

General Leave of Absence for 2026 Spring 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
2026. 2. 2. (Mon.) 10:00 a.m. ~ 3. 16. (Mon.) 5:00 p.m.	Able to apply regardless of tuition payment	Refund in full
2026. 3. 17. (Tue.) 9:00 a.m. ~ 5. 15. (Fri.) 5:00 p.m.	Able to apply after course registration and tuition payment	Refund rate differs according to the approval date
2026. 5. 16. (Sat.) 9:00 a.m. ~ 6. 2. (Tue.) 5:00 p.m.	Able to apply only for inevitable cases such as illness, childbirth, natural disaster, and legal action	(Refund available until 5. 29.(Fri.) 5:00 p.m.)

※ Tuition fees paid will be refunded based on the application and approval time.
Tuition fees are not carried forward to the semester of return.

■ Application and Approval Method

Type	Required Documents	Note
General Leave of Absence	No separate documents required	
General Leave of Absence after Military Leave of Absence Expiration	- Documents stating name, date of birth, enlistment date, and discharge date, such as a Military Service Certificate, Certificate of Military Records, Abstract of Resident Registration, or Confirmation of Service	※ For applying for General Leave of Absence after the military Leave of Absence period expires following discharge
General Leave due to health problems	- Specialist's Medical Certificate from a tertiary hospital (Sanggeup General Hospital) issued within 1 month of the application date, indicating a treatment period of 1 month or more - Health Center Confirmation: Obtain by visiting the Health Center (Student Hall 2F, ☎ 02-2123-3346) with the medical certificate	※ Please prepare in advance with sufficient time, as it may take time to receive the medical certificate depending on the type of illness.
General Leave due to childbirth, child-raising	Pregnancy Diagnosis Certificate or Family Relations Certificate	
General Leave due for Starting/Preparing for a Business	- Related documents (application form, company profile, performance verification documents, business item verification documents, etc.) must be submitted to the Startup Support Foundation (☎ 02-2123-4322) and approved by the Academic Affairs Committee for Startup Education.	※ Application period differs from General Leave of Absence; check the announcement posted on the Startup Support Foundation website.

■ 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 Period.
- b. If a student requires longer leave than their Leave of Absence Term due to a health problem, student should submit a written petition to the College Dean, and the President can grant up to a maximum of 2 semesters.
- c. In case of a leave of absence due to pregnancy, childbirth, or child-raising (for a child aged 12 or younger, or up to the 6th grade of elementary school; provided that, if a child requires long-term care due to a physical or mental disability, the age limit is extended to 16 or younger, or up to the 1st grade of high school), the leave may be taken for a maximum of one year per instance, and a total maximum of two years, which shall not be included in the maximum 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 Period: 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 has been exhausted(or is no longer remaining): apply for return and pay tuition(Students will be academically dismissed if they fail to return and register for courses)

■ Cancellation of General Leave

- a. Period
 - 1) **Cancellation is allowed once within 7 days of the application date.**
 - 2) **Only applicable until 2026. 3. 4. (Wed.) 5:00 p.m. (before Course Add-Drop Period)**
- b. How to cancel
 - 1) **Cancellation at the Yonsei Portal**
 - **2026. 2. 2. (Mon.) 10:00 a.m. ~ 2026. 2. 13. (Fri.) 5:00 p.m. (last day of Course Registration)**
 - Yonsei Portal Service ⇨ Student Record ⇨ Leave/Return ⇨ General Leave
 - 2) **Document Submission**
 - **2026. 2. 19. (Thur.) 9:00 a.m. ~ 2026. 3. 4. (Wed.) 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 will be saved after cancellation.**

■ Tuition Refunds according to the point of Approval

Point of Approval	Refund Rate	Note
by 3. 16. (Mon.) 5:00 p.m.	Full Refund	
by 3. 30. (Mon.) 5:00 p.m.	5/6 of Tuition	

Point of Approval	Refund Rate	Note
by 4. 29. (Wed.) 5:00 p.m.	2/3 of Tuition	
by 5. 15. (Fri.) 5:00 p.m. <Last day for General Leave application>	1/2 of Tuition	2/3 date of the semester
by 5. 29. (Fri.) 5:00 p.m.	1/2 of Tuition	Granted only for inevitable cases such as illness, childbirth, natural disaster, and legal action
from 5. 29. (Fri.) 5:01 p.m.	No refund	

- The amount of refund depends on the relevant refund schedule.
- Time of refund:** approximately 14 business days after approval
- Bank Account: Student's own account must be registered on the Yonsei Portal for tuition refund (Students will be unable to apply for leave if the bank account is unregistered)
 - Bank Account registration verification for foreign citizenship students is processed by the Finance & Accounting Team.
(If the name of the account holder is different from the name on 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)
 - Students with student loans should refund to the relevant institution.
 - Students with scholarships should cancel the scholarship by visiting the Student Service Team (#218 Student Union, ☎ 82-2-2123-5115).

■ Important Notes

- 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).
- Exchange students and visiting students (VSP) are not eligible to apply for leave.
- All borrowed books should be returned in advance to apply for leave (Library ☎ +82-2-2123-3309,3114).
- In case of changing contact information, edit it at Yonsei Portal Service to prepare for emergency contact from the university.**
- Certificate of Enrollment is not available until the return is approved, tuition payment is completed and the semester starts.
- Regulations regarding Return: School Regulation 8, Regulations related to Academic Affairs 6, 8
- Students who do not enroll for any courses within the designated period will have their status changed as follows.**
 - 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.
 - Students who are ineligible for a general leave of absence—such as those in their first semester after initial admission, transfer, or readmission—will be academically dismissed.
- Student visa (D2) holders who apply for leave of absence must leave the country within 30 days.
- Contact Information
 - Tuition Payment: Finance&Accounting Team ☎ +82-2-2123-4500
 - Leave/Return: Academic Support Team ☎ +82-2-2123-2090
 - Certificate Issuance: ☎ +82-2-2123-3200