

## Leave of Absence Procedures

Administrative Office, Faculty of Letters, Arts and Sciences

If you will be unable to attend classes for two consecutive months or longer due to illness, financial difficulties, attendance of an overseas language training program, or other such reasons, you may apply for a leave of absence. If you wish to apply for a leave of absence, please complete the application procedure described below after carefully reading every page of this document. Please be reminded that your application will not be accepted under any circumstances after the prescribed period for each term. In addition, applications for leaves of absence to take examinations of other universities or for unclear reasons will not be accepted.

### ◆ Application Procedures for Leave of Absence

#### 1. Submission of the Necessary Documents and Making Appointment for the Interview

- Bring **(1) "Application for Leave of Absence" (designated form)** and **(2) documents that provide evidence of the reason for the absence** and make an appointment for the interview at the Administrative Office of the Faculty of Letters, Arts and Sciences. Proceed with the procedure well in advance, taking into consideration the submission deadline for the necessary documents.

\* you cannot make an appointment for the interview until you submit required documents.

\* If the form contains any mistakes, you will be requested to resubmit it at a later date.

(1) Application for Leave of Absence: Obtain the form from the Administrative Office or download it from the website for your school, complete it, and then submit it to the office.

(2) Documents that provide evidence of the reason for the absence

Reason for Leave of Absence	Supporting Documents
Illness, injury, etc.	Medical certificate *The medical certificate needs to contain a statement that you cannot attend classes for two consecutive months or longer during the semester of your leave of absence.
Financial reasons	Certificate of annual income, taxation certificate, salary statement, etc., of the person who pays the tuition
Language training abroad	Study Plan and admission permit from the destination institution * The Study Plan is available from the Administrative Office of the Faculty of Letters, Arts and Sciences or the website of your School. * The admission permit needs to specify an admission period.  * If you are studying at a university or language school attached to a university abroad, your status will be "Studying Abroad." You will be required to submit a different form in this case. If your status is "Leave of Absence," you will not be able to have your credits recognized.
Working holiday, Volunteer activities, Internship, etc.	Study Plan and the notice of approval of participation issued by the program provider, etc. * The Study Plan is available from the Administrative Office of the Faculty of Letters, Arts and Sciences or the website of your School. * The notice of approval of participation needs to specify a period.
Other reasons	Statement of Reason for Application (free format)

#### Document Submission Deadline

**Leave of Absence in Spring Semester: by April 30th**

**Leave of Absence in Fall Semester: by October 31st**

(If you submit the application between May 1st and 31st for the Spring Semester or between November 1st and 30th for the Fall Semester, your leave of absence will be approved; however, you will need to pay the regular amount of tuition and other fees.)

\* If the deadline falls on a day that the Administrative Office is closed, submit the documents by the last day the office is open.

\* Depending on the timing of submission, you may be required to make a provisional payment of the regular amount of tuition and other fees (the amount due before the leave of absence is approved). For more details, read "2. Amount of Tuition and Other Fees Charged" on the reverse side of the document entitled "Notes on Applications for Leave of Absence."

\* The application period starts from January for spring semester and from July for fall semester.

## Notes on the Submission of Necessary Documents

If you cannot submit the necessary documents yourself because, for example, you are overseas, you can have them submitted by a proxy as long as they bring the following three documents with them:

- Proxy Form (designated form) \* You can obtain this form from the Administrative Office or download it from the website for your school.
- Copy of your student ID card
- Copy of a document that proves the identity of your proxy

### 2. Interview with the Associate Dean of Student Affairs

You will have an interview with the Associate Dean of Student Affairs based on the documents you submitted. The Associate Dean of Student Affairs then determines whether or not your application is approval.

\* We will conduct an interview on Skype if you are applying from overseas.

### 3. Approval by Faculty Committee

Your application will be considered at the nearest Faculty Committee meeting held after the interview. The Faculty Committee meets in the middle of each month (excluding March and August).

### 4. Delivery of "Notice of Approval of Leave of Absence"

Once your application is approved by the Faculty Committee, the "Notice of Approval of Leave of Absence" will be sent to you and your guarantor. If the address registered for your guarantor is an overseas one, the notice will be sent only to you.

## ◆ Notes on Applications for Leave of Absence (Please make sure to read till the end)

### 1. Submission Period for the "Application for Leave of Absence" and Tuition and Other Fees

Tuition and other fees for the period of the leave of absence will be charged in accordance with the classification in the following table. In addition, for a student who takes a leave of absence at the same time as his/her admission, the regular amount of tuition and other fees will be charged.

Application Date		Leave of Absence in Spring Semester			Leave of Absence in Fall Semester		
		Until 4/30	5/1–5/31	After 6/1	Until 10/31	11/1–11/30	After 12/1
Spring Semester	Tuition	¥50,000	Regular amount	Will not be approved	/		
	Educational Environment Improvement Fee, Global Education Fee, Experiment and Training Expenses, Students' Reading Room Book Fee	Exempt					
Fall Semester	Tuition	/			¥50,000 (Registration fee)	Regular amount	Will not be approved
	Educational Environment Improvement Fee, Global Education Fee, Experiment and Training Expenses, Students' Reading Room Book Fee				Exempt		

