

Procedures Required Prior to Conclusion of Leave of Absence

In order to re-enroll in the school, to continue your leave of absence, or to withdraw from Waseda University, you will need to complete the following procedures prior to the conclusion of your period of absence/study abroad, which is March 31, 2024. For details on how to submit the documents, please refer to <Guidelines for submission of documents required for re-enrollment> in this notice.

I. Procedures and documents for re-enrollment

For students who plan to graduate without re-enrolling in the school

If you plan to graduate without re-enrolling in the school for transferring enough credits to graduate after studying abroad or any other reasons, you do not need to complete this re-enrollment procedure, but please answer the following application form **by January 31, 2024**.

Once it is revealed that you are not able to graduate on March 15, 2024, please make sure to complete the following re-enrollment procedures **by March 8, 2024**. (If graduation is confirmed, there is no further procedure to be taken.)

[Application Form] <https://forms.office.com/r/czZnDmuiAH>

For students who studied abroad

If you wish to re-enroll in the School of Political Science and Economics:

⇒ Please submit the following document(s) **by February 19, 2024**.

Type of study abroad	Document(s) to be submitted
Customized Study Programs (CS-R, CS-L) , Double Degree Programs, Exchange Programs,	Return Notice (帰国届)
Private Funded,	Return Notice (帰国届), Request for Re-enrollment (復学願), Document certifying the period of your enrollment at your host institution overseas or the transcript of your academic records stating the period of enrollment (copy acceptable). *Documents must be written in Japanese or English.
Doshisha University Exchange Students	Request for Re-enrollment (復学願)

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For students who took a leave of absence

A) If you wish to re-enroll in the School of Political Science and Economics:

⇒ Please submit a “Request for Re-enrollment (復学願)” form and any of the applicable documents listed below **by February 19, 2024**.

* If the reason for your leave of absence is not listed in the table below, please submit only the “Request for Re-enrollment (復学願)”.

Reason for a leave of absence	Document(s) to be submitted
Medical condition(s)	A medical certificate issued by your doctor which approves your return to the University (copy is allowed)
Military service	A certificate which indicates the final date of the military service (copy is allowed) *If the above certificate is not written in English or Japanese, please translate it into English or Japanese by yourself and submit the translation along with the certificate.
Studying abroad (including participation in a language training program)	A document certifying the period of your enrollment at your host institution (copy is allowed) *If the above certificate cannot be obtained, a transcript of your academic records (copy is allowed) is also acceptable.

B) If you wish to continue your leave of absence:

***In the case you can submit documents related to continuation of leave of absence by February 19, 2024.**

⇒ Please download “Request to Continue Leave of Absence” from the following URL and submit it along with other necessary documents as described below **by February 19, 2024**. After deliberation, we will decide whether to continue.

https://www.waseda.jp/fpse/pse/en/students/certificate/#anc_11

- If you wish to continue your leave of absence due to a medical condition(s), please submit a most recent medical certificate (original).
- If you wish to continue your leave of absence for reason other than a medical condition(s), please submit a statement detailing the circumstances of your request for an extension and official documents to confirm your reason. Additionally, you are required to attend an interview with the Associate Dean of the School of Political Science and Economics.

*The leave of absence is limited to the current academic year, however, if there are special circumstances, the leave of absence may be continued for a total of four years.

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***In the case you wish to continue your leave of absence but cannot submit the documents related to the continuation of your leave of absence by February 19, 2024.**

- ⇒ Please follow “A) If you wish to re-enroll in the School of Political Science and Economics:” and complete the re-enrollment procedures first. For procedures of extension of leave of absence, please confirm the due date from "Important Instructions Regarding Leave of Absence" on the website linked below and prepare and submit the prescribed "Request to Continue Leave of Absence" and the relevant documents listed below. After deliberation, we will decide whether to approve your request to continue leave of absence.

*It is possible to apply to continue a leave of absence even after completing the re-enrollment procedures.

https://www.waseda.jp/fpse/pse/en/students/certificate/#anc_11

- If you wish to continue your leave of absence due to a medical condition(s), please submit a most recent medical certificate (original).
- If you wish to continue your leave of absence for reason other than a medical condition(s), please submit a statement detailing the circumstances of your request for an extension and official documents to confirm your reason. Additionally, you are required to attend an interview with the Associate Dean of the School of Political Science and Economics.

