Application for Withdrawal (Graduate School)

　　　　　　　　　　　　　　Date　　　　　/　　　　　/

To the Dean of the Graduate School of Design, Kyushu University

Enrollment date: 　           　　     /　　　　　/

                                   (Master / Doctoral)

Department:

Course:

Field :

Student ID number:

Furigana (kana above or beside kanji to indicate pronunciation)

Name:

Address:

Contact number:

Guarantor’s name:

Guarantor’s address:

Contact number:

\*Please circle at the beginning of the address (yours or your guarantor’s) to send the approval letter for withdrawal.

I would like to seek your permission to withdraw from the school for the reason as follows:

1. Reason (Please provide details.)

2. Desired approval date for withdrawal  As of       /          /

\*If you have taken a leave of absence from school in the past, please fill in the period below.

  From           /          /          to　           /          /

3. Supervisor opinion

Supervisor Name:

**(To be filled in by the university)**

　　                                   course / department meeting Approved on

  (To be filled in by the Academic Affairs Section and Student Affairs Section)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checklist | Person in charge seal | Processing date | Confirmation column  | Remarks  |
| Application for tuition fee waiver   (first / second semesters)   |    |    |    |    |
| Confirmation of tuition fee payment   (first / second semesters)   |    |    |    |    |
| Confirmation of JASSO scholarship and other scholarship |    |    |    |    |
| Input in Academic Affairs Information System |    |    |    |    |
| Input in Student Payment Management System |    |    |    |    |