

Submission Date: ____ (Year) ____ (Month) ____ (Day)

Application for Withdrawal

Att.: Dean of the Graduate School of Letters, Arts and Sciences

CD

Name: _____ Seal
(Date of Birth: ____ (Year) ____ (Month) ____ (Day))

Student Number: _____ - _____

Graduate School of Letters, Arts and Sciences

Major/Course

Master's Program/Doctoral Program: _____ (Year)

Current Address (Postal Code: -)

Phone No.: _____

Guardian's Name: _____ Seal

Current Address (Postal Code: -)

Phone No.: _____

* All of the information provided above must be consistent with the information registered on MyWaseda.

I hereby request permission to withdraw from the Graduate School of Letters, Arts and Sciences.

1. Reason

2. Tuition fee: I have already paid the tuition for the ____ Semester of ____ (Academic Year)

3. Request for withdrawal in the middle of a semester (only applicable if you have already paid the tuition for the semester) Yes/No

* Circle "Yes" if you want to withdraw from the school as of the date of this application, not from the subsequent semester (i.e. not as of the last day of the semester for which you have already paid the tuition). If you withdraw in the middle of a semester, the semester in question will not be included in your years of registration with Waseda University.

E.g. If you entered Waseda University on April 1, 2016 and withdrew as of March 31, 2017, you would be considered to have been registered with Waseda University for 1 year.

If you entered Waseda University on April 1, 2016 and withdrew as of February 1, 2017, you would be considered to have been registered with Waseda University for 0.5 years.

4. Approval by supervisor

(1) Name of supervisor: _____ Seal

(2) Completion of Research Guidance (only applicable for doctoral students)

* For supervisors: Enter a tick in the applicable box.

You can select "Research guidance complete" only if you have provided research guidance to the applicant for between three and six years and consider the research guidance for the applicant to have been completed.

☐ Research guidance complete (administrative withdrawal: re-admission not permitted)

☐ Research guidance incomplete (voluntary withdrawal: re-admission and admission as a research student permitted)

5. Documents Submitted

☐ For statistical surveys, write your place of employment in "1. Reason" if you are withdrawing from the school to start work.

☐ Return your student ID card to the Administrative Office.

☐ **Only for doctoral students:** Submit a "Research Progress Report" and a "Career Report Form" together with this document.

☐ **Only for doctoral students:** If you withdraw because your research guidance has been completed, you cannot be re-admitted.

☐ **Only for doctoral students:** The certificate issued after withdrawal without completing research guidance is a certificate of withdrawal, not a certificate of completion of research guidance.

Liaison Matters	Acceptance Date	Accepted by	Approval Date