

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: 20th June (Thu) ~ 30th June (Sun) / 26th August (Mon) ~ 29th September (Sun)**

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

⇒ *Please inform your temporary leave to the PSPS office no later than 14th, June (Fri) during the Spring Vacation.*

※ **Document: an Application Form (at PSPS office / PSPS webpage "Forms"), a Flight Ticket, a Traveler's Insurance (if needed, in case to travel other country)**

※ **Monthly Allowance**

Students **SHOULD stay in Korea** for the month (September) **more than 16 days** to receive the full allowance according to the scholarship regulation. Otherwise, you will not be paid for the monthly allowance for September. Please consult with PSPS officers in case you need to check the period for your temporary leave.

※ **Report of the Temporary Leave**

Students **HAVE TO report your arrival to the PSPS office in 3 days after your arrival** with "a certificate of Entry and Exit (출입국에관한사실증명)" or you can bring your passport with stamp from the airports, Entry Confirmation and boarding passes.

How to get the Certificate

You can ask for issuing a certificate of Entry and Exit (출입국에관한사실증명) at counter No.3 on the 1st 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 when you arrive in Korea.



Republic of Korea
Korea Immigration Service
[Entry Confirmation]

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 whether you have all required document to submit to us before your visiting to the PSPS office. We will ask for additional document if we are not able to verify the exact arrival and departure date.