general leave of absence caused by COVID-19 will not be counted in the total number of the leave of absences and new students' application for the leave of absence will be accepted.