

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: 18st January (Thu) ~ 28th February (Wed)**

※ **Application Submission for Temporary Leave: at least 2 weeks before the departure date**

※ **What to bring: an Application Form (at PSPS office), a Flight Ticket,**

a Traveler's Insurance (if needed, in case to travel other country)

※ **Monthly Allowance: follows your scholarship regulation (especially KEITI students need to confirm the KEITI's regulations)**

< Sample >

February				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			

In case you leave on 1st and arrive on 13th, February, 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.

Please make sure to issue it with all histories of your entry and exit. (If you cannot say it, please show the first date on the back side of your ARC to an officer at the 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 1st floor of the City Hall. The office hour is 9 am to 6 pm, Monday to Friday except national holidays. Please bring your Alien Registration Card when you go there.

