

Guideline for Temporary Leave Request through MIS

February 5th(WED)

Lincoln Hall (4th Floor)

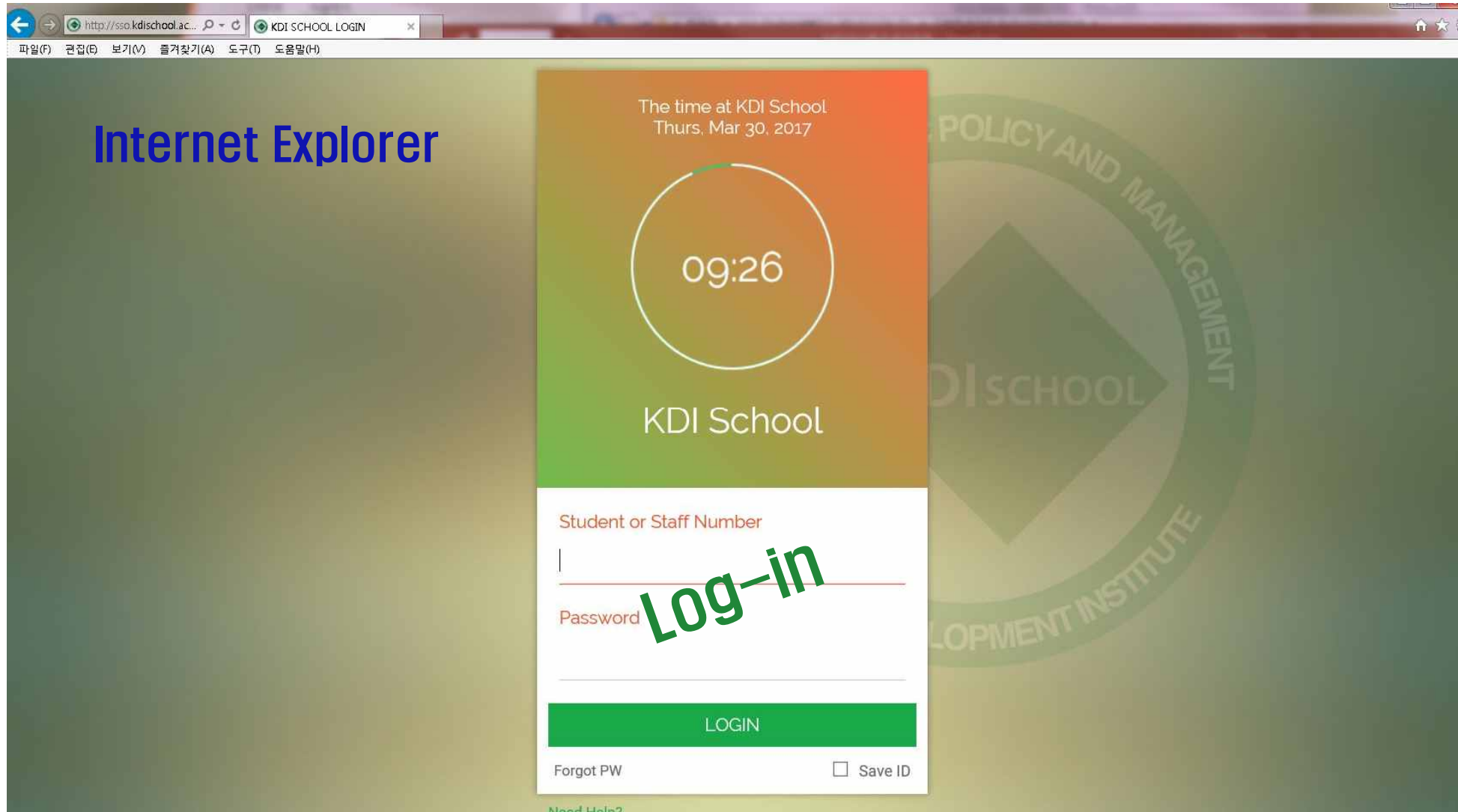
Student Affairs Division



Rules of Temporary Leave

- **Temporary Leave during terms is NOT allowed**
- **Temporary Leave without permission during vacation is NOT allowed.**
- **'Request for Temporary Leave' Should be submitted through MIS at least 2 weeks prior to the vacation period(spring, summer, winter) along with round-trip flight ticket and certificate of travel insurance*.**
- ***Regarding certificate of travel insurance, you are required to submit only if you travel to the 3rd country not your home country.**
- **The application system will be opened every 9-10 weeks per term.**

