

## Notes for the Preparation and Submission of Leave of Absence Request

### Notes

- Please contact the Academic Affairs Office if you are currently outside Japan and affected by the international mail suspension (or significant delay).

#### 1. Consultation and submission counter

Consultation regarding submission of Leave of Absence Request is available at the Academic Affairs Office\* at your campus.

\*Independent Graduate Schools Office for graduate courses in the Graduate School of Business Administration, Graduate School of Social Design Studies, and Graduate School of Artificial Intelligence and Science

#### 2. Relationship between Leave of Absence and Academic Fees

It is necessary to pay the semester enrollment fee for the semester you take a leave of absence. For details, please check the [frequently asked questions about academic fees](#).

#### 3. Course guidebook

Basic principles are described. Please check them in advance.

#### 4. Prohibition of withdrawal

Once submitted, a Leave of Absence Request cannot be withdrawn, so please consider about it carefully.

#### 5. Special provisions for submission for two semesters

Leave of Absence is on a semester-by-semester basis. You must apply each semester, even if you plan to take a year (or more) off. However, if the reason is military service, you can submit a Leave of Absence Request for the year (for two semesters).

Submission cannot be made across an academic year.

Furthermore, to be benefitted by the special measures (exemption in the semester enrollment fees) for the students who take leave of absence due to military service, you need to clearly state "due to Military Service" in the reason of Leave of Absence Request form.

#### 6. Application period

The application period for the Fall Semester AY2024 Leave of Absence Request is open until Tuesday, December 3, 2024.

After March 19, 2025 the URL below will be updated to show the AY2025 schedule for the enrollment registration enrollment status.

Please check the [R Guide](#) of each college and graduate school for the application period for Leave of Absence Request.

#### **7. Leave of absence and year in the University**

Even if you take a leave of absence, the year shown on various systems will advance.

#### **8. Maximum number of leaves of absence**

Undergraduate students can take up to eight semesters (4 years), Master's Program students up to four semesters (2 years), and Doctoral Program students up to six semesters (3 years). It is also listed in the course guidebook noted in 3. above.

#### **9. Leave of absence and the timing of graduation / completion**

Should you have any inquiry regarding the possible graduation timing after taking a leave (leaves) of absence, please contact the Academic Affairs Office (Independent Graduate Schools Office) individually, as it depends on the registration rules of each college and graduate school.

#### **10. Leave of absence and graduation or completion/extended-term graduation or extended-term completion**

You can not graduate or complete/extended-term graduation or extended-term completion for the semester in which you are on leave of absence.

#### **11. Re-enrollment**

If you take a spring semester leave of absence, you will be re-enrolled as of September 20, and if you take a fall semester leave of absence, you will be re-enrolled as of April 1. No procedures are required for re-enrollment (automatic re-enrollment).

#### **12. Change of the guarantor**

A separate procedure must be followed if you wish to change the guarantor who is registered to the University.

(Please note that the registered guarantor cannot be changed with the Leave of Absence Request or the Request for Withdrawal from School.)

#### **13. Submission method, etc.**

In principle, the student must submit the request/application in person at the Academic Affairs Office, however submissions by mail or by the guarantor are also accepted. Please check [here](#) for details.

#### **14. After submission**

If the leave of absence is approved by your college/graduate school, a letter of approval will be mailed to you and your guarantor. Please check the Letter of Approval for Leave of Absence to confirm the approval. Please note, however, that it takes approximately one month from the submission of the Leave of Absence Request before the approval by the college/graduate school you belong to and you receive the letter of approval.

[Click Here](#)