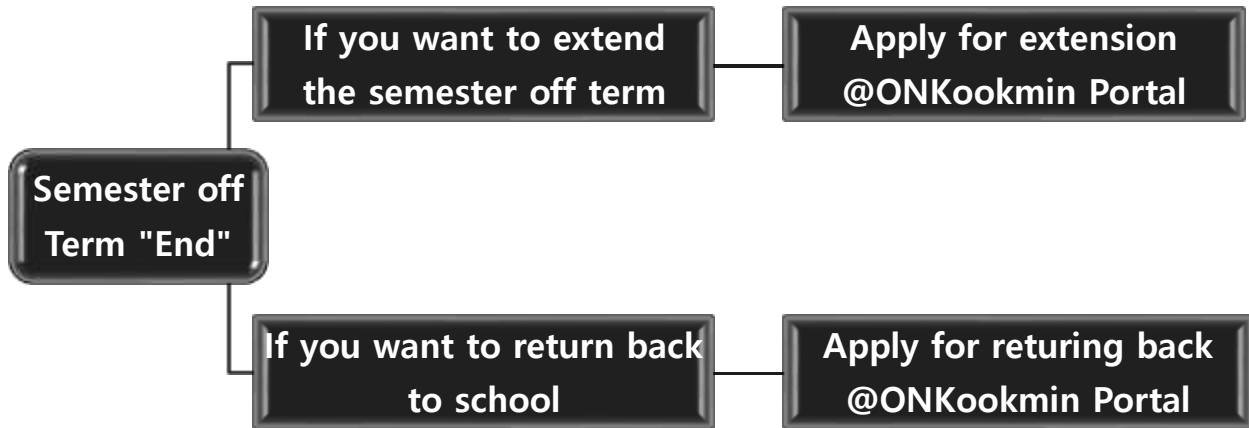# Extension for Leave of Absence

◇ **Those who don't want to return to school in Spring Semester 2024**

   → MUST apply for extension of Leave of Absence for Spring 2024!!

If you want to extend the semester off term	**Apply for extension @ONKookmin Portal**
Semester off Term "End"	
If you want to return back to school	**Apply for returing back @ONKookmin Portal**

◇ **Application Period for Leave of Absence for Spring 2024 : Jan.8(Mon)~Jan.26(Fri)**

◇ **How to apply : @ 'ON국민 포털(portal.kookmin.ac.kr)'**

   ※ ON국민 포털 로그인(portal.kookmin.ac.kr)→ 포털→학사서비스(Student&AcademicService)
      →학적정보(Enrollment Status)→휴학/복학신청(Leave of Absense/Reinstatement)
      →휴학신청(Leave of Absense)

   ※ KMU system has been changed. (KTIS→ONKookmin Portal)

   ※ To use the new system(ONKookmin Portal), must register 'ID' first.
      Please, check the attached file 'Guide for ID registration @ON국민'!!

◇ **Maximum Years for Semester-off : 4 years(8 semesters)**

◇ **How many semesters you can apply for at one time? : 1 or 2 semesters**

▶ Contact Information ◀

☞ Center for International Student Services(Global Center #105)

☞ Tel. 82-2-910-5844   ☞ E-mail : kmuciss@kookmin.ac.kr