

# Notice for Temporary Leave during Vacation

All the PSPS students are required to report your temporary leave by visiting the PSPS office. Those who plan to travel abroad or go back to your country are asked to visit the office for temporary leave, moreover, should check important academic schedules.

※ **Vacation: 31<sup>st</sup> August (Thu) ~ 24<sup>th</sup> September (Sun)**

※ **Application Submission for Temporary Leave: 16<sup>th</sup> (Wed) ~ 18<sup>th</sup>(Fri) August**

※ **What to bring: an Application Form (at PSPS office), a Flight Ticket,  
a Traveler's Insurance (if needed)**

※ **Monthly Allowance: follows your scholarship regulation (especially KOICA and KEITI students need to confirm the regulations of the institutes.)**

< Sample >

September				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

In case you leave on 1<sup>st</sup> and arrive on 15<sup>th</sup>, September, it means you stay in Korea for 15 days and your allowance will be deducted since you don't meet the regulation based on 16 days stay.

***Students who arrive in Korea after your temporary leave **HAVE TO** report your arrival to PSPS office with a certificate of Entry and Exit (출입국에관한사실증명) in 3 days after your arrival. The certificate is issued by Gyeongsan City Hall.***

# How to get to Gyeongsan City Hall

You can ask for issuing a certificate of Entry and Exit (출입국에관한사실증명) at counter No.3 on the 1<sup>st</sup> floor of the City Hall. Their office hour is 9 am to 6 pm, Monday to Friday except national holidays. Please bring your Alien Registration Card when you go there.

