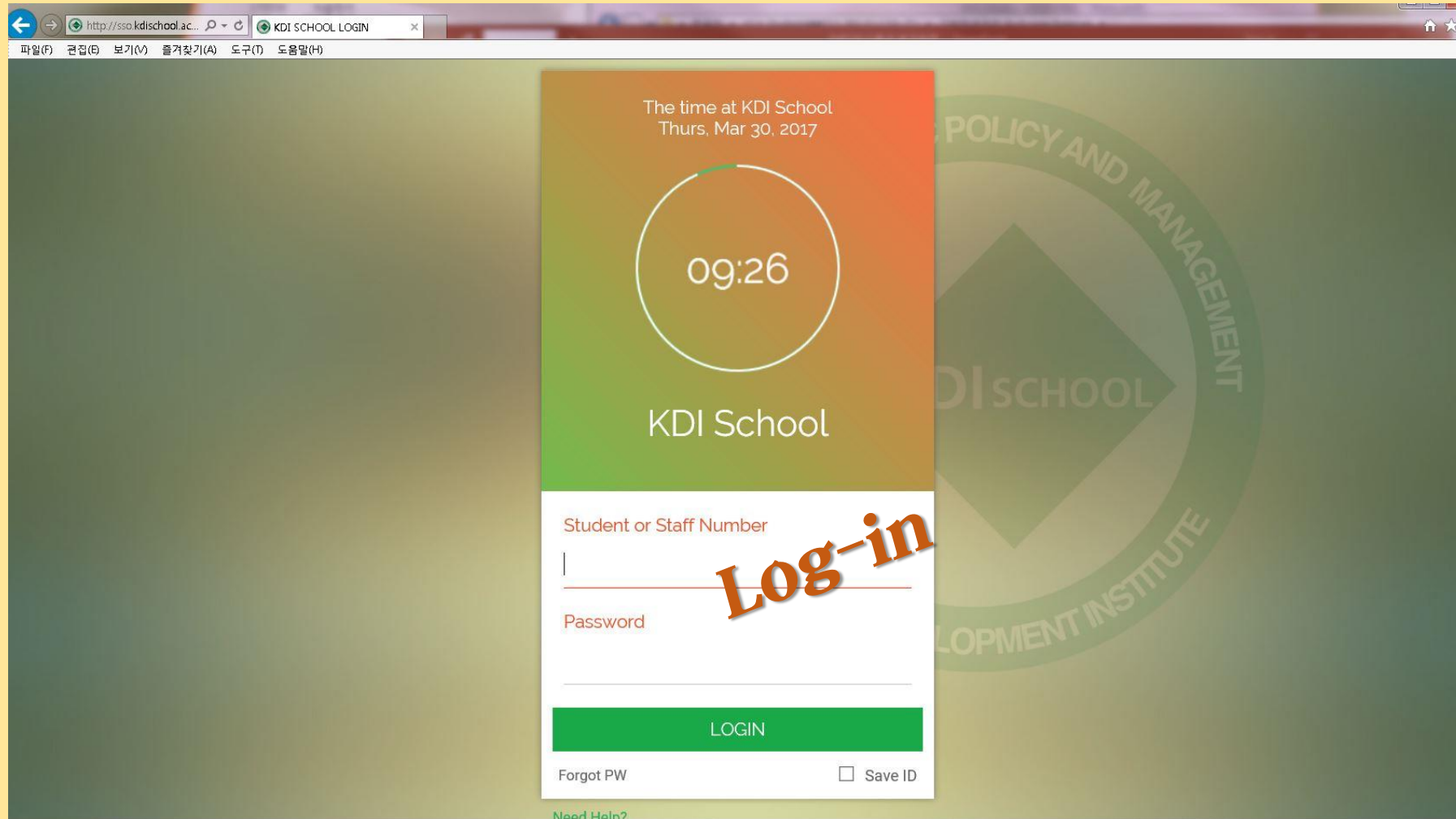


Guideline for Temporary Leave Request through MIS

Rules of Temporary Leave

- Temporary Leave during terms is NOT allowed
- Temporary Leave without permission during vacation is NOT allowed.
- '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(only if you travel to the 3rd country not your home country)
- The application system will be opened 1 month prior to each vacation period.

