
Leave of Absence & Re-enrollment Guidelines for PNU International Students

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Pusan National University

PNU International

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[Application Period for Leave of Absence & Re-enrollment]

- ▶ This is the application period for leave of absence and re-enrollment in 2019 Spring semester. Please apply within the designated period.

Period for Leave of Absence & Re-enrollment	Application Period
Spring Semester, 2019	2018. 12. 24.(Mon) ~ 12. 31.(Mon) 18:00 * Students who applied for 'the change of major' or 'Double Major' must return to school
	2019. 1. 28.(Mon) ~ 2. 11.(Mon) 18:00
	2019. 2. 19.(Tue) ~ 2. 22.(Fri) 18:00
<p>Period for Leave of Absence after semester begins: within 1/2 of total semester days</p> <p>* However, leave of absence is available even if after 1/2 of total days, if approved as a case unavailable to take classes due to inevitable reasons, such as: illness, pregnancy(within 1 year), childbirth & child care(within 3years), venture(within 2 years), military service, study abroad or language courses for more than 1year.</p>	<p>Spring Semester 2019 <u>until 2019. 4. 25. (Thu.)</u></p>

※ Approval for a Leave of Absence or Re-enrollment can take 1~3 days, so please apply at least 3 days prior to the deadline.

※ If your leave of absence is applied and approved within the periods above, you are a student on a leave of absence for spring semester 2019. Also, your school registration will be changed to "on leave of absence/attending school" on the starting day of spring semester 2019 (2019.03.04.)

[Leave of Absence]

1. Period for a Leave of Absence

Leave of absence is available within the number of semesters designated by each degree course and college. (However, it is not applied to the students who are approved as unavailable to take classes due to inevitable reasons such as: military service, illness, pregnancy, childbirth&child care, business start-up, study abroad or language courses for over 1 year.)

- 1) Students may take leave of absence within 1/2 of total semester days from the day semester begins. However, if a student is relevant to one of the degree's listed below, he or she cannot take leave of absence in the first semester of entering university.
 1. Undergraduate degree
 2. Graduate School of Medicine, dpt. of Medicine and Integrated Course
 3. Graduate School of Dentistry, dpt. of Dentistry and Integrated Course
 4. Graduate School of Korean Medicine, dpt. of Korean Medicine & Integrated Course
 5. Master's degree of dpt. of Law, Graduate School of Law
 6. Undergraduate degree of undergraduate-master's integrated degree

- 2) Leave of absence period is allowed for the semesters listed below for each degree. However, in case of disabled students who is approved by the president of PNU is not restricted on number of semesters for leave of absence.
 1. 4 semesters
 - a. School of medicine, department of medicine
 - b. Master's degree
 - c. Doctoral degree
 - d. Undergraduate degree from the intergrated degree of undergraduate & master's
 2. 6 semesters
 - a. Undergraduate degree

- b. School of medicine, department of medicine
- c. Graduate school of dentistry, department of dentistry
- d. Graduate school of Korean medicine, department of Korean medicine
- e. Graduate school of law, department of Law (master's degree)
- f. Integrated degree of master's & doctoral
- g. Complex degree
- h. Integrated degree of undergraduate & master's (master's degree only)

3. **8 semesters**

- a. Linked degree of undergraduate & master's
- b. Engineering college department of architecture, Architecture major, school of urban architecture and civil engineering - Architecture major

4. **10 semesters**

- a. Integrated linked degree of Undergraduate·Master·Doctoral
- b. Undergraduate & master linked degree : Department of architecture, architecture major, school of urban Architecture and civil engineering - Architecture major

5. **12 semesters**

- Undergraduate & master & doctoral linked degree : Department of architecture, architecture major, school of urban architecture and civil engineering - Architecture major

3) 1)st and 2)nd clauses do not apply to students who have excuses such as illness, pregnancy (in one year), childbirth & child care (in 3 years), venture (in 2 years), military service, study abroad or language courses.

2. Preparing Documents for Leave of Absence

- 1) In case of illness, pregnancy, childbirth leave of absence, a medical diagnosis document issued by national hospital or professional doctor is required. For taking leave of absence for child-raising, a copy of resident registration of a child who is 8 years old or younger, or family relationship proof document should be attached and submit with an application form when

applying for leave of absence.

- 2) Students who are going to take a leave of absence for **study abroad** or **language study abroad**, for **more than a year**, must submit a registration confirmation document, or a certificate of admission.

※ When re-enrolling, certificate of completion and transcript must be submitted.

- 3) Students taking business start-up leave of absence, must submit a certified copy of the register by court or business registration document.