1. Go to MIS(<http://mis.kdischool.ac.kr>) with Internet Explorer **not Chrome**



2. Go to Service-Academic-Temporary Leave-Request/Result for Temporary Leave

Request / Re ... X Refresh Cbse All

Service > Academic > Temporary Leave > Request / Result for Temporary Leave

Query Insert Delete Save

Student ID

LIST

순번	Year	Vacation	Departure Date	Arrival Date	Total Leave Days	Status
1						

3. Read the Temporary Leave Rule and Click Check Box

Temporary Leave Request / Re...

Service > Academic > Temporary Leave > Request / Result for Temporary Leave

Student ID

I hereby request a temporary leave to visit my home country (or any other overseas country). I also hereby accept that my monthly stipend allowance shall be reduced on pro-rated basis if any periods that exceed as followings.

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (Per Day)
NIIED	Both the departure day and entry day shall not be included.	60 days per semester 90 days a year * Monthly stipend shall be deducted on a daily basis for any period exceeding 30 days per semester.	30,000 won
KOGAS		30 days during semester, 60 days during vacation	5,000 won
POSCO		No limitation if you receive prior approval from the school	33,300 won

I fully understand that the KDI School is entitled to do so.

I have read and agree to the above rules.

3. Read the Temporary Leave Rule and Click Check Box

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (per Day)
POSCO	Both the departure day and entry day shall not be included.	No limitation if you receive prior approval from the school.	33,300 won
FSS-KFB-KDIS		30 days during your entire study period	33,300 won
GAS (Master)		30 days during your entire study period	33,300 won
Colombo Plan		Same with GAS(Master)	Same with GAS(Master)
MIPD		30 days during your entire study period	33,300 won
Hyundai		No limitation if you receive prior approval from the school.	33,300 won
GAS(Ph.D.)		30 days a year	33,300 won
GLF(G20)		30 days during your entire study period	40,000 won
KOICA		Both the departure day and entry day shall be included.	Deduction for whole days
KOICA-MDI	19 days a year		33,300 won

4. Fill Out the Detail

- Please click “Up” to upload your round E-ticket
- Please upload a certificate of travel insurance if you go to 3rd country not your home country
- For NIIED group, please upload the form with signature from your academic advisor by NIIED

DETAIL			
* Academic Year	2020	* Student ID	<input type="text"/>
* Term	Winter Vacation		
Purpose	Travel		
Destination	Japan		
Contact Details while on Leave	Tel. <input type="text"/>	Email	<input type="text"/>
Date	Departure 2020-01-23	Arrival 2020-01-28	
Round E-ticket	Peach.Itinerary.8K93EB.pdf	<input type="button" value="Up"/>	<input type="button" value="Down"/>
Travel Insurance	kim insurance english.pdf	<input type="button" value="Up"/>	<input type="button" value="Down"/>
Application for Temporary Departure (NIIED only)		<input type="button" value="Up"/>	<input type="button" value="Down"/>

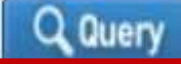
I have read and agree to the above rules.

Fill out the detail in the red box
and
click “Submit”

5. Check Your Application Result

Request / Re ... X

Service ▶ Academic ▶ Temporary Leave ▶ Request / Result for Temporary Leave

1) Go to 2) Click 






Student ID

LIST

순번	Year	Vacation	Departure Date	Arrival Date	Total Leave Days	Status
1	2019	Spring Vacation	2019-05-03	2019-05-07	4	Approval

3) Check the result and total leave days

– If your application is approved by the school, you will see the **“Approval”** status.

How to Buy Travel Insurance

- 1) Go to <http://ltetour.com/insurance/> and fill it out.
(i.g. travel period, destination, etc.)
- 2) The travel agency will inform you the next steps.
- 3) The manager from the agency will let you know the account number for your payment. (it will cost around 2~30,000 KRW but the price is subject to change upon your travel period and destination)

Thank you

Inquiry to Ms. Youngmi Kim(ym_kim@kdischool.ac.kr)

