

提出日(Date of Submission) : _____年(Year)____月(Month)____日(Day)

退 学 願(Application for Withdrawal)

早稲田大学大学院 商学研究科長 殿

To the Dean of the Graduate School of Commerce, Waseda University)

本人情報 Student's Information	学籍番号 Student ID	3 5 —	
	氏 名 Name Family / Given	印 (seal or signature)	
	住 所 Address	Phone: ()	
	奨学金受給状況 Current Scholarship Information ※該当者のみ (Recipient Only)	奨学金名称(Name of Scholarship)	受給期間(Duration) ____ / ____ / ____ ~ ____ / ____ / ____
保証人情報 Guarantor's Information	氏 名 Name Family / Given	印 (seal or signature)	
	住 所 Address	Phone: ()	
指導教員確認欄 Supervisor's Name Family/Given		印 (seal or signature)	

博士後期課程のみ Doctoral student only	申請する学生が研究指導終了退学と認められる場合、指導教員は右欄に押印をお願いします Supervisor is also requested to provide his/her approval seal or signature in the right column if a student is allowed for 'a case where research guidance is over'.	印 (seal or signature)
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下記の理由により退学いたしたくお願いいたします。

I would like to request permission for withdrawal from the School with the following reason.

理由 (Reason) : _____

退学希望日 / Desired Date of Withdrawal : (Please check ☒ the applicable box below.)

- ☐ 学期途中で退学する (今学期履修した科目の成績は無効)
 As of the submission date of "Application for Withdrawal" (Grades earned in the applicable semester will be invalid.)
- ☐ 学期終了日 (春学期 : 9/20、秋学期 : 3/31) をもって退学する (今学期履修した科目の成績は有効)
 As of the last day of the semester (Sept 20th for Spring Semester, March 31st for Fall Semester)
 (Grades earned in the applicable semester will be valid.)

*** 必ず裏面をご確認ください / Please read the notes printed on the reverse side of this paper ***

注 意 / Note

- 本人・保証人・指導教員は全て自筆で記入して下さい。
This document must be written and sealed/signed by the individuals concerned [student, guarantor and supervisor].
- 本人・保証人が別に押印したことがわかるように印鑑はそれぞれ別のものを使用してください。
Both student and guarantor, please use their individual seal.
- 【博士後期課程学生のみ】研究指導終了での退学の場合は、指導教員の署名・捺印に加えて所定の欄に指導教員に押印してもらってください。
(Doctoral student only) Students who are allowed for 'cases where research guidance is over' need to be provided supervisor's seal / signature in the approval column.
- 学生証およびロッカーの鍵(博士はドクタールームの鍵)を添付してください。
Be sure to attach your student ID card and a key of your locker or Doctoral student's room with this document.
- 退学申請は商学研究科の委員会による承認を得た後有効となります。
Only upon receiving an approval at the Committee would your application be considered to be valid.
- 奨学金を受給している場合は、停止・返還等の手続きが必要な場合があるため、必ず事前に奨学課にご相談ください。
Scholarship recipients may be asked to take procedures for suspension of their scholarship award or return all or a portion of the award to the University. Please contact the Scholarships and Financial Assistance Section in advance.
- 申請の時期によって、以下の通り学費額が変わりますのでご注意ください。
Students are required to comply with the following timeline in relation to the application acceptability and fees applicable according to the date of application.

申請日(退学願提出日)	春学期		秋学期	
	4/1~4/14	4/15~9/20	9/21~9/30	10/1~翌年 3/31
退学日	前年度 3/31	申請日または 9/20	9/20	申請日または 3/31
当該学期の学費の取り扱い	徴収しない	徴収する	徴収しない	徴収する

Submission Date	Spring Semester		Fall Semester	
	From April 1 to April 14	From April 15 to September 20	From September 21 to September 30	October 1~ March 31
Withdrawal date	March 31 of the previous academic year	The day of application or September 20	September 20	The day of application or March 31
Tuition and fees in the relevant semester	Not charged	Charged	Not charged	Charged

- 本学への再入学は、選考の上許可することがあります。選考時には退学時の退学理由が解決・解消されていることが条件になります。また、再入学後の残り在学年数で卒業・修了できることが前提となります。再入学手続きには時間がかかりますので、春学期再入学は前年の 12 月末まで、秋学期再入学は 5 月末までに再入学届を事務所まで提出してください。なお、退学後の再入学可能な期間は以下の通りです；

修士課程 / 専門職学位課程...退学した翌年度から起算して 4 年度以内

博士後期課程...退学した翌年度から起算して 5 年度以内

Any student submitting a re-admission application must fulfill several preconditions before due consideration can be given. First, students must show that the circumstances which existed at the time of withdrawal no longer apply and/or no longer impact the student. Second, the student must be able to complete his or her program of study and/or graduate based on the numbers of years that remained at the time of withdrawal. Third, the student is required to submit re-admission applications to GSC office by the deadline specified as follows; by the end of December of previous year for Spring semester re-admission, and by the end of May for Fall semester re-admission.

The period specified below, calculating from the following academic year of the withdrawal:

(Note: In every instance below, "year" refers to "academic year.")

Master's Degree / Professional Degree: Within 4 years counting from the year following the withdrawal year.

Doctoral Degree : Within 5 years counting from the year following the withdrawal year.

【事務所確認欄】

学生証：返却済□・未返却□ 鍵：返却済□・未配布□ 奨学金：確認済□
学 費： 年度 学期迄納入済

受付印	担当者