**Application for Returning to School**

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| --- | --- | --- | --- | --- | --- |
| **Department** |  | **Major** |  | **Year** |  |
| **Student ID** |  | **Name** |  | **Nationality** |  |
| **Contact** |  | **Mobile** |  |

**Checklist After Submitting Application**

1) Tuition (Office of Financial Affairs, Room 101 of the Administration building, 02-705-8146)

 **① Bank Transfer(or Wire Transfer) :** Deposit to the account (Woori Bank) specified in the bill.

 -Each student is assigned a unique account number. Therefore**, make sure to deposit the specified amount into the account number indicated on your own bill. (check your student ID)**

***※The tuition bill and account number can be found in the SAINT portal*** (http://saint.sogang.ac.kr/irj/portal)

 ***Students must print the tuition bill as postal delivery is not provided.***

 -Bank transfer is available from all channels (bank counter, ATM, internet banking, telebanking, etc.) of

every domestic bank (including Post Office bank, NACUFOK, KFCC). (However, remittance fees are borne

by the student.)

 -For the receipt, keep the transfer receipt and payment confirmation will be printable 1 day after payment

in the SAINT portal.

 **② Bill Payment : All branches of Woori Bank, KB Kookmin Bank, and NH Bank**

2) Refer to the academic notice for information on course registration.

(Office of the Registrar, Room 104 of the Administration Building, 02-705-8124)

3) Students can get their ID cards reissued at the Onestop Service Station after completing an application

   form in the SAINT portal. **(Must bring ID or passport)**

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| **Leave of Absence Type for****Previous Semester** | **Attached Documents** |
| General LeaveOf Absence |  |  |

**I hereby wish to return to school as above.**

**Year. Month. Date.**

**Student Name** (signature)

|  |  |  |
| --- | --- | --- |
| **Onestop****Service****Station** | **Recipient** | **Opinion** |
|  |  |

 **\* Submission by proxy**

 **Proxy Name :**

 **Proxy Contact(mobile):**

**Relationship with Student :**

**To the President of Sogang University**