- In addition to the above, the Waseda University Student Health Promotion Mutual Aid Association Fee (¥1,500) will be collected. Furthermore, the Alumni Association fee (¥40,000) will be collected in the Fall Semester of the fourth year.
- If you take a leave of absence to perform military service, you will be exempted from the tuition and other fees for the period of your absence. However, the Alumni Association fee (¥40,000) that you are exempted from will be collected from you in the first semester that you attend after completing your military service.
- The application date is the date on which an "Application for Leave of Absence" bearing the signatures and seals of the student and his/her guarantor is submitted to the relevant undergraduate school. If the submitted documents contain any mistakes, you will be required to resubmit them at a later date; **therefore, complete the submission of documents and making appointment for interview well in advance.**
- The regular amount refers to the same amount of tuition and other fees charged in the case of being enrolled in the university without taking a leave of absence.
- **If the deadline falls on a day that the Administrative Office is closed, submit the documents by the last day the office is open.**

## 2. Amount of Tuition and Other Fees Charged

The amount of tuition and other fees charged will be adjusted after approval by the Faculty Committee. Depending on the timing of submission of the "Application for Leave of Absence," you may be required to make a provisional payment of the regular amount of tuition and other fees (the amount due before the leave of absence is approved) due to the account transfer process. In this case, the difference will be refunded to the account from which tuition fees were withdrawn within approximately one month.

- \* Money transfers cannot be stopped by Waseda University. If you need to stop a money transfer, submit a request to that effect to the financial institution that holds your registered account.
- \* **The Faculty Committee meeting is held in the middle of each month (excluding March and August). Accordingly, depending on the timing of the submission of the "Application for Leave of Absence," it may take more than one month for your application to be approved.**

## 3. Period of Leave of Absence

- A leave of absence applies only to the relevant term, and the student will return to the school at the beginning of the following term.
- In certain special circumstances, approval may be given to extend your leave of absence to the subsequent term. If you wish to extend your leave of absence, submit another application (The application period starts from January for spring semester and from July for fall semester).
- Your total leave of absence cannot exceed four years.
- The period of absence is not counted in the enrollment period.

## 4. Scholarship

- If you are on a scholarship offered by Waseda University or a private scholarship in the relevant year, you may be disqualified from receiving the scholarship by taking a leave of absence or studying abroad. In such cases, promptly provide notification to that effect to the Scholarships and Financial Assistance Section.
- If you have received a loan from JASSO, you need to submit a change notice. Download the form from the website of the Scholarships and Financial Assistance Section (<http://www.waseda.jp/inst/scholarship/aid/jasso/procedures/>). Complete the form and then submit it immediately to the section.

Scholarships and Financial Assistance Section (Student Union Building 1F) Direct: 03-3203-9701

## 5. Procedure for Returning to School

A guide containing the instructions for returning to school will be sent to the address of your guarantor at least one month prior to the end of the term of the leave of absence. If your guarantor lives overseas, the guide will be sent to your Waseda-net e-mail address. Follow the procedure for returning to school in accordance with the guide.

Please be reminded that you will be asked to submit documentation that proves that the reason for the leave of absence no longer exists<sup>(\*)</sup>.

### \* Document examples

Illness/injury: medical certificate confirming that the student is capable of returning to school

Language training abroad: certificate, etc., describing the period of enrollment in the destination institution

Working holiday, volunteer activities, internship, etc.: report (about three pages on writing paper)

\* In the case of a leave of absence due to reasons other than those stated above, a document stating that the reason for the leave of absence no longer exists (free format).

## 6. Reminders for Students Who Have Not Yet Proceeded to a Department

Determination of whether students can proceed to a department is made only at the end of the Fall Semester. **Therefore, if you take a leave of absence in the Fall Semester before you have proceeded to a department, the earliest time at which you can proceed to a department will be at the end of the Fall Semester of the following academic year. Even if you satisfy the requirements during the Spring Semester after you return to school, you will not be able to proceed to a**

**department (except JCulP students).** University rules state that the total number of years a student can be enrolled without proceeding to a department is three years (without counting leaves of absence).

**7. Cancellation of Leave of Absence**

Once a leave of absence is approved, it cannot be canceled.

**8. Purchase of Insurance in the Case of Language Training Abroad**

**If you take a leave of absence in order to, for example, complete an overseas language training program, an internship, or a volunteer program, you will be required to purchase the traveler's insurance provided by Tokio Marine & Nichido Fire Insurance as specified by Waseda University.**

**Obtain the designated application form from the Administrative Office and complete the purchase procedure.**

**If you cannot purchase this traveler's insurance because, for example, you already hold a different policy, submit documentation describing the coverage that your policy provides.**

**9. Leave of Absence by International Students with a "Studying Abroad" Residence Status**

If an international student with a "Studying Abroad" residence status takes a leave of absence, this status will be revoked irrespective of the term of validity (paragraph 6 of Article 22-4, Section 2, Chapter IV of the Immigration Control and Refugee Recognition Act).

Under these circumstances, you will be unable to continue to reside or work part-time in Japan, so you will need to promptly change your residence status to an appropriate one or leave Japan.

If you are unsure what to do, you should contact the Center for International Education or the Immigration Bureau rather than try to determine the correct course of action by yourself. Otherwise, you could become an illegal resident or worker.

To re-acquire the residence status required for re-enrollment, contact the Center for International Education at least three months prior to your scheduled re-enrollment. For details on the re-enrollment procedures, contact the Administrative Office.

Contact

School Registrar

Administrative Office, Faculty of Letters,  
Arts and Sciences, Waseda University

TEL: 03-3203-4381

E-mail: bun-help@list.waseda.jp