

# 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: 22<sup>nd</sup> June (Fri) ~ 1<sup>st</sup> July (Sun) / 30<sup>th</sup> August (Thu) ~ 26<sup>th</sup> September (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 >

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	

The regulation to receive a full allowance is that students have to stay in Korea for the month more than 16 days. Therefore, your allowance will be sent to you in case your arrival date is before 14<sup>th</sup>, September.

※ ***Students who arrive in Korea after your temporary leave **HAVE TO report your arrival to PSPS office in 3 days after your arrival** with "a certificate of Entry and Exit (출입국에관한사실증명)" or "bring your passport with stamp from the airport, Entry Confirmation and boarding pass".***

# How to get the Certificate

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 Gyeongsan 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.



**Please make sure to issue it with all histories of your entry and exit. (If you cannot say it, please show your ARC to an officer at the City Hall so that he/she can find out the first date to come to Korea on the card.)**

# Bring your passport

Students can bring your passport if you had stamps from two airports to prove an exact date to leave and arrive.

Airports in Korea usually do not give us a stamp these days, instead they give a small paper which is an Entry Confirmation.



Republic of Korea  
Korea Immigration Service  
[Entry Confirmation]

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NAME / 姓名  
[REDACTED]

PASSPORT NO. / 护照号码  
AB726\*\*\*

DATE OF ENTRY / 入境日期  
2018 JUN 06

PERMITTED UNTIL / 到期时间  
(D - 2)  
INCHEON AIRPORT



**Please confirm before your report to the PSPS office if you have two stamps from airports in Korea, then if you do not have any or one of them, you need to bring the Entry Confirmation or boarding pass together.**