

\* **Submission deadline for adjustment of the tuition amount: April 30th for the Spring Semester, October 31st for the Fall Semester**

\* If you are planning to take a leave of absence for one year, submit one "Application for Leave of Absence" for each semester.

## Application for Leave of Absence (Semester)

Date of Submission: \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)

Att.: Dean of the School of \_\_\_\_\_, Waseda University

### Student

School		Specialty, Course, Major	
Student Number		School Year	
Name	Seal		
Address	Postal Code: ____ - ____		
Phone No.			

### Guarantor

Name	Seal		
Address	Postal Code: ____ - ____		
Phone No.			

\* **Both the student and guarantor must sign and affix their own separate seals.**

In submitting the attached document, I hereby request permission for a leave of absence for the reason described below.

1. Period of leave of absence: From \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)  
to \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)

\* **Spring Semester: 4/1–9/20, Fall Semester: 9/21–3/31 of the following academic year.**

2. Reason for leave of absence:

\_\_\_\_\_

**Fill in the following sections only if the reason for your leave of absence is for the purpose of completing an overseas language training program or an internship.**

3. Country name and institution name: \_\_\_\_\_

4. Traveler's insurance specified by Waseda University: I have already purchased it/ I am planning to purchase it / I have already purchased a different insurance policy

\* **If you have already purchased a different insurance policy, attach documentation describing the coverage.**

### Attention

If you plan to study at an institution of higher education (e.g. a university or a language school affiliated with a university), you need to submit an "Application for Studying Abroad" instead of this form because you will be treated as a student studying abroad, not as a student taking a leave of absence. Please note that if you are treated as a student taking a leave of absence, Waseda University will be unable to recognize any credits that you may earn from your studies.

The following is for administrative use only. -----

Liaison Matters	Interview Date	Reception Date
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