

## [학부 및 일반대학원] 2025학년도 1학기 휴학 안내 / 2025-1 Leave of Absence Notice

※ Please be aware that you can NOT cancel the leave of absence once your application is received.

※ Student on leave of absence for 2025-1 semester cannot graduate in August 2025.

※ Change of Student Status

- Application before beginning of semester: On the first day of semester(2025. 3. 1.(Sat))

- Application after semester begins: Based on the date of application received

### 1. Application Period

- A. Application before beginning of semester (before tuition payment): 2024.12.16(Mon) ~ 2025. 2.28(Fri)  
 B. Application after semester begins (after tuition payment): 2025. 3. 1(Sat) ~ 2025. 5.29(Thu)  
 C. Business startup leave of absence application: 2024.12.16(Mon) ~ 2025. 2. 7(Fri)  
 ※ Leave of absence application is only available during the above mentioned period.

### 2. How to apply

- A. Undergraduate Students  
 1) Online application via Eureka ⇒ **Apply** ⇒ **Submit** (your application will be submitted right after online application. ※Online application submitted on April 1 and October 1 will be processed the following day as it is the date for Ministry of Education semesterly statistics report for public disclosure.)  
 2) Exceptions: procedures for students whose application can not be submitted online automatically.

Classification	Process
International students	<ul style="list-style-type: none"> <li>• Online application⇒ Cannot Submit, Print Application⇒ Visit Office of International Student Affairs(ECC B329) and Submit Application⇒ Office of International Student Affairs confirm submission</li> <li>• <b>Students do NOT need to visit the Student Service Center</b></li> </ul>
Scholarship holders who need to return scholarships	<ul style="list-style-type: none"> <li>• <b>Cannot Submit</b> (Application temporarily saved)</li> <li>• Online application⇒ Cannot Submit, Scholarship Refund Pop-up appears⇒ Complete Refund Procedure⇒ Press Submit⇒ Submit</li> </ul>
Student who has not entered her bank account	<ul style="list-style-type: none"> <li>• <b>Cannot Submit</b> (Application temporarily saved)</li> <li>• Online application⇒ Cannot Submit, Bank Account Detail Requirement Pop-up appears⇒ Enter Bank Account Details⇒ Press Submit⇒ Submit</li> </ul>

details

B. Graduate Students

- Online application (Eureka>Academic affairs>School registry>Leave of absence request) ⇒ Print application ⇒ Sign on application and receive confirmation signatures from your Academic Advisor (or Head of Department if your advisor is absent), and Head of Department ⇒ Visit the Student Service Center (ECC B303) and submit application ⇒ Submission Complete
- ※ International students (including Foreign Resident Koreans(교포)) must visit the Office of International Student Affairs(ECC B329) and receive a stamp before submitting the application to the Student Service Center.
- ※ Student Service Center working hours : Weekdays 09:00~17:00
- ※ Online application submitted on April 1 and October 1 will be processed the following day as it is the date for Ministry of Education semesterly statistics report for public disclosure.

A. Total semesters you can use for Leave of absence (Undergraduates)

- ※ Period per single leave of absence maximum 1 year (1 or 2 semesters)  
Note: The term for students in the College of Medicine is set for one year. (Leave of absence for one semester is not allowed except for repeating students(유급휴학) and necessary for academic administration).
- ※ General leave of absence

3. Leave of absence periods

Major	Total Leave of Absence Allowed	
	New student	Transfer student
All majors except below	6 semesters	3 semesters
Architecture(five-year)	8 semesters	4 semesters
College of Pharmacy(six-year)	10 semesters	6 semesters
College of Medicine(Integrated)	3 semesters	
College of Medicine(Clerkship)	6 semesters	

※ Additional leave of absence Periods

1) Pregnancy, maternity leave: undergraduate students can use up to 4 extra semesters

- Child needs to be under 8 years old
- Below documents need to be submitted to the student service center along with the leave of absence application form
- Required document for pregnancy leave: Medical certificate with expected date of birth
- Required document for maternity leave: Birth certificate

2) Undergraduate Student Business startup leave: undergraduate students can use up to 4 extra semesters

