

# Absence Request (결석 사유서)

## Absence Information

Student Name (학생이름): \_\_\_\_\_

Student Number (학생번호): \_\_\_\_\_

Degree Program (과정): \_\_\_\_\_

Dates of Absence (결석날짜)      Date: \_\_\_\_\_

Type of Absence Requested (결석 사유):

Personal Illness (병)

Other (기타 사유)

Reason for Absence (결석한 이유를 쓰세요):

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- 날씨와 교통으로 인한 사유는 고려되지 않습니다.

Whether and travel related absences will not be considered.

- 결석사유가 고려되기 위해서는 의사진단서와 같은 증빙서류가 반드시 제출되어야 합니다.

In order to receive consideration for an excused absence, **the student must submit a documentation (Medical doctor's MD note). The statement must be clearly dated and signed.**

- 결석한 수업은 보충되어야 하며, 비용이 발생할 경우 학생이 부담합니다.

The student has to make up missed classes. Expenses for the make-up will be charged to the student.

Student Signature (학생 싸인) \_\_\_\_\_

Date (날짜) \_\_\_\_\_

## Office Approval

Approved

Rejected

- Comments:

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Office signature \_\_\_\_\_

Date \_\_\_\_\_