3. Procedure for Taking a Leave of Absence

- 1) Please check tuition info. before applying for leave of absence.
 - **Taking leave of absence at 1/2 of semester days is recognized as tuition when re-enrolling**, and students do not have to pay more even if the tuition had risen.

- 2) Students can apply either **①on internet(general & military service leave of absence)** or **②at department office by submitting leave of absence application form(with related documents)**.

- ① How to **Apply on internet** : Student Support System Homepage (<http://e-onestop.pusan.ac.kr>) → Log in → Academic Record(학적) → Internet Leave of Absence/Re-enrollment(인터넷휴복학) → apply

[see pictures below]





- ② **Apply in person** : Student Support System Homepage (<http://e-onestop.pusan.ac.kr>) → Academic Record(학적) → general leave of absence/re-enrollment(일반휴학/복학) → download leave of absence document/re-enrollment document(휴학원/복학원) → submit at department office of major

[see pictures below]



- 3) If you want another semester of a leave of absence after taking it for a semester(if you applied for only 1 semester), you can apply for leave of absence without re-enrolling application.
- 4) Cancelling leave of absence after applying : enquire at department office

4. Departure after a Leave of Absence

※ According to Article 19 of the "Immigration Control Law," when a student is reported to the Korean Ministry of Justice for taking a "Leave of Absence," his or her visa gets cancelled. The student should leave the country within 30 days; if staying in the country without other related or a valid visa, the student will be classified as an illegal alien and can incur penalties from the Ministry of Justice.

- ▶ This is the guide for International students whose remaining stay period 1) is within 30days, or 2) exceeded 30days, or 3) staying oversea, from the date a leave of absence is approved.
 - 1) **Remaining period of stay within 30 days:** depart before the expiration date.
 - 2) **Remaining period of stay exceeded 30 days:** Busan Immigration Office will issue 'Attendance Request' to the student via mail → individually visit the immigration office to discuss your departure date.
 - **Attendee (visited immigration office):** after giving the student a chance to explain his or her change in academic status, if immigration does not deem the reasons appropriate for further stay in Korea (according to Article 89 of the immigration code), from the date of the change in that academic status change or the day the student visited the office, he or she will be ordered to **leave within 30 days**
 - ※ If an extended period of stay is necessary due to treatment for an illness or a housing-related issue (ex: deposit collection), change to a visa status will be allowed for a longer stay.
 - **Non-Attendee (did not visit immigration office):** an 'Attendance Request' notice will be publicly posted according to 'Article 91, clause ② ⇒ 'residence cancellation' of the immigration code and the student who did not report to immigration will be declared missing 14 days after publication.
 - 3) **Students staying oversea on the day a leave of Absence / Withdrawal / Expulsion** is confirmed will be reported to the Ministry of Justice and will lose their D-2 Visa and will be denied entry into Korea.
- ▶ Returning Alien Registration Card: You must return your ARC at an airport when you leave Korea.
 - ※ There will be fined if the alien registration card is not returned within the designated period

5. Refunding Insurance & Leaving Dormitory

1) Insurance refund due to cancellation

※ only for PNU Group Insurance Purchasers

- (1) Apply via email: please send your name, student number, date of your leave of absence, bank name, bank account number, and a copy of your bank book to: insurance@pusan.ac.kr
- (2) Application deadline: within 1/2 days of the semester
* for **spring semester of 2019** : until **2019.04.25. 18:00**
- (3) Notes:
 - Collection by procuration is not allowed and the money can only be sent to the **domestic bank account of the insurer's name**.
 - If the application deadline is exceeded, the refund process will be delayed and you have to apply directly to the insurance company. And the bank account not in your name is not accepted.
 - Amount of insurance refund will be determined according to the insurance company's regulation.

2) Midway move-out

- (1) Procedures
 - Advanced notice of moving out date(website – application for complaints)
 - Cleaning a room
 - Assistant checks the room
(You should check the schedule for cleaning and inspection with assistant in advance)
 - Return rental items(Temp card, bedding sheet, etc.) and submit application for moving out to Security office
(application for moving out should be approved by PNU International)
- (2) When: **submit it 15 days before leaving dormitory.**

3) Contact Information Notice

Please notify ISC (visa@pusan.ac.kr) of your contact info. like name, student ID no., cell phone no., home phone no., e-mail address.

[Re-enrollment]

Students have to re-enroll during the designated registration period of the semester when the leave of absence period and the reason expire.

Even if you are in a leave of absence period, if you get permission from dean of college, you can re-enroll earlier. (If you do not re-enroll after leave of absence without a reasonable excuse, you will be expelled.)

