

ERICA 2023-1 Semester Leave of Absence Application

22.12.28

■ When to Apply

Jan. 9th [Mon] ~ Jan. 16th [Mon] 2023

Leave of absence from school due to diseases other than COVID-19, employment preparation, language training, economic reason, etc.

※ **Students who pay tuition and take leave of absence, can't get tuition refunds. Tuition will be carried over to next semester.**

■ How to apply (Refer to Note 1 for capture image description)

HY-in log in -> Application -> Leave of Absence -> **Upload a copy of passport & ARC(Only for holders)** -> End

■ Cautions

- ① Those who apply for the leave of absence must leave Korea within one month, regardless of their visa validity periods.
- ② Universities are required to report the list of students who take a leave of absence or are not attending school to the Immigration Office each semester. Students who stay in Korea without attending school are subject to fines from the Immigration Office.
- ③ When you go back to your country after taking a leave of absence, you have to return your alien registration card at the airport.
- ④ Students who stay and work in Korea illegally while on leave of absence might have disadvantages when returning to the school.

※ **Students are not allowed to apply leave of absence by visiting OIA.**

■ For further inquiry regarding Leave of absence

Email: ericaeia@hanyang.ac.kr

Tel: +82-31-400-0791~0795

<Notes>1

How to take Leave of Absence at HY-in

1. Log in to your HY-in account -> Find 신청 on the tap and click 휴학신청



2. Fill out the form and upload the attached file-> click save(저장)



The screenshot shows the application form with the following fields: '변동구분' (Change Category), '신청학년' (Application Year), '복학예정학년' (Expected Year of Return), and '휴학사유' (Reason for Leave of Absence). The '휴학사유' dropdown menu is open, showing options: '선택' (Select), '일반휴학' (General Leave of Absence), '순수입내휴학' (Pure Domestic Leave of Absence), and '특별휴학' (Special Leave of Absence). The '일반휴학' option is highlighted with a red box and labeled with a red '3'. Below the form, there is a section for '증빙파일첨부' (Attach Evidence File) with a text input field and a '파일업로드' (Upload File) button, which is highlighted with a red box and labeled with a red '4'.

3. Click 개인정보 보관 동의, select VISA type and enter overseas contact num

* 여권사진 등을 제출해야 합니다. 스캔하여 첨부하시기 바랍니다.

- 증명파일은 스캔, 촬영, 합치본 이미지 파일(PDF, JPG, GIF, PNG 등)만 가능하며 보안문서(html 등)는 불가합니다.
- 증명파일이 심의에 적합하지 않은 경우, 본 신청은 반려 또는 승인 지연될 수 있습니다.
- 원활한 심의 진행을 위해 상단의 '증빙파일 심의기준'을 반드시 확인 및 준수하시기 바랍니다.

* 외국인 학생 : 국제처 홈페이지 공지사항 확인 필수

- Document file (e.g. scanned, photo, screenshot image (PDF, JPG, GIF, PNG format) to prove your valid reason. HTML files are not allowed.
- If your document file is inappropriate, your request for leave of absence may be delayed or rejected.
- Please examine the document file criteria closely and follow the guidelines for the leave of absence process.

* For international students : Please refer to the guidelines on the website of International Affairs.

- 申请休学需提交的文件只能以扫描、拍摄、截图相关格式进行提交。(PDF,JPG,GIF,PNG等格式), 不能提交安全文件(html等格式)。
- 提交的文件不适合审核时, 本申请可退回或延迟批准。
- 为确保审核顺利进行, 请务必确认并遵守上端“凭证文件审核标准”

* 外国学生 : 请务必在国际处官网进行确认

학적 처리를 위해 개인정보가 포함된 본 증명서류의 보관에 동의하십니까? ☒

비자종류(Type of Visa)	선택
비자만료일(Visa Expiration Date)	D2 D4 기타(Others)
해외연락처(Phone number outside Korea)	

저장

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비자종류(Type of Visa) 선택

비자만료일(Visa Expiration Date)

해외연락처(Phone number outside Korea)

저장

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If you don't have VISA or have a VISA other than D2, D4, choose "기타"

비자종류(Type of Visa) 선택

비자만료일(Visa Expiration Date)

해외연락처(Phone number outside Korea)

저장

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Student who choose "기타" because he/she does not have VISA, enter the date of leave of absence application as '비자만료일'. END.