- Eligibility: Students who have completed 2 semesters or more
- Requirement: Students who have completed activities recognized by Center for Entrepreneurship , Students who have completed business registration as of the date of application
- Required documents

Class	Documents
First application	1. Business startup leave of absence application 2. Copy of business registration under applicants name 3. Startup report 4. Spot inspection application 5. Document of proof of startup activities 6. Official Transcript
Extension	1. Last year's startup report 2. Spot inspection application

- Application procedure: Online application⇒ Print application⇒ Visit Center for Entrepreneurship and receive spot inspection and confirmation⇒ Submit confirmed leave of absence application with required documents to the Student Service Center⇒ Submission complete

- Visit [Ewha Startup Portal](#) for details.

3) Undergraduate Student Military service leave: Students under military service can use their mandatory service period as an additional Leave of Absence period.

4) Critical illness leave: (Students only who used up total semesters for leave of absence can apply on a semester basis)

- Students who cannot attend class for more than four weeks during the semester.
- Application procedure: Print application from FAQ bulletin ⇒ Visit Registrar's Office(Main Hall #108) ⇒ Review and submission complete
- Required document
  - ① Medical certificate with symptom that requires over four weeks to recover during the semester. (Tertiary referral hospital or Ewha Womans University Medical Center)
  - ② Doctor's note from University Health Service Center.
  - ③ Written opinion from the Dean of the department
  - ④ Application Form
  - ⑤ Statement of reasons for application

B. Total semesters you can use for Leave of absence (**Graduate students**)

※ Period per single leave of absence: application for leave of absence can be made for 1 semester basis.

1) General leave of absence

Master's degree	Doctoral degree	Combined Master's and Doctoral degree
2 semesters (4 semesters for double degree)	4 semesters	6 semesters

2) Pregnancy, maternity leave: undergraduate students can use up to 2 extra semesters

- Child needs to be under 8 years old
- Below documents need to be submitted to the student service center along with the signed leave of absence application form
- Required document for pregnancy leave: Medical certificate with expected date of birth
- Required document for maternity leave: Birth certificate

3) Military service leave: Students under military service can use their mandatory service period as an additional Leave of Absence period.

**4. Tuition Refund  
(Students on leave  
after registration)**

- 4) Critical illness leave: (Students only who used up total semesters for leave of absence can apply on a semester basis)
- Students who cannot attend class for more than four weeks during the semester.
  - Application procedure: Print application from FAQ bulletin ⇒ Visit Registrar’s Office(Main Hall #108)⇒ Review and submission complete
  - Required document
    - ① Medical certificate with symptom that requires over four weeks to recover during the semester. (Tertiary referral hospital or Ewha Womans University Medical Center)
    - ② Doctor’s note from University Health Service Center
    - ③ Written opinion from your Academic Advisor
    - ④ Application Form
    - ⑤ Statement of reasons for application

- A. Students on leave after registration will receive a tuition refund according to the date of application received(접수)
- B. Tuition refund will be made to the bank account number entered in the Eureka system. The bank account number must be under the students name.

Leave of absence submission date	Refund amount
2 weeks from the first day of classes (March 1 ~ March 14)	Full tuition refund
Up to 30 days from the first day of classes (March 15 ~ March 30)	5/6 of tuition refund
Up to 60 days from the first day of classes (March 31 ~ April 29)	2/3 of tuition refund
Up to 90 days from the first day of classes (April 30 ~ May 29)	1/2 of tuition refund

※ If your online application is not received(due to scholarship refunds, not entering bank account details), you must complete the said requirement and press re-submit. The submission date will be counted on the basis of your date of submission with all requirements completed.

- C. If the date of application for leave of absence is on weekend or holiday, scholarship return

process is unavailable and the tuition refund amount may differ since the application is incomplete.

Student must check the amount of scholarship to be returned and make payment in advance during working hours.

※the Office of Scholarship and Welfare working hours(weekdays 09:00~17:00)

D. Graduate students: Date of application received(접수) will be based on the date you have submitted the application form to the Student Service Center. However, if the application deadline is a weekend or a national holiday, online applications which were complete before the deadline can be accepted from the Student Service Center for submission until the next working day.

