General Leave of Absence for 2025 Fall semester

(Sinchon-International Campus Undergraduates)

General Leave of Absence is applicable to students who are unable to attend classes for more than a month.
Reasons for a General Leave include health, childbirth, child-raising, start-up, and start-up preparation.

■ Application Period

Application & Approval	Criteria	Tuition Refund
2025. 8. 1. (Fri.) 10:00 a.m. **~ 9. 15. (Mon.) 5:00 p.m.**	Able to apply regardless of tuition payment	Refund in full
2025. 9. 16. (Tue.) 9:00 a.m. **~ 11. 13. (Thu.) 5:00 p.m.**	Able to apply after course registration and tuition payment	Refund rate differs according to the approval date
2025. 11. 14. (Fri.) 9:00 a.m. **~ 12. 1. (Mon.) 5:00 p.m.**	Able to apply only for inevitable cases such as illness, childbirth, natural disaster, and legal action	(Refund available until 12. 1.(Mon) 5:00 p.m.)

■ Application and Approval Method

a. Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Leave of Absence, automatically approved upon application

b. In case of applying for the general leave due to expiration of military leave term after discharge, upload documents of proof (including full name, date of birth, date of entrance and discharge information) on the Yonsei Portal Service : Military Record Certificate, Social Registration Document, Certificate of Service, under 2MB.
The application will be approved upon a registrar's review.

c. Application for General Leave due to health problems, pregnancy, childbirth, child-raising
: Applicants must upload the following document

1) Health Problem
- General Leave Application Form (Disease), a Medical Certificate from the Severance Hospital or other higher complex hospitals designated by the Ministry of Health & Welfare and Yonsei Health Center's certificate
- Yonsei Health Center's Certificate will be issued after checking the Medical Certificate at the Yonsei Health Center (2F Student Union, ☎ 82-2-2123-3346).

2) Pregnancy, Childbirth, Child-raising
General Leave Application Form (Pregnancy/Childbirth/Child-raising), Pregnancy Medical Report or Family Relation Certificate

d. Application for General Leave due to start-up, and start-up preperation

1) Start-up
- Representative and co-representative of a start-up company
- Entrepreneurship Leave Application, Business Performance Report, Business License (registered within a month before applying for Entrepreneurship Leave with your own name), and other related documents

2) Start-up Preparation
- Those who designate their own owner as the owner of the registration certificate within 6 months)
- Entrepreneurship Preparation Leave Application, Business Plan, other related documents

3) Common matters

- Submit the documents to the Start-up Support Team (☎ 82-2-2123-4322) and get first approval
- Application period differs from the General Leave (the notice will be posted on the Start-up Support Team's Website).

■ Tuition Refunds according to the point of Approval

Point of Approval	Refund Rate	Note
by 9. 15. (Mon.) 5:00 p.m.	Full Refund	
by 9. 30. (Tue.) 5:00 p.m.	5/6 of Tuition	
by 10. 30. (Thu.) 5:00 p.m.	2/3 of Tuition	
by 11. 13. (Thu.) 5:00 p.m. <General Leave Closed>	1/2 of Tuition	2/3 date of the semester
by 12. 1. (Mon) 5:00 p.m.	1/2 of Tuition	Granted only for inevitable cases such as illness, pregnancy, childbirth, natural disaster, and legal action
from 12. 1. (Mon) 5:01 p.m.	No refund	

a. The amount of refund depends on the relevant refund schedule.

b. Time of refund: approximately 14 business days after approval

c. Bank Account: Student's own account must be registered on the Yonsei Portal for tuition refund

(Unable to apply for leave if the bank account is unregistered)

1) Bank Account registration verification for foreign citizenship students is processed by the Finance & Accounting Team.

(If the name of the depositor is different from the name of the Yonsei portal, the "account registration verification" procedure of the financial accounting team is required)

Send email to fiwebmaster@yonsei.ac.kr with (1) copy of student ID card, (2) copy of ID, (3) copy of bank book (☎ 82-2-2123-4500)

2) Students with loans should refund to the relevant institution.

3) Students with scholarships should cancel the scholarship by visiting the Student Service Team (#218 Student Union, ☎ 82-2-2123-5115).

■ Grade and Semester Recognition for Students Applying for General Leave

: all the courses are considered canceled

■ Duration of General Leave

The Leave of Absence Term: The maximum semesters a student can apply for a leave of absence before graduation.

a. The Leave of Absence Term cannot exceed 3 years (6 semesters).
For 5-year-Architecture major, it cannot exceed 7 semesters. And for transferred students, it cannot exceed more than 1/2 of their Attendance Term.

b. If a student requires longer leave than their Leave of Absence Term due to health problem, he/she should submit petition to the College Dean, and the President could allow up to a maximum of 2 semesters.

c. Childbirth, or child-raising(child's age under 8) can take leave up to a maximum of 2 years and it is not counted as Leave of Absence Term.

d. Students applying for leave due to start-up (preparation) can take leave up to a maximum of 2

years and it is not counted as Leave of Absence Term.

e. How to check remaining leave of absence Term: Yonsei Portal Service ⇨ Student Record ⇨ Information

■ Extension of General Leave

a. In case of Leave of Absence Term remaining: Leave term extends without application

b. In case of Leave of Absence Term un-remaining: apply for return and pay tuition (expelled if unregistered)

■ Cancellation of General Leave

a. Period

1) 7 days within the application, only once allowed.

2) Only applicable until 2025. 9. 2. (Tue.) 5:00 p.m. (before Course Add-Drop Period)

b. How to cancel

1) Cancellation at the Yonsei Portal

- 2025. 8. 4. (Mon.) 10:00 a.m. ~ 2025. 8. 18. (Mon.) 5:00 p.m. (last day of Course Registration)
- Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ General Leave

2) Document Submission

- 2025. 8. 19. (Tue.) 9:00 a.m. ~ 2025. 9. 2. (Tue.) 5:00 p.m. (before Course Add-Drop Period)
- Download 'General Leave Cancel Application' from Yonsei University Official Website ⇨ Academic Support ⇨ Forms

c. If an enrolled student cancels General Leave, the academic status will return to 'enrolled.' However, as course registration records are deleted when leave application is approved, there's no guarantee the previous course registration is saved after cancellation.

■ Important Notes

a. Students at their first semester after admission (including freshman, transferred, double major for expected graduate, re-admitted students) are not applicable for General Leave (except for illness, pregnancy, childbirth, military service reasons).

b. Exchange students and visiting students (VSP) are not eligible to apply for leave.

c. All borrowed books should be returned in advance to apply for leave (Library ☎ 82-2-2123-3309,3114).

d. In case of changing contact information, edit it at Yonsei Portal Service to prepare for emergency contact from the university.

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

f. Regulations regarding Return: School Regulation 8, Regulations related to Academic Affairs 6, 8

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

- Students who do not register for courses at all until the end of the course add-drop period will be treated on general leave of absence.
- 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.

h. Student visa (D2) holders who apply for leave of absence must leave the country within 30 days.

i. 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