Returning after Leave of Absence for 2025 Fall semester

(Sinchon-International Campus Undergraduates)

[Freshman]

Application and Approval Period	Course Registration Period	Tuition Payment Period
2025. 7. 14. (Mon.) 10:00 a.m. ~ 8. 25. (Mon.) 5:00 p.m.	Freshman course registration 8. 26. (Tue.) 9:00 a.m. ~ 5:00 p.m. <First-Come First-Served>	2025. 8. 22. (Fri.) 9:30 a.m. ~ 8. 28. (Thu.) 5:00 p.m. ※ 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.

Phase	Application and Approval Period	Course Registration Period	Tuition Payment Period
1st	2025. 7. 14 (Mon.) 10:00 a.m. ~ 8. 11. (Mon.) 5:00 p.m.	[Mileage Allocation] - 8 11.(Mon.) 9:00 a.m. ~ 8. 12.(Tue.) 5:00 p.m. ※ 8.11.(Mon.) Those approved for reinstatement: 8.12.(Tue.) 09:00 ~ 17:00 [Result Check] - 8. 13.(Wed.) 4:00 p.m. ~ 8. 14.(Thu.) 8:59 a.m. [Additional Course Registration] - 8. 14.(Thu.) 9:00 a.m. ~ 8. 18.(Mon.) 5:00 p.m.	2025. 8. 22. (Fri.) 9:30 a.m. ~ 8. 28. (Thu.) 5:00 p.m. ※ You can pay tuition from 1 p.m. the day after approval
2nd	2025. 8. 12. (Tue.) 9:00 a.m. ~ 8. 25. (Mon.) 5:00 p.m.	8. 28. (Thu.) 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 (including Disease, Pregnancy/Childbirth/Child-raising, Start-up) 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.
(2025. 9. 9. (Tue.) 9:30 a.m. ~ 9. 11. (Thu.) 5:00 p.m.)

e. Students are only approved to return during the designated period.

■ Application and Approval Method

a. Returning from General Leave

1) How to apply: Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Apply

2) Approval: Automatically approved upon application

b. Returning from Military Leave

1) Who can apply: Students who have been discharged or going to be discharged by the end of August 2025

2) How to apply: 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 identified)

- Military Record Certificate, Social Registration Document, Certificate of Service(Public Service Worker)
- Certificate of Expected Discharge

5) Note

- Documents of proof can be uploaded in 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 in September 2025

1) Who can apply: Students who are expected to be discharged in September 2025 and able to attend class from September 1, 2025 using their official vacation authorized by the military law.

2) How to apply: 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 for review by the registrar before 5:00 p.m. of each phase.

2) Sample format for the Certificate of Expected Discharge and Confirmation Document of Remaining Military Vacation can be downloaded from the university official website [Academic Support ⇨ Forms].

■ Maximum Period of Military Leave after Discharge

a. Two consecutive semesters including the date of discharge are considered military leave period.

b. Students must return following the academic schedule below:

ex) In case of being discharged from March to August, they are considered as Spring semester discharge.

- Fall 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 Leave/Return Application Period of Spring semester next year.

ex) In case of being discharged from September to next year February they are considered as Fall semester discharge.

- Spring semester next year 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 Leave/Return Application Period of Fall semester next year.

■ Important Notes

a. Students who received an academic warning can only register for courses after they apply for Academic counseling by Academic Advisor or the Major Chair via portal system and complete the counseling.

b. Certificate of Enrollment is not available until the return is approved, tuition payment is completed and the semester starts.

c. Student Loan: Apply at Korean Scholarship Foundation(www.kosaf.go.kr) / ☎ 82-2-1599-2290

d. 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 (☎ 82-32-749-2991)

e. Regulations regarding Return: School Regulation 8, Regulations related to Academic Affairs 8

f. **Students who do not enroll for any courses within the designated period will not be able to maintain their status as below.**

- When a student who has exhausted his/her leave of absence period does not enroll for any courses by the end of the course add-drop period, the student will be dismissed. Students who are in their first semester after freshmen admission, transfer admission, double-majors for graduate candidate and readmission will be dismissed if they do not register for courses by the end of the course add-drop period.

g. Contact Information

1) Tuition Payment: Finance & Accounting Team ☎ 82-2-2123-4500
2) Leave/Return: Academic Support Team ☎ 82-2-2123-2090
3) Certificate Issuance: ☎ 82-2-2123-3200