

Guideline for Temporary Leave Application

2023 Spring break



Temporary Leave – Rules

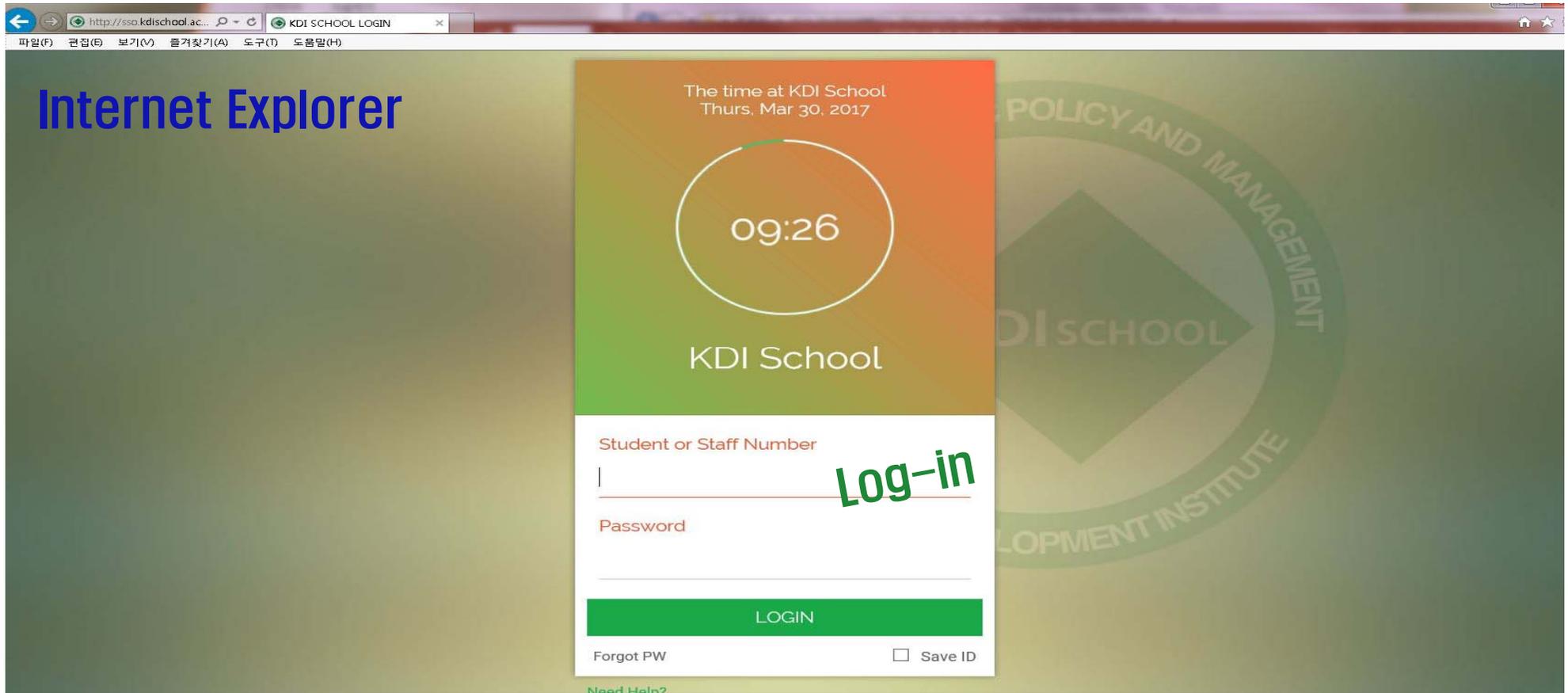
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- ◆ Temporary Leave during the semester is NOT allowed
- ◆ Application will open a month before the end of each semester.
- ◆ Temporary Leave without permission during vacation is NOT allowed.
 - Consult with Student Affairs Division before applying on MIS.
- ◆ 'Request for Temporary Leave' Should be submitted through MIS at least 2 weeks prior vacation period(spring, summer, winter) along with round-trip flight ticket and *certificate travel insurance*.*
 - *Regarding certificate of travel insurance, you are required to submit only if you travel to the 3rd 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'

Request / Re... Refresh Close All

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

Query Insert Delete Save

Student ID 322000281 JOH, Geyhyoung

LIST

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...

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

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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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
- If MIS do not work properly, submit your uploaded documents to soyul_kim@kdischool.ac.kr

Thank you

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

