

Announcement for Returning after Leave of Absence for Spring 2021 Semester (Sinchon-International Campus Undergraduates)

[Freshman]

■ Returning from General Leave or Military Leave

Application and Approval Period	Course Registration Period	Tuition Payment Period
2021. 2. 1. (Mon) 10:00 a.m. ~ 2. 22. (Mon) 5:00 p.m.	2021. 2. 23. (Tue) 9:00 a.m. ~5:00 p.m. <First-Come First-Served Basis>	2021. 2. 19. (Fri) 9:30 a.m. ~ 2. 25. (Thurs) * You can pay tuition from 1 p.m. the day after approval

[Sophomore ~ Senior]

Students planning to return as sophomore ~ senior years are advised to apply for a return during the 1st application period to register for courses.

■ Returning from General Leave or Military Leave

Phase	Application and Approval Period	Course Registration Period	Tuition Payment Period
1st	2021. 2. 1. (Mon) 10:00 a.m. ~ 2. 15. (Mon) 5:00 p.m.	[Approved from 2. 1.(Mon) to 2. 10.(Wed)] - 2. 15.(Mon) 9:00 a.m ~ 2. 16.(Tue) 5:00 p.m. : Mileage Distribution - 2. 17.(Wed) 4:00 p.m ~ 2. 18.(Thurs) 8:59 a.m. : Result Check - 2. 18.(Thurs) 9:00 a.m ~ 2. 19.(Fri) 5:00 p.m. : Additional Course Registration	2021. 2. 19. (Fri) 9:30 a.m. ~ 2. 25. (Thurs) * You can pay tuition from 1 p.m. the day after approval
		[Approved from 2. 11.(Thurs) to 2. 15. (Mon)] - 2. 16.(Tue) 9:00 a.m ~ 5:00 p.m. : Mileage Distribution - 2. 17.(Wed) 4:00 p.m ~ 2. 18.(Thurs) 8:59 a.m. : Result Check - 2. 18.(Thurs) 9:00 a.m ~ 2. 19.(Fri) 5:00 p.m. : Additional Course Registration	
2nd	2021. 2. 16. (Tue) 00:00 a.m. ~ 2. 22. (Mon) 5:00 p.m.	2021. 2. 25. (Thurs) 9:00 a.m. ~ 5:00 p.m. <First-Come First-Served Basis>	

■ Returning Phase

- a. The Returning Phase is determined by the point of approval.
- b. Students returning from general leave are automatically approved upon application.
- c. **Students returning from military leave are approved upon a registrar's review.**
- d. Extra-semester students can pay their tuition during additional registration period.
(2021. 3. 11. (Thurs) ~ 3. 15. (Mon))
- e. **Students are only approved to return during the designated period.**

■ Application and Approval Method

- a. Returning from General Leave
 - 1) Application Method: Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Apply
 - 2) Approval: Automatically approved upon application
- b. Returning from Military Leave
 - 1) Applicants: Students who have been discharged or going to be discharged by the end of February, 2021
 - 2) Application Method: Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Apply ⇨ Upload documents of proof(Under 2MB)
 - 3) Approval: Approved after the registrar reviews the uploaded documents
 - 4) Documents to be Uploaded: Select one of the documents below
(Full Name, Date of Birth, Date of Entrance and Discharge must be clearly written)
 - Military Record Certificate, Social Registration Document, Discharge Record Card(Both front and back page), Certificate of Service(Public Service Worker)
 - Certificate of Expected Discharge
 - 5) Note
 - Documents of proof can be uploaded as an image file, PDF, or HWP file
 - The size of the documents of proof should be under 2MB
- c. Exceptional Returning of Students Expected to be Discharged on March 2021
 - 1) Applicants: Students who are expected to be discharged on March 2021 and able to attend class from March 2nd, 2021 using their official vacation authorized by the military law
 - 2) Application Method: Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Apply ⇨ Upload documents of proof(Under 2MB)
 - 3) Approval: Approved after the registrar reviews the uploaded document
 - 4) Documents to be Uploaded: Certificate of Expected Discharge, Confirmation Document of Remaining Military Vacation
- d. Note
 - 1) Documents should be uploaded and approved by the registrar before 17:00 of each phase.
 - 2) Certificate of Discharge and Confirmation Document of Remaining Military Vacation can be downloaded from the university official website [Academic Support ⇨ Forms].

■ Maximum Period of Leave of absence for Military Leave Students after Discharge

- a. Two consecutive semesters including the date of discharge are considered military leave period.
- b. However, students must return following the academic schedule below.
 - 1) Semester: [1st Semester ⇨ 3. 1. ~ 8. 31.], [2nd Semester ⇨ 9. 1. ~ 2. 28.]
 - 2) In case of being discharged from September 2020 to February 2021, they are considered as Fall 2020 Semester discharge.
 - Spring 2021 Semester is also considered as military leave period, however, they can apply to return if necessary.
 - They should apply for a return or take general leave during Fall 2021 Leave/Return Application Period.
 - 3) In case of being discharged from March 2021 to August 2021, they are considered as Spring 2021 Semester discharge.

- Fall 2021 Semester is also considered as military leave period, however, they can apply to return if necessary.
 - They should apply for a return or take general leave during the Spring 2022 Leave/Return Application Period.
- 4) In case of being discharged from September 2021 to February 2022, they are considered as Fall 2021 Semester discharge.
- Spring 2022 Semester is also considered as military leave period, however, they can apply to return if necessary.
 - They should apply for a return or take general leave during the Fall 2022 Leave/Return Application Period.

■ Important Notes

- a. **Students who received an academic warning in the previous semester can only register for courses after they consult with the Major Chair and submit the Consultation Form to Academic Support Team.**
- b. Certificate of Enrollment is not available until the return is approved, tuition payment is completed and the semester starts.
- c. Students who are approved to return can be issued a certificate of expected return at the Service Center (☎ 02-2123-3200)
- d. Student Loan: Apply at Korean Scholarship Foundation(www.kosaf.go.kr) / Contact 02-1599-2290
- e. 1st-year students (subject to RC) should refer to the notice on International Campus Dormitory Website (<https://yicdorm.yonsei.ac.kr/>) and apply for dorm if necessary (☎ 032-749-2991)
- f. Regulations regarding Return: School Regulation 8, Regulations related to Academic Affairs 8
- g. Major Office Contact Information
 - 1) Tuition Payment: Finance&Accounting Team ☎ 02-2123-4500
 - 2) Certificate Issuance: Service Center ☎ 02-2123-3200
 - 3) Leave/Return, Course, Grade, Graduation: Academic Support Team
 - ☎ 02-2123-2091 College of Liberal Arts, Commerce, Business, Theology, Social Science, Music, Human Ecology, Education
 - ☎ 02-2123-2097 College of Natural Sciences, Engineering, Life System, Pharmacy
 - ☎ 02-2123-2087 Underwood International College, Global Leaders College
 - ☎ 02-2123-2095 College University