1. Re-enrollment Application Period

Re-enrollment application is available only during the semester's re-enrollment period and tuition payment period. For tuition payment period, please refer to the academic schedule of PNU.

2. Procedure for Re-enrollment

- 1) Student can either apply ① on internet(general leave of absence) or ② at department office by submitting re-enrollment application documents(you can download re-enrollment document from Student support system(<http://e-onestop.pusan.ac.kr>) - 학적(academic record) - 인터넷휴복학(internet leave of absence/re-enrollment-with related documents) - 복학신청(apply for re-enrollment))

※ Students who can apply re-enrollment online : all students except those who studied abroad or did language study abroad for more than a year (have to apply at department office)

- 2) Tuition Payment after Re-enrollment Approval : during the payment period for tuition, print out the tuition bill and pay (if you already paid in the semester before you took leave of absence, it will be automatically transferred to re-enrolling semester)

※ When tuition is not paid after re-enrollment, you will be expelled.

3. Insurance & Dormitory Application

- 1) **Insurance:** Register for **PNU Group Insurance** or register&submit individual insurance registration document.
 - (1) Check notices at the ISC homepage:(<http://international.pusan.ac.kr>)
 - (2) Purchasers of PNU Group Insurance: print out your insurance bill on the 'Student Support System' (<http://e-onestop.pusan.ac.kr>) and pay insurance fee.
 - ※ In the case printing is not allowed, visit the International Student Support Center and apply for the bill or apply by e-mail with your student number to insurance@pusan.ac.kr.
- 2) **Dormitory Application:** check notices on the ISC homepage (<http://international.pusan.ac.kr>) and apply during the designated period.
 - ※ Application Period: Beginning of Jan. and Jul. every year

4. Re-enrollment Certificate of Admission

Among students who are re-enrolling, if you are to issue D-2 Visa, you must ask for re-enrollment certificate of admission, and issue D-2 Visa at Korean Consulate. If you do not, you cannot enter Korea.

(If you have Visas other than D-2 Visa such as F-3, F-4, E-2, you are not eligible for issuing re-enrollment certificate of admission)

- 1) **When:** After approval in re-enrollment in Jun. ~ Sept. & Dec.~ Mar.
- 2) **How to Apply:** via email (visa@pusan.ac.kr)
- 3) **Application Contents:** name, student number, passport number, address for receiving certificate of admission (including postal code), valid phone number, a copy of passport and a file of one color photo
- 4) **Issuance of Certificate**
 - a. Overseas/outside of Busan: send via EMS by ISC(*takes 3~5 days)
 - b. In Busan: students can personally pick up the certificate at the ISC office on the 1st floor of the Main Administration Bldg.
- 5) **Date of Issuance:** within 1~2 week after applying

5. Study Abroad Visa(D-2) Re-issuance

※ The Study Abroad D-2 visa must be obtained **before the beginning of the semester(March 4th, Sept 2nd)** at the Korean Consulate overseas, or if you are currently studying in Korea, you must change your visa status to D-2. If you do not obtain a D-2 visa before the semester begins, you will be fined or face deportation.

<Exceptions>

- 1) For DIPLOMACY (A-1), AGREEMENT(A-3), CULTURAL ART(D-1), VISITING RESIDENT(F-1) OVERSEAS KOREANS(F-4), RESIDENTIAL(F-2), DEPENDENT(F-3), PERMANENT RESIDENT (F-5), SPOUSE OF A KOREAN NATIONAL(F-6), LANGUAGE TEACHING(E-2), and RESEARCHER(E-3), SPECIAL ACTIVITY(E-7) visa holders, there is no need to change visa status to D-2.
- 2) For TEMPORARY VISIT (C-3-2), MEDICAL TOUR (C-3-3), GENERAL TOUR (C-3-9), INDUSTRIAL TRAINING (D-3), NON-PROFESSIONAL EMPLOYMENT (E-9), VESSEL CREW (E-10), and MISCELLANEOUS (G-1) visa holders, you cannot apply for a change of status to D-2. You must leave Korea and get your D-2 visa newly issued at a Korean Consulates overseas.

1) Types of Visas : Study Abroad (D-2) including Bachelor (D-2-2), Master(D-2-3), Ph.D. (D-2-4) and exchange program (D-2-6)

2) How to issue Study Abroad Visa (D-2) : choose from below ①, ②

① Apply for visa at Korean embassy in home country

• Required documents: passport, fee, application form, tuberculosis result*

* Tuberculosis Result: Mandatory for students from Tuberculosis Risk Countries

▶▶ **Tuberculosis Risk Countries:** Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, Sri Lanka, Thailand, the Philippines, Uzbekistan, Vietnam, Laos

※ Required documents may differ according to each country's consulates; please inquire to them directly for accurate information.