E. International undergraduate students: Date of application received(접수) will be based on the date you submitted your application form to the International Student Affairs Team in person after you have completed your online application. However, if the application deadline falls on a weekend or a national holiday, **applications that had been completed online by the deadline** can be accepted if the application form is submitted to the International Student Affairs Team in person by the next working day.

## 5. Important Notes

A. Leave of absence for the first semester is not permitted for undergraduate students(new, transfer students or readmission students).

B. Leave of absence for the first semester is permitted for graduate students after the beginning of semester with the exception of combined undergraduate and graduate program students

C. Undergraduate and graduate course completed students cannot apply for leave of absence.

D. **Student on leave of absence cannot graduate. (※ Students on leave for 2025-1 semester cannot graduate on August 2025)**

E. You cannot exceed the maximum number of semesters you can use for the leave of absence. You can check your cumulative number of semesters you have used at Eureka > Academic affairs > School registry > Leave of absence request > Statement of leave of absence

F. If you **plan to extend your leave of absence**, do not pay tuition and **complete application of your leave**

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**of absence before the February 28(Fri).**

- G. **Leave of absence** for the 2025–1 semester must be completed before May 29(Thu).
  - H. You should return all borrowed books and complete payment for overdue charges before leave of absence application.
  - I. Tuition refund will be made to the bank account number entered in the Eureka system, if leave of absence submission is completed after payment of tuition. The refund amount will differ according to your leave of absence submission date.
  - J. The tuition refund will be made to bank account information registered on Eureka, and it must be under the student's name.
  - K. Students must update their contact information on Eureka if there is change even on leave of absence.
  - L. For further details, please refer to Academics > Academic Resources > School Register > Leave of absence
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※ Inquiries: Student Service Center (02-3277-3232)  
Registrar Office (02-3277-2033)  
Office of Scholarship and Welfare (02-3277-2274)

## [학부 및 일반대학원] 2025학년도 1학기 복학 안내 / Return from Leave

<p>1. Application Period</p>	<p>A. General Return from Leave : 2025. 2. 1(Sat) ~ 2.28(Fri)</p> <p>B. Early Return from Leave</p> <p>Early Return from Leave : Undergraduate Students only - available for students who have applied for a 1 year leave of absence, but who wish to return after 1 semester.</p> <p>1<sup>st</sup> period : 2025. 1. 1(Wed) ~ 1.31(Fri) 2<sup>nd</sup> period : 2025. 2. 1(Sat) ~ 2.27(Thu) * Student loan could be limited for 2<sup>nd</sup> period early return from leave applicants</p>
<p>2. How to apply</p>	<p>A. Apply Return from Leave at the following link and pay tuition. Eureka &gt; Academic affairs &gt; School registry &gt; Apply/Cancel returning to school or Apply/Cancel early returning to school</p> <p>B. Return from Leave will be finalized once you have paid tuition after applying the Return from Leave. Your academic status will change after March 1(Sat).</p>
<p>3. Tuition Registration Period</p>	<p>A. General Return from Leave Print out the tuition bill and make payment during the normal registration period.</p> <p>B. Early Return form Leave You can make payment after you have applied for an Early Return from Leave. The payment dates will be announced on the <b>2025-1 semester registration banner</b>.(will be updated late January)</p> <p>※ If you have not received the “Honors Scholarship” due to Leave of Absence, you must select “Yes” for a “Scholarship carry over request’ at the “Apply/Cancel returning to school” or the “Apply/Cancel early returning to school” menu. If you do not request for a carried over scholarship, you will not receive the “Honors Scholarship”. (Inquiries: Office of Scholarship and Welfare 02-3277-2274)</p>



#### 4. Course Registration

가. General Return from Leave

You can register courses during the general course registration period.

However, you must apply for “Return from Leave” to register/change courses after the semester begins.

나. Early Return from Leave

You must apply for “Early Return from Leave” before registering courses.

※ Inquiries: Registrar Office (02-3277-2033)

Office of Scholarship and Welfare (02-3277-2274)