

Guideline for Temporary Leave Application



Temporary Leave – Rules

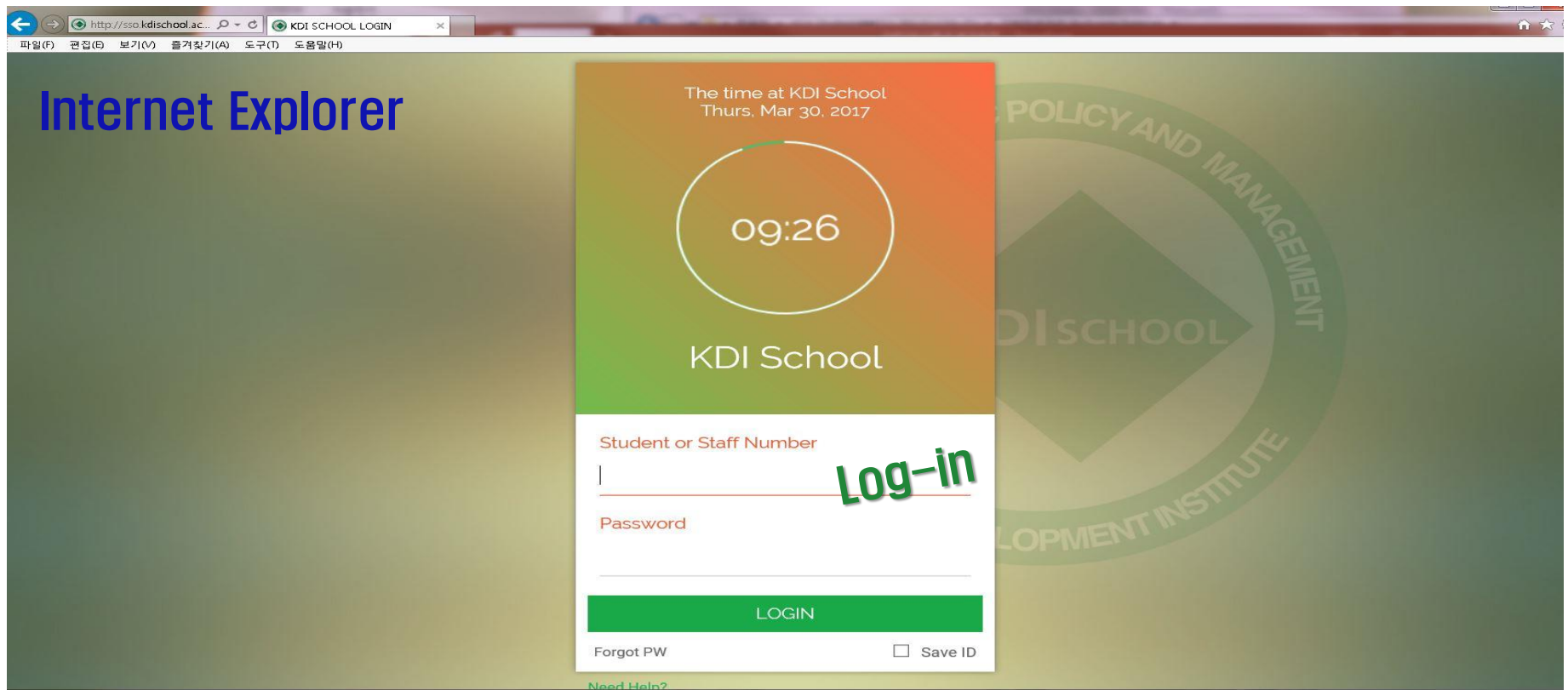
1

- ◆ Temporary Leave during the semester is NOT allowed
- ◆ Application will open a month before the end of each semester.
- ◆ Temporary Leave without permission during vacation is NOT allowed.
 - Consult with Student Affairs Division before applying on MIS.
- ◆ 'Request for Temporary Leave' Should be submitted through MIS at least 2 weeks prior to the vacation period(spring, summer, winter) along with round-trip flight ticket and *certificate of travel insurance*.*
 - *Regarding certificate of travel insurance, you are required to submit only if you travel to the 3rd country not your home country.*
- ◆ All the expenses incurring from the temporary leave shall be borne by students.
- ◆ If deemed necessary, the monthly stipend may be suspended for the period of temporary leave.

