

# Leave of Absence for Spring Semester 2025

## ▶ Process ◀

### Counseling

- Counseling with the Center for International Student Services(CISS)
- Contact : Phone(02-910-5844) or E-mail(kmuciss@kookmin.ac.kr)

### Application

- When : **6.Jan.2025~24.Jan.2025**
- ON국민 포털 로그인(Log into ONKookmin Portal) → 포털(Portal) → 학사서비스(Student&Academic Services) → 학적정보(Enrollment Status) → 휴학/복학신청(Leave of Absence/Returning) → 휴학신청(Leave of Absense)

### Flight Ticket Submission

- **Attach your flight tickets** when applying on the system
- **Mandatory to leave Korea within 14 days!!**
- **Student Visa(D-2) is expired within 14 days after confirmation of semester off, regardless of the deadline of Foreign Registration Card on the back side!!!**

### Confirmation

- Semester off Confirmed

### Departure

- Leave Korea within 2 weeks
- Return your Foreign Registration Card at the passport control in the airport when you depart.
- **If not, your status in Korea become illegal!!**
- **If not, application for a new visa or visa extension can be rejected!!!**

## ▶ Other Information on Semester Off ◀

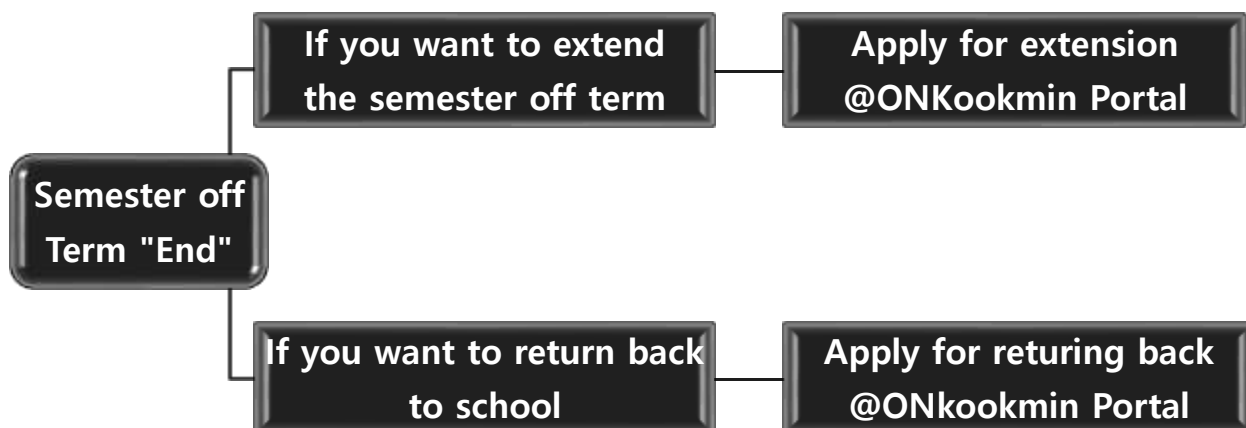
### Maximum Years for Semester Off

- Undergraduate : Maximum 4 years (8 semesters)

### How many semesters you can apply for at one time?

- 1 semester
- or
- 2 semesters

### What you can do after the end of semester off term?



### Other Note

- Please, attach your flight tickets when applying on the system
- You must leave Korea within 14 days as student visa(D-2) is expired with confirmation of semester off.

# Returning to School

## ► Process ◀

