**Request for Reinstatement to Graduate School**

(Master‘s and Doctoral Students)

(석/박사 과정 복학원)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | Dept.(Major) | |  | | Student ID No. | |  |
| Nationality |  | | | | Visa Type  (Non-Koreans only) | |  | |  |
| Degree |  | | Student Classification | | ( ) Government Scholarship | | Name of Affiliation (for General Scholarship students) | |  |
| ( ) KAIST Scholarship | |
| ( ) General Scholarship | |
| Period of Absence | From(MM/DD/YY) To(MM/DD/YY)   * (for \_\_\_ semesters) | | | | | | | | |
| Reason(s) for Absence |  | | | | | | | | |
| Date of Admission  (MM/DD/YY) |  | Returning Semester | | YY:  Fall/Spring (Circle One) | | Credits Received  to Date | | Total  Credits: | |

**I hereby request permission to return to school.**

Date(MM/DD/YY):

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor | | Department Head | Applicant Name: Signature: |
| Name |  |  | Guarantor Name: Signature: |
| Signature |  |  |  |

\* For a general scholarship student, the student's affiliating organization should be the guarantor, and for government and KAIST scholarship students, the guarantor should be the student's legal guardian.

\* For a student returning from completion of military service, attach a copy of the certificate of discharge from the military or a copy of family resident registration.

\* The returning student shall be responsible for course registration and timely payment of all fees.

\* Any change in an international student’s status must be reported to the immigration center:

Non-Korean students must fill out the blank space for nationality/visa type, and if your current nationality is different from the one in the academic registration system, you must first change it with valid documents such as a copy of your passport and alien registration card.