Step 1. Go to MIS(<http://mis.kdischool.ac.kr>)



The screenshot shows a web browser window with the address bar displaying <http://mis.kdischool.ac.kr>. The page title is "KDI SCHOOL LOGIN". The main content area features a large orange and green gradient box. Inside this box, the text "The time at KDI School" is followed by "Thurs, Mar 30, 2017". Below this is a large white circle containing the time "09:26". Underneath the circle, the text "KDI School" is displayed. To the right of the login form, a large, faint watermark of the KDI School logo is visible, with the text "POLICY AND MANAGEMENT" and "DEVELOPMENT INSTITUTE" around it. The login form itself is white and contains two input fields: "Student or Staff Number" and "Password". A large, stylized "Log-in" text is overlaid on the form. Below the input fields is a green "LOGIN" button. At the bottom of the form, there are links for "Forgot PW" and a checkbox for "Save ID". A "Need Help?" link is located at the bottom left of the page.

The time at KDI School
Thurs, Mar 30, 2017

09:26

KDI School

Student or Staff Number

Password

Log-in

LOGIN

[Forgot PW](#) ☐ Save ID

[Need Help?](#)

Step 2. Go to Service – Academic – Temporary Leave – Request/Result for Temporary Leave

Request / Re...

RefreshClose All

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

QueryInsertDeleteSave

Student ID

Park Minah

Click "Insert"

LIST

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

Step 3. Read the Temporary Leave Rule of Each Scholarship Group and Click Check Box to Indicate your Agreement to the Rules

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

Student ID 322000281 Park Minah

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.

Scholarship Group	Days of your Leave	Allowable Days of your Leave without deduction	Deduction Amount (per day)
GAS, Ph.D, GLF, Colombo, KLSP	Only Departure Date is not included	19days (per year)	24,000KRW
15 Ph.D.		15days (per year)	24,000KRW
KOICA	Departure& Arrival Date is included for total days of your leave	-	33,300KRW
KOICA-MDI		19days (per year)	33,300KRW
NIIED	Departure & Arrival Date is not included for total days of your leave	30days (during terms)	30,000KRW
KOGAS		30days (during terms)	5,000KRW
FSS-KFB-KDIS		60days (during vacation)	24,000KRW

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

Click this
"Check bok"

Step 4. Fill Out the Detail

> DETAIL

* Academic Year	2017	
* Vacation		
* Purpose		
* Destination		
* Date	Departure	Arrival
Contact Details while on Leave	Tel.	Email
Round E-ticket		
Travel Insurance	(Only if you go to the 3rd country)	
Others		

☒ I have read and agree to the above rules.

☐ Submit

Fill out the detail in the red box

and

click "Submit"

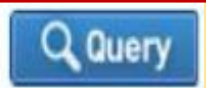
- Please click "Up" to upload your round E-ticket
- Please upload a certificate of travel insurance if you go to 3rd country not your home country
- For NIIED group, please upload the form with signature from your academic advisor by NIIED

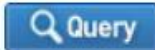



Step 5. Check your Application Result (after the application period)

1) Go to

Request / Re ...

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

2) Click 

Student ID <input type="text"/> Park Minh										
LIST										
순번	Year	Vacation	Departure Date	Arrival Date	Total Leave Days	Status				
1	2017	Spring Vacation	2017-05-03	2017-05-07	4	Approval				

3) Check the result and total leave days

- If your application is approved by the school, you will see the “Approval” status.

How to buy travel insurance

- 1) Go to <http://ltetour.com/insurance/> and fill it out.
(i.g. travel period, destination, etc.)
- 2) The travel agency will inform you the next steps.
- 3) The manager from the agency will let you know the account number for your payment.(it will cost around 2~30,000 KRW but the price is subject to change upon your travel period and destination)

Inquiry to Ms. Minah Park
minah_park@kdischool.ac.kr