※ If you need a business registration document, please send request to visa@pusan.ac.kr with application/student ID number and name. We will send it via email within 3~4 days.

※ Visa Information: KOREA VISA PORTAL homepage (<https://www.visa.go.kr/>)

※ Search Consulate: www.mofa.go.kr

② Apply for change of visa status after entering South Korea

- Who: Except students who are from nations designated by the Ministry of Justice, foreign students whose home country has visa exemption agreement with Korea may enter and then apply for D-2 Visa in Korea.

▶▶ **Nations Designated by the Ministry of Justice:** China, Philippines, Bangladesh, India, Mongolia, Myanmar, Nepal, Pakistan, Sri Lanka, Thailand, India, Indonesia, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Egypt, Ghana, Nigeria, Peru (Total 21 countries)

※ See if your country has a visa exemption agreement with Korea: at the [MOFA](http://www.mofa.go.kr) homepage - "Countries under visa exemption agreement"

- How to apply : Visit Immigration office: Prepare required documents and apply personally (**you must make a reservation!**)

○ Reserve at Immigration website (www.hikorea.go.kr), print out receipt and visit(Reserving on the visiting day is not possible; you must do so at least a day in advance)

○ You do not have to wait in line by visiting during your reserved time(Time: about 14 days)

- **Required Documents** : a, b are mandatory, c is for some students

a. application form, passport and copy of passport*, one color photo**, Certificate of Admission, fee KRW130,000 (cash)***

*Copy of passport: first page with your photo and page that has Visa stamp

**Color photo: 3x4cm, white background, taken in the past 6 months

***Fee: For GKS students who submit GKS certificate, fee of visa change (KRW100,000) is exempted, and students only have to pay KRW30,000 for alien registration card

b. proof of Residence document: '거주/숙소 제공 사실확인서 (Confirmation form of residence/accommodation)*' or other documented proof of residence**

*'거주/숙소 제공 사실확인서 (Confirmation form of residence/accommodation)' can be found at the PNU International homepage (<http://international.pusan.ac.kr>) - Notice - Form Download - '유학생 비자변경 등 관련 서식'

**Documented proof of residence(Examples): Contract of housing

rental, mail of visa date expiration, receipt of dormitory fee payment, or other proof

※ If you will live/are living at a PNU dormitory, fill out '거주/숙소 제공 사실확인서 (Confirmation form of accommodation) instead and visit ISC for confirmation signature and submit

※ After semester beginning date (Mar. 4th), you can print out '원생확인서 (Confirmation of Dormitory Residence)' at (http://dormapply.pusan.ac.kr/f_index.html)

c. International Student Tuberculosis Result: For students from tuberculosis risk countries, you must submit the result issued within the past 3 months

※ Only result issued from Geumjeong-Gu Health Center is permitted (result from other hospitals in or outside Korea will not be accepted).

※ However, if you already submitted it when applying for visa at Korean embassy, you don't have to do it again

※ How to apply: visit Geumjeong-Gu Health Center with passport or Alien Registration Card, fee of KRW5,250 (1~2 days)

▶▶ **Tuberculosis Risk Countries:** Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, Sri Lanka, Thailand, the Philippines, Uzbekistan, Vietnam, Laos

6. Re-issuing Alien Registration Card(ARC)

1) Students must register as aliens at the immigration office **within 90 days of entry.**

2) How to apply : choose from below ①, ②

① **Visit Immigration office:** Prepare required documents and apply personally (**must make a reservation!**)

○ Reserve at Immigration website(www.hikorea.go.kr), print out the reservation receipt and visit(Reserving on the visiting day is not possible; you must do so at least a day in advance)

○ Visit at the reserved time & date, apply without waiting (Takes around 14 days)

② **Group Application at ISC** : ISC will submit papers on behalf of students to the Busan Immigration Office → after completion, notification will be sent to the student's email → pick up alien registration card (ARC) at ISC.

※ Group application period will be notified later on the PNU International homepage (<http://international.pusan.ac.kr>) and ISC will not accept application after the given period.

3) **Required Documents** : application form, passport and copy of passport (the first page with your photo and the page that has visa stamp), 1 color photo (3x4 cm, white background, taken in the past 6 months), Certificate of Enrollment*, proof of Residence document**, International Student Tuberculosis Result***, fee of KRW 30,000(cash)

***Certificate of Enrollment**: if you have to apply for alien registration before semester starts to make a bank account, or make a contract, you can submit tuition payment receipt instead.

