**Request for University Withdrawal**

(Master's and Doctoral Students) (석/박사 과정 자퇴원)

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| Student Name |  | Student ID No. |  | |
| Nationality |  | Visa Type  (Non-Koreans Only) |  | |
| Degree |  | Dept.(Major) |  | |
| Address |  | | ZIP Code |  |
| Emergency Contact | ☎Home: Mobile Phone No: | | | |
| Reason for permanent leave | □ Personal reasons(Health problems) □ Personal reasons(Official duty/Employment)  □ Personal reasons(Business start-up) □ Personal reasons(Childbirth or Childbearing)  □ Personal reasons(Economic conditions/Family circumstances)  **□ Personal reasons(Others) ■ Describe in detail:**  □ Attending another university (Domestic - Natural Sciences or Engineering)  □ Attending another university (Domestic - Medicine or Dentistry)  □ Attending another university (Domestic - Law)  □ Attending another university (Domestic - Others)  □ Attending another university (Abroad - Natural Sciences or Engineering)  □ Attending another university (Abroad - Medicine or Dentistry)  □ Attending another university (Abroad - Law)  □ Attending another university (Abroad - Others) | | | |

I hereby request permanent academic leave.

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| Advisor | | Department Head |
| Name |  |  |
| Signature |  |  |

Date(MM/DD/YY):

Applicant Name: Signature:

　 Guarantor Name: Signature:

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| **Confirmation of the Relevant Administrative Departments** |

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| Student Classification | Requirements | Department | Staff member's name  (indicate date) |
| All Students | Return of books on loan | Academic Info. Management Team (Main Library, 1F) |  |
| Student ID Card  Automobile /Motorcycle identification sticker | Safety & Security Team |  |
| Military Reserve/Civil Defense (Korean students only) | Reserve Forces Association (Educational Support Bldg, 2F) |  |
| Medical treatment fees | KAIST Clinic(Medical Center 1F) |  |
| Medical expenses | Scholarship & Welfare Team (Creative Learning Bldg, 2F) |  |
| Students living in  dormitories | Return of dormitory supplies and key(s) | Student Life Team  (Creative Learning Bldg, 1F) |  |
| Government/KAIST  Scholarship Students | School expenses (Master‘s students) | Scholarship & Welfare Team (Creative Learning Bldg, 2F) |  |
| TA stipend (PhD) |  |
| Benefit Repayment (repayment of student grants) | Academic Registrar’s Team  (Creative Learning Bldg, 1F) |  |
| PhD Students | Related Military Service (Korean students only) | Student Affairs Team  (Creative Learning Bldg, 2F) |  |
|  |
| Department Official | Dept.(Major): Name: Signature: | | Date: |

1. After completing their personal information and signing the form, the student should receive signatures from the guarantor (For Government and KAIST Scholarship students, the guarantor is the student’s legal guardian. For General Scholarship students, the guarantor is the student’s affiliating organization.), advisor, and department head. Following this, the student should **submit the form to their corresponding department’s office**.

2. The department/division should complete the boxes of the confirmer and person in charge of the confirming departments (for the return of borrowed items, the applicant him/herself directly confirms with the relevant department.) after confirming with the relevant departments by phone or fax, and after the form has been completed fully, the student should submit the form to the Academic Registrar’s Team

**※ Before the final submission of the form to ART: matters related to “repayment of student grants“ should be handled in advance with the Academic Registrar’s Team**

3. **Any change in an international student’s visa status must be reported to the immigration center. Students must fill out the blank for nationality/visa type. (If the student has not reported his/her nationality to the Academic Registrar’s Team, submit a copy of students’ Alien Registration Card and Passport with this form).**