Documents Required to Apply for a Leave of Absence

(The format will change from June 2024)

Reason for Application	Required Documents
Illness/Accident	1. Application for Leave of Absence 2. “Supplementary Application Form” from your class teacher or supervisor. 3. Medical certificate prepared by a doctor or the recommendation from a counsellor at a Health Science Center.
Financial Reasons	1. Application for Leave of Absence (Please describe the situation in detail.) 2. “Supplementary Application Form” from your class teacher or supervisor. The term "financial reasons" refers to situations where the student is unable to pay for school due to illness or death of a family supporter, bankruptcy of a family business, earthquake, windstorm, flood, fire, etc., and where the student is unable to receive scholarships, loans, tuition fee exemption, or other school support.
Family Nursing, Caregiving, and Childcare	1. Application for Leave of Absence (Please describe the situation in detail.) 2. “Supplementary Application Form” from the class teacher or supervisor.
Overseas Language Training, Overseas Research and Study	1. Application for Leave of Absence (Please describe in detail the destination, itinerary and purpose.) 2. “Supplementary Application Form” from the class teacher or supervisor. 3. If you are studying abroad, a letter of acceptance or other documents showing that you will be enrolled.
Internship, Volunteering	1. Application for Leave of Absence (Please describe in detail the destination, itinerary and purpose.) 2. “Supplementary Application Form” from the class teacher or supervisor. 3. Acceptance letter and other documents.
Employment (e.g. busy work schedule for working students)	1. Application for Leave of Absence (Please describe in detail of your work situation.) 2. “Supplementary Application Form” from the class teacher or supervisor.

Note： Please note that a leave of absence will not be given for taking an examination at another university or faculty.

Note： Regarding the “Supplementary Application Form” in 「2.」 of the required documents, in the "Name" column for "Class Teacher/Graduate Research Advisor" and "Supervisor", be sure to get a "personal signature" from the teacher.

For more information, please contact

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