****proof of Residence document**: same as [page12](#) [5.Study Abroad Visa(D-2) Issuance → 2)How to issue Study Abroad Visa (D-2) → ② Apply for change of visa status after entering South Korea → **Required Documents 'b. proof of Residence document'**]

*****International Student Tuberculosis Result**: same as [page12](#) [5.Study Abroad Visa(D-2) Issuance → 2)How to issue Study Abroad Visa (D-2) → ②Apply for change of visa status after entering South Korea → **Required Documents 'c. International Student Tuberculosis Result'**]

7. Busan Immigration Office



- ▷ **Location:**
Busan Jung-gu, Jungangdaero 146
(Jungang-dong 4 ga 77-1), Korean Air Building, 1st floor
- ▷ **Transportation:**
Subway Line No. 1 – Busan Station (Exit No. 2)
- ▷ **Service Hours:** Mon~Fri, 9:00~18:00
- ▷ **Website:** <http://www.hikorea.go.kr>
- ※ **Immigration Contact Center (ICC):**
Tel. 1345 (※no regional code is needed.)
ICC provides multi-lingual information and guidance regarding immigration and residence in various languages (including English and Chinese) by phone and online.

8. Health Center of Geumjeong-gu



- ▷ **Location:** Busan Geumjeong-gu Jungangdaero 1777
- ▷ **Transportation:**
Subway Line No. 1– Guseo (Exit No. 2)
- ▷ **Service Hours:**
Mon~Fri, 9:00~18:00 (12:00~13:00 Lunch Break)
- ▷ **Inquiries:** 051-519-5095
- ▷ **Website:** <http://health.geumjeong.go.kr>
- ※ **It is mandatory to submit TB test results issued by Health Center of Geumjeong-gu when you apply for Alien Registration Card**
- Requirements: passport/Alien Registration Card
- Fee:
 - No charge for TB test
 - issuing Medical Report (KRW5,250)

[Academic Calendar of Spring Semester, 2019]

※ Subject to change, so please check notices at Student Support System & PNU International homepage

Schedule	Content
2019. 3. 4.(Mon)	Commencement Ceremony, start of Spring Semester
3. 4.(Mon) ~ 8.(Fri)	1 st course add/drop period for spring semester 2019
3. 14.(Thu)	Notice of 2 nd cancelled courses
3. 15.(Fri) ~ 18.(Mon)	2 nd course add/drop period
3. 18.(Mon) ~ 22.(Fri)	General test of degree qualification
3. 20.(Wed)	Printout of confirmed attendance sheet
3. 22.(Fri)	Foreign language test of degree qualification
4. 1.(Mon) ~ 5.(Fri)	Withdrawal from courses
4. 7.(Sun)	1/3 of number of school days
4. 9.(Tue)	Submission of thesis for examination of degree qualification for the 2 nd semester 2018
4. 15.(Mon) ~ 20.(Sat)	Midterm
4. 25.(Thu)	1/2 of number of school days
5. 2.(Thu) ~ 9.(Thu)	Apply for returning to school among the students for summer session
5. 13.(Mon)	2/3 of number of school days
5. 15.(Wed)	PNU foundation anniversary
5. 16.(Thu) ~ 17.(Fri)	Pre-course registration for summer session
5. 20.(Mon) ~22.(Wed)	Course registration for summer session
5. 27.(Mon)	Notice of 1 st cancelled courses for summer session
5. 28.(Tue) ~ 29.(Wed)	1 st course Add/drop period for summer session
6. 3.(Mon)	Notice of 2nd cancelled courses for summer session
6. 4.(Tue) ~ 5.(Wed)	2 nd course add/drop period for summer session
6. 11.(Tue) ~ 13.(Thu)	Tuition payment for summer session
6. 14.(Fri) ~ 20.(Thu)	Final term
6. 14.(Fri) ~ 7. 1.(Mon)	Enter grades for spring semester 2019
6. 21.(Fri)	Summer vacation starts
6. 24.(Mon)~7. 20.(Sat)	Summer session starts
7. 1.(Mon) ~ 15.(Mon)	Registration for re-enrollment of fall semester
8. 1.(Thu) ~ 8.(Thu)	Apply for leave of absence, re-enrollment for fall semester 2019
8. 2.(Fri) ~ 5.(Mon)	Pre-course registration
8. 6.(Tue) ~ 8.(Thu)	1 st course registration
8. 12.(Mon) ~ 13.(Tue)	2 nd course registration
8. 22.(Thu) ~ 27.(Tue)	Tuition payment for enrolled students
8. 23.(Fri)	Notice of 1 st cancelled courses for fall semester
8. 30.(Fri)	Graduation ceremony of the 2 nd semester 2018