

\* **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 Graduate School of Letters, Arts and Sciences

### Student

School	Graduate School of Letters, Arts and Sciences	Major/Course	
Student Number		School Year	Master's Program/ Doctoral Program
Name	Seal		
Address	Postal Code: ____ - ____		
Phone No.			

### Guardian

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

\* **Both the student and guardian 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:

3. Approval by supervisor:

Name of supervisor: \_\_\_\_\_ Seal

**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.**

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

5. 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.**

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

Liaison Matters	Reception Date
	/