

Returning after Leave of Absence for 2026 Spring semester

(Sinchon-International Campus Undergraduates)

[Freshman]

Application and Approval Period	Course Registration Period	Tuition Payment Period
2026. 1. 12 (Mon.) 10:00 a.m. ~ 2. 23. (Mon.) 5:00 p.m.	Freshman course registration 2. 24. (Tue.) 9:00 a.m. ~ 5:00 p.m. <First-Come, First-Served>	2026. 2. 23. (Mon.) 9:30 a.m. ~ 2. 27. (Fri.) 5:00 p.m. ※ You can pay tuition from 1 p.m. the day after approval

[Sophomore to Senior]

Students planning to return as sophomore to 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	2026. 1. 12 (Mon.) 10:00 a.m. ~ 2. 9. (Mon.) 5:00 p.m.	[Mileage Allocation] - 2. 9.(Mon.) 9:00 a.m. ~ 2. 10.(Tue.) 5:00 p.m. ※ 2. 9.(Mon.) Those approved for reinstatement: 2. 10.(Tue.) 9:00 a.m. ~ 5:00 p.m., [Result Check] - 2. 11.(Wed.) 4:00 p.m. ~ 2. 12.(Thur.) 8:59 a.m. [Additional Course Registration] - 2. 12.(Thur.) 9:00 a.m. ~ 2. 13.(Fri.) 5:00 p.m.	2026. 2. 23. (Mon.) 9:30 a.m. ~ 2. 27. (Fri.) 5:00 p.m. ※ You can pay tuition from 1 p.m. the day after approval
2nd	2026. 2. 10. (Tue.) 9:00 a.m. ~ 2. 23. (Mon.) 5:00 p.m.	2. 26. (Thur.) 9:00 a.m. ~ 5:00 p.m. (First-Come, First-Served)	

■ Application Method and Approval Process

A. How to Apply: Yonsei Portal Service ⇔ Academic Information System ⇔ Academic Administration ⇔ Student Status ⇔ [Leave/Return] ⇔ [Return Application]

B. Approval Process:

Applicants on General Leave of Absence (일반휴학):

- Applies to all leaves other than military service (e.g., General (Personal reasons), Illness, Pregnancy/Childbirth/Parenting, Startup/Preparation, etc.).
- Automatic approval upon application.

Applicants on Military Leave of Absence (입대휴학):

- Applies to those already discharged or scheduled for discharge in February or March 2026.
- The documents uploaded via the Yonsei Portal Service will be reviewed and approved by the administrator. (Documents must be submitted by 5:00 PM on the deadline of each return phase (2. 9.(Mon), 2. 23.(Mon)) for review and approval.)
- Required Documents: Documents must clearly state the name, date of birth, date of enlistment, and date of discharge (or expected discharge).

Category	Required Document(s)	Notes
Already Discharged	Military Service Certificate / Certificate of Military Records / Resident	

	Registration Transcript	
Expected Discharge (Feb)	Military Service Certificate / Certificate of Expected Discharge / Service Confirmation Letter	
Expected Discharge (Mar)	Military Service Certificate / Certificate of Expected Discharge / Service Confirmation Letter / Remaining Leave Confirmation (stating specific leave days and period, or Mobile Leave Certificate)	Must be able to participate in classes from the start date (2026. 3. 3.) by using official leave.

- Documents should be uploaded as readable PDF or image files (2MB max).
- Forms for the Certificate of Expected Discharge and Remaining Leave Confirmation can be downloaded from: [University Homepage ⇨ Academic Support ⇨ Various Application Forms].

■ Recognition Period for Military Leave after Discharge

- A. Up to two semesters, including the semester of discharge, will be recognized as Military Leave period.
- B. You must complete your return to school according to the following schedule:
 - Ex 1) Discharged between March and August (Spring Semester) Fall Semester is also considered Military Leave, but return is possible.
 - Must apply for Return or General Leave (if remaining leave period allows) during the Spring Semester of the following year.
 - Ex 2) Discharged between September and February of the next year (Fall Semester) Spring Semester of the next year is also considered Military Leave, but return is possible.
 - Must apply for Return or General Leave (if remaining leave period allows) during the Fall Semester of the following year.
- C. Students approved for return after discharge will be automatically transferred to the Reserve Force records. Those approved for return before discharge must individually report to the Reserve Force Office (☎ 02-2123-8461).

