

Absence Information

Major: AI & Big Data Name: LeBron James Student ID: 2025XXXX

(V) →

Date missed	Reason For Absence	Class Time	Note
05.11	had a headache, visited clinic on the same day	09:00 - 12:00	

I hereby certify that the foregoing information is all true and correct.

(VI) →

2025 . 05MM . 15 DD .
Date of the day

Applicant: LeBron James 

To President of Woosong University .

Type of Official Absence and Permissible Period

Absence Type		Permissible Period	Relevant Documents
1. Death of a family member	1-1. Death of a parent or sibling (including spouse's family)	Up to 5 days from the incident (including holidays)	Death certificate and family relation certificate, or other supporting documents that can verify this.
	1-2. Death of a grandparent or great-grandparent (including spouse's family)	Up to 3 days from the incident (including holidays)	
2. Hospitalization or Quarantine Under Government Direction		Hospitalization period: Max 4 Weeks Quarantine or treatment under government direction: until the date of recovery.	Medical documentation issued by medical institutions. (Official hospitalization admittance date to discharge not to exceed 4 weeks)
3. Illness (Day treatment/ for diagnosis)		Stated Date on Medical Document Only (Max 3 times per semester)	Required Documents: (1) Official medical diagnosis certificate and (2) Receipt Formalised Diagnosis (1) 진료확인서 및 (2) 진료비납부 영수증/ 외래영수증
4. Own Marriage or Childbirth	4-1. Own marriage	Within 7 days from the date (including holidays).	Officially issued documents that can verify the marriage. (Marriage Certificate)
	4-2. Childbirth.	Self: Up to 1/3 of the semester Spouse: Up to 7 days of birth date	Documents that can verify childbirth. (Birth Certificate)
5. Medical Check-Up for Military Enlistment		Stated Date Only	Medical Check-Up for Military Enlistment Note
6. Reserved Force Training		Stated Period	Training Attendance Confirmation Letter
7. Participation in National Events (Educational conference, seminar, contest, and other relevant activities)		Stated Date(s) Only (within 14 days) (Max 7 days per semester)	Official invitation or request documents from the government.
8. Participation in Official Campus Events (Events approved by WSU President)		Stated Period (Max 7 days per semester)	Official documentation approved by the Dean or other relevant department
9. Employment		Stated Period of Employment	Certificate of employment and certificates of insurance. (Eligible after 2.5 years with proof of the 4 insurances)
10. Other Cases Approved by Principal		7 days (Holidays included)	Official documentation approved by the President