



KDI School



Guideline for Temporary Leave Application

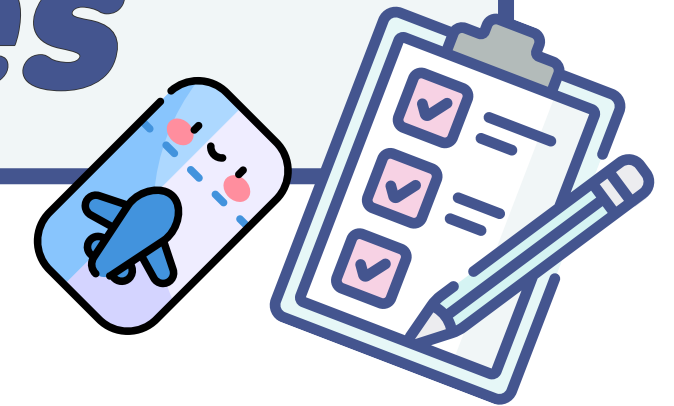


2023 Winter Break (Dec. 3, 2023 ~ Feb.1, 2024)



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

Temporary Leave Rules



- ✓ Temporary Leave during the semester is **NOT** allowed.
 - ✓ The Application will open about a month before the end of each semester.
 - ✓ Temporary Leave during vacation without permission is **NOT** allowed.
 - Consult with the 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 a round-trip flight ticket and a certificate of travel insurance*.
- * Regarding certificate of travel insurance, you are only required to submit it if you are traveling to a third country, not your home country.
- ✓ All the expenses incurred from the temporary leave shall be borne by the students.
 - ✓ If deemed necessary, the monthly stipend may be suspended for the period of temporary leave.



CHAPTER.02

How to Apply?

1

ACCESS 'MIS'

Please access MIS
(<http://mis.Kdischool.ac.kr>) using
Microsoft Edge. Chrome, Firefox, Swing,
or other browsers are not supported.

2

LEFT MENU

After logging into MIS,
click on 'Temporary Leave' in the left
menu, and then click on 'Request/Result
for Temporary Leave'.

3

CLICK 'INSERT'

When you click on the purple 'Insert'
button at the top, you will see the rules
for temporary leave by scholarship.





CHAPTER.02

How to Apply?

4

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	A
NIIED	Both the departure day and entry day shall not be included.	60 days per semester* 90 days a year *Monthly stipend shall be deducted on a daily basis for any period exceeding 30 days per semester.	
POSCO		Only 60% of the monthly stipend scholarship shall be paid for any period exceeding 20 days a month.	
FSS-KFB-KDIS		30 days during your entire study period	
GAS (Master), Colombo Plan		30 days during your entire study period	
GAS(Ph.D.)		30 days a year	
GLF(G20)		30 days during your entire study period	
IBK		30 days during your entire study period	
KEB Hana		30 days during your entire study period	

I fully understand that the KDI School is entitled to do so
☐ I have read and agree to the above rules.

≡ READ 'RULE' ≡

Please carefully read the temporary Leave rules displayed in the pop-up, and click on the 'I have read and agree to the above rules' box.

5

Date *

Departure

« July 2023 »						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
Clear						

(NIED only)

≡ CHECK 'DATE' ≡

Please enter the departure date and arrival date accurately. They should match the schedule of your round-trip flight

6

E-mail

Travel Insu

up

down

up

down

☒ I have read and agree to the a

Submit

≡ "UPLOAD PDF" ≡

- Click "Up" to upload your documents.
- 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



Guideline Acknowledgement Form

Temporary Leave Guideline Acknowledgement For 2023 Winter Break

I acknowledge that I have read, and agree to abide by the **Temporary Leave Guideline**. I am also aware that the monthly stipend shall be deducted according to the **Temporary Leave Standard by Scholarship Group**, and hereby give consent to the suspension of the monthly stipend for the period of my temporary leave from _____ to _____ if required by the guideline.

By signing this form, I understand that I take full responsibility for any risks or costs associated with the temporary leave. I also understand and agree that KDI School does not and will not guarantee my safety during my temporary leave.

I agree to report to KDI School immediately for any delays or changes in departure or arrival times. I also understand and agree that if I fail to report to KDI School within seven (7) days upon my arrival, I may not be entitled to a refund or payment of the monthly stipend.

Name: _____

Student ID: _____

Date: _____

Signature: _____

SUBMIT FORM VIA E-MAIL

- ✓ After completing the temporary leave application in MIS, please **download Attachment 2**, fill in the required information (such as departure and return dates, name, student ID, and date of submission), and **sign it**.

※ Unsigned form will be rejected, so please make sure to sign before submission.

※ Please note that the departure date is the day you board the plane in Korea, and the return date is the day you arrive at a Korean airport, so make sure to write the correct dates.

- ✓ **(Email Submission Only)** Convert the signed form into a PDF file and submit it to **soyul_kim@kdischool.ac.kr**.

CHAPTER.04

Return Report

출입국관리법 시행규칙 [별지 제138호서식] (개정) 이 증명서는 정부민원포털(www.minwon.go.kr)에서 무료로 발급받을 수 있습니다

출입국에 관한 사실증명 (CERTIFICATE OF ENTRY & EXIT)

발급번호 (Serial No.)	SG-BN-20-768818		발급일 (Date of issue)	쪽수 (Page Count)	1/1
대상자 (Person upon whom the Certificate is issued)	성명(Full name)				
	주민등록번호(Resident Registration No.) / 생년월일 (Date of Birth)		성별 (Sex)		
	국적(Nationality)		여권번호 (Passport No.)		
출입국일자 (Dates of Entry and Exit)	출국 (Exit)	입국 (Entry)	출국 (Exit)	입국 (Entry)	
조회 기간 (Reference Period)		2023.12.1 Date of Issue		부터(from) 까지(to)	
기록대조자 확인 (Verified by)					
출입국관리법 제 99조 제 1항에 따라 위의 사실을 증명합니다. I hereby certify that the above information has been verified pursuant to paragraph 1 of Article 99 of the Immigration Act.					
 2,000원 2020.9.25 SDD001		발급일 (Date of Issue) 발급인명/처 (Officer in charge): 세종특별자치시 소담동/김승태 전화번호 (Phone No.): 원본대조필			

Example

The Reference Period must be stated from December 1st, 2023 to date of issue.

CERTIFICATE OF ENTRY & EXIT

- ✓ If your flight is canceled or changed, resulting in a different return schedule from your original application, please provide the new schedule as soon as possible.
- ✓ You must report to the Student Affairs Division within 7 days of your arrival upon return. You MUST send us a certificate of entry and exit issued by the Sodam-dong community center.

- Address: 세종특별자치시 한누리대로 2023
(2023, Hannuri-daero, Sejong-si, Republic of Korea)

- Requirement: Your ARC and 2,000 KRW (issuance fee)

- Remark: Make sure to set the reference period from Dec 1, 2023 to the date of issue.



2023 Winter

Temporary

Leave

Have a safe trip!

[Inquiry] Ms. Kim So Yul, Student Affairs Division
soyul_kim@kdischool.ac.kr