Temporary Leave – Application on MIS

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1. Go to MIS (<http://mis.Kdischool.ac.kr>) with Internet Explorer
*No Chrome, Firefox , Swing etc



Temporary Leave – Application on MIS

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2. Go to 'Service' → 'Academic' → 'Temporary Leave' → 'Request'

The screenshot shows a web application interface for requesting temporary leave. At the top, there is a breadcrumb trail: Service > Academic > Temporary Leave > Request / Result for Temporary Leave. The 'Request' button is highlighted with a red box. Below the breadcrumb, there are buttons for Query, Insert, Delete, and Save. The 'Insert' button is also highlighted with a red box. The Student ID is 322000281 and the name is JOH, Geyhyoung. Below this, there is a 'LIST' button and a table with the following columns: 순번, Year, Vacation, Departure Date, Arrival Date, Total Leave Days, and Status. The table has one row with the number 1 in the '순번' column.

순번	Year	Vacation	Departure Date	Arrival Date	Total Leave Days	Status
1						

Temporary Leave – Application on MIS

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3. Read thoroughly, and check 'I have read and agree to the above rules' box.

Request / Re... Refresh Close All

Service > Academic > Temporary Leave > Request / Result for Temporary Leave

Query Insert Delete Save

Student ID 322000593 Jeong, Yula

LIST

순번	Year	Term	Departure Date	Arrival Date	Total Leave Days	Status																
<p>I hereby request a temporary leave to visit my home country (or any other overseas country). I also hereby accept that my monthly stipend allowance shall be reduced on pro-rated basis if any periods that exceed as followings.</p> <p>Chapter 4 (Guideline Table for Temporary Departure from Korea by Scholarship Group)</p> <table border="1"> <thead> <tr> <th>Scholarship Group</th> <th>Whether to Include Days of Departure and Entry</th> <th>Number of Days Allowed to Stay Overseas</th> <th>Amount to be Deducted (per Day)</th> </tr> </thead> <tbody> <tr> <td>NIIED</td> <td></td> <td>50 days per semester * Monthly stipend shall be deducted on a daily basis for any period exceeding 50 days per semester</td> <td>Per diem basis</td> </tr> <tr> <td>POSCO</td> <td></td> <td>No limitation if you receive prior approval from the school.</td> <td>33,300 won</td> </tr> <tr> <td>FSS-KFB-KDIS</td> <td></td> <td>30 days during your entire study period</td> <td>33,300 won</td> </tr> </tbody> </table> <p>I fully understand that the KDI School is entitled to do so. <input type="checkbox"/> I have read and agree to the above rules.</p>							Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (per Day)	NIIED		50 days per semester * Monthly stipend shall be deducted on a daily basis for any period exceeding 50 days per semester	Per diem basis	POSCO		No limitation if you receive prior approval from the school.	33,300 won	FSS-KFB-KDIS		30 days during your entire study period	33,300 won
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Application

Temporary Leave – Application on MIS

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4. Fill out details, and upload required documents before clicking 'Submit'.

DETAIL	
* Academic Year	2019
* Vacation	
* Purpose	
* Destination	
* Date	Departure <input type="text"/>  Arrival <input type="text"/> 
Contact Details while on Leave	Tel. <input type="text"/> Email <input type="text"/>
Round E-ticket	<input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
Travel Insurance	(Only if you go to the 3rd country) <input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
Others	<input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> I have read and agree to the above rules.	
<input type="button" value="Submit"/>	

- Please click “ Up” to upload your round E-ticket
- Please upload a certificate of travel insurance if you go to 3rd country not your home country
- For NIIED group, please upload the form with signature from your academic advisor by NIIED
- Please upload a signed acknowledgement form.