■ Important Notes

- A. Academic Warning Holders: Students who received an Academic Warning must apply for and complete counseling with their 지도교수 (Academic Advisor) or 학과장 (Department Head) via the Academic Portal System before course registration.
- B. Certificate of Enrollment: Can be issued only after the return is approved and tuition for the current semester is fully paid.
- C. Student Loan: Loans must be applied for on the Korea Student Aid Foundation (KOSAF) website (www.kosaf.go.kr) (☎ 02-1599-2290).
- D. 1st Year (RC Eligible) Students: Please refer to the notice on the Songdo Dormitory website (https://yicdorm.yonsei.ac.kr/) for dormitory application information (International Campus General Administration Center, Dormitory Operations Team, ☎ 032-749-2991).
- E. Detailed Regulations: For detailed return regulations, refer to: Chapter 8 of the School Regulations, Chapter 8 of the Internal Academic Regulations, etc. (Available at: University Homepage ⇨ About Yonsei ⇨ University Status ⇨ Regulations Collection ⇨ Search '복학').
- F. Failure to Register Courses: Even after return is approved, failure to complete course registration means you cannot maintain student status (재학생 신분).
 - If remaining leave duration allows, the status will be changed to General Leave of Absence.
 - If General Leave is not possible (e.g., first semester students, those whose leave duration

has expired), the student will be subject to expulsion due to non-registration (미수강제적).

G. Key Contact Information:

Tuition Payment: General Affairs Team (Finance & Accounting) (☎ 02-2123-4500)

Return FAQ: University Homepage ⇨ Other Information ⇨ FAQ ⇨ Academic FAQ ⇨
Leave/Return

Academic Support Team (교무처 학사지원팀):

- ☎ 02-2123-2090 (Additional inquiries regarding Leave/Return)
- ☎ 02-2123-3200 (Inquiries regarding Certificate Issuance)

가. 신청방법: 연세포탈서비스 ⇨ 학사정보시스템 ⇨ 학사행정 ⇨ 학적 ⇨ [휴복학] ⇨ [복학신청]

나. 승인절차

1) 일반휴학 중 복학신청자

- 입대휴학 이외의 모든 휴학(일반휴학(가사), 질병, 임신·출산·육아, 창업·창업준비 등)을 말함
- 신청과 동시에 자동 승인

2) 입대휴학 중 복학신청자

- 기 전역자 및 2026년 2,3월 중 전역 예정자
- 연세포탈서비스에 등재된 증빙서류를 담당자가 검토 후 승인(매 복학 차수 마감일(2. 9.(월), 2. 23.(월)) 오후 5시 전까지 증빙서류가 제출되어야 담당자가 확인 후 승인할 수 있음)
- 등재서류 : **성명, 생년월일, 입대일 및 전역(예정)일**이 명시되어있는 서류

구분	제출서류	비고
기 전역자	군경력증명서/병적증명서/주민등록초본	
전역 예정자(2월)	군경력증명서/전역예정증명서/복무확인서	
전역 예정자(3월)	군경력증명서/전역예정증명서/복무확인서/ 구체적인 휴가일수와 기간이 명시된 잔여휴가확인서(또는 모바일 휴가증)	정식 휴가를 활용하여 개강일(2026년 3월 3일)부터 수업 참여가 가능한 자

- 증빙서류는 2MB 이하의 확인 가능한 PDF파일 또는 이미지로 등재
- 전역예정증명서 및 잔여휴가확인서의 서식이 필요한 경우 [학교 홈페이지 ⇨ 학사지원 ⇨ 각종 신청서 양식 모음] 에서 내려 받아 사용할 수 있음

■ 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 the additional payment period.
(2026. 3. 12. (Thur.) 9:30 a.m. ~ 3. 16. (Mon.) 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 February 2026
- 2) How to apply: Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ Apply ⇨
Upload documents of proof(File size must be 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 format(e.g., JPG,PNG), PDF, or HWP file.

- The size of the documents of proof must be under 2MB.
- c. Exceptional Returning of Students Expected to be Discharged in March 2026
 - 1) Who can apply: Students who are expected to be discharged in March 2026 and **able to attend class from March 3, 2026 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 Military Leave Period Following 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 the 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 an 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 start of the semester.
- 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 dormitory 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 be subject to dismissal, as outlined 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