Temporary Leave – Application for Re-entry permit

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1. Once you get an approval for your request, Go to (<http://hikorea.go.kr>) and click 'Petition Application'

The screenshot shows the homepage of hikorea.go.kr. At the top, there is a navigation bar with links for 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. Below this is a large blue banner with the text 'Information eligibility of Foreigners for National health Insurance service' and 'any foreigners who has stayed for six months or more in Korea is subject to ...'. A black arrow points from the left towards the 'Petition Application' button in the navigation bar, which is highlighted with a red box. Below the banner is a row of service buttons: 'Petition Application' (orange), 'Smart Entry Service' (green), 'Reserve Visit' (blue), and '(COVID-19) Extension of Stay for Departure' (dark blue). Below these are sections for 'My Civil Petition Status' and 'Favorites Services'.

Logged in: Log out My Page Guide Customer Center Enter keyword KOREA ENGLISH 中文

Petition Application Information Lookup Smart Entry Service Information sharing corner News & Announcements

Information eligibility of Foreigners for National health Insurance service
any foreigners who has stayed for six months or more in Korea is subject to ...

Detail View

Petition Application Apply > Guide
Smart Entry Service Apply > Guide
Reserve Visit Apply > Guide
(COVID-19) Extension of Stay for Departure A shortcut

My Civil Petition Status

My Petition Confirm Reservation

e-Petition Application Status >
Check Visa Issuance Certificate Application Result >
Reserve Visit Status >
Application (By visit) Results Check >
Apply for Automated Immigration Clearance >

Q&A >
Voluntary Departure >

Favorites Services

Guide >
Application form >
Regulations and Guidelines >
Obligation for Aliens to Report >
Reference material for naturalization interview >

Temporary Leave – Application on MIS

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2. Select 'Re-entry Permit', check the 'I agree' box, and click 'Next'

The screenshot shows the 'e-Application' web interface. On the left is a navigation menu with 'Petition Application' and 'e-Application' highlighted. The main content area has a breadcrumb trail: 'Petition Application > e-Application > e-Application'. Below this are four tabs: '1.Select Civil Petition', '2.verification', '3.Please complete your enquiry', and '4.Enquiry submission result'. The '1.Select Civil Petition' tab is active. Under the heading '· Type', there are two radio buttons: 'Apply(principal)' (selected) and 'Apply(agent)'. A list of petition types follows, each with a dropdown arrow and a radio button. The 'Re-entry Permit' option is highlighted with a red box, and its radio button is selected, with a black arrow pointing to it. Below the list is a text box containing the agreement: '※ I agree that a civil servant in charge may check the relevant information in relation to this work, through Sharing Administrative Information pursuant to Article 36 of the Electronic Government Act.' Below this text box is a checkbox labeled 'I agree.', which is checked and highlighted with a red box. A black arrow points to this checkbox. At the bottom right is a blue 'Next' button, with a black arrow pointing to it.

Petition Application

e-Application

e-Application Guide >

e-Application >

Preliminary Declaration of Voluntary Departure >

Reserve Visit

e-Application

Petition Application > e-Application > e-Application

1.Select Civil Petition 2.verification 3.Please complete your enquiry 4.Enquiry submission result

· Type Apply(principal) Apply(agent)

Permit to change employment for foreign worker with a Non-professional Work Visa (E-9)

Extension of stay for registered foreigners

Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace

Change of status for registered foreigners

Temporary extension of stay for departure of registered foreigners

Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)

Report Part Time Work of International Students (D-2) and Language Trainees (D-4-1)

Address change declaration

Re-entry Permit

Notification of change in registration information

※ I agree that a civil servant in charge may check the relevant information in relation to this work, through Sharing Administrative Information pursuant to Article 36 of the Electronic Government Act.

I agree.

Next

Temporary Leave – Return report

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- ◆ Students are required to submit one of the following documents within seven (7) days from their arrival to Korea:
 1. Passport
 2. Certificate of entry & exit
 3. Boarding pass
- ◆ Those who fail to report may not be entitled to a refund or payment of the monthly stipend.

Thank you

Inquiry to Ms. Soyul Kim (soyul_kim@kdischool.ac.kr)