*The leave of absence is limited to the current academic year, however, if there are special circumstances, the leave of absence may be continued for a total of four years.

C) If you wish to withdraw from Waseda University:

- ⇒ Please make sure to check the details on the following website and submit the “Request for Withdrawal from the School” and your student ID card by the designated date.

https://www.waseda.jp/fpse/pse/en/students/certificate/#anc_18

International students

International students are required to report residency status information to the university. Please answer the following application form to submit your residency status information.

https://forms.office.com/Pages/ResponsePage.aspx?id=cIGGs4eYOkuj_5WjW5L0wx90FBv-12hMpbRnQvW0nJxUQjJaOU5URUM0TzJSQINyU0U2QkZGME5aTyQIQCN0PWcu&wdLOR=c22A2A916-8442-4C9D-91AA-1E6060E05D94

Note on submission of documents required for re-enrollment

■ **For All Students**

1. The student and his/her guardian must provide signature in their own handwriting and affix separate seal (or signatures).

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■ **For Students studying abroad as Privately Funded or with “Leave of Absence” status.**

Please be sure to confirm the following information before submitting a “document certifying the period of your enrollment at your host institution” or a “transcript of your academic records”.

Certificates cannot be submitted.

1. Documents that include “provisional certificates”, “unofficial certificate”, etc.
*Excluding “watermarks”.
2. Documents in which the last day of the enrollment period written on the certificate/transcript is in the future than the submission date.
We cannot accept the certificate/transcript that have a “scheduled end date” written on them. If it takes time to issue a certificate/transcript indicating that you have completed your enrollment, please contact SPSE administrative office to that effect.
3. Documents that do not clearly indicate the period of enrollment (year, month, and day).
If the enrollment period (year, month, and day) is not specified, such as “2023 Spring, 2023 Fall,” please also submit an academic calendar as a supplementary document.
4. “Letter of Admission”, “I-20” and “DS-2019” issued before the start of study abroad.
We cannot accept this document as it does not prove that you were enrolled in the school. However, it is possible to submit it as a supplementary document to the certificate of enrollment/transcript which the period of enrollment (year, month, and day) is not clear.

<Guidelines for submission of documents required for re-enrollment>

Documents required for re-enrollment can be submitted to dedicated submission form linked below.

*We do not accept submissions at the counter, by post, or by email.

<https://forms.office.com/r/66yUbVWkzF>

II. Credit Transfer (Only for those who wish to transfer credits)

If you wish to count credits obtained during study abroad towards graduation, please check details that is sent through MyWaseda notice and email regarding how to apply for the credit transfer.

*[For students who studied abroad on Private Expenses]

You must apply for the credit transfer in order to include your study abroad period in the years of enrollment at Waseda University. Please note that if the study abroad period will not include in the years of enrollment at Waseda University, there will be a large difference in your graduation time, and tuition fees after becoming the students who are enrolled over 4 years.

Please check the overview of the credit transfer system (such as how the number of credits and grades are decided) and the procedures on the following website.

<https://www.waseda.jp/fpse/pse/en/abroad/credit-transfer/>

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III. Course Registration

Please check the Course Registration Guide and the Course List on the following SPSE Website.

Course Registration Guide for AY2023 Fall Semester will be uploaded in late August.

Course Registration Guide / Course Registration Schedule

<https://www.waseda.jp/fpse/pse/en/students/enrollment/>

Course List

<https://www.waseda.jp/fpse/pse/en/students/lectures/>

*Please make sure to refer to our website for further information on course registration for returning students.

*When you apply for courses, please refer to the latest information.

IV. Others

1. Claim for refund of Waseda University Student Health Promotion Mutual Aid Association fees (Applicable only to students who studied abroad)

Those who have returned from studying abroad which was approved by the University are entitled to be refunded the fees incurred during their study abroad period, provided that those students file application within three months and ten days as from the date of return to Japan. Applications are accepted at the Student Affairs Section, Waseda University Student Health Promotion Mutual Aid Association located on the 1st floor of the Student Union Building, Toyama Campus.

2. Scholarships

Scholarships from local government and private institutions

Recipients are requested to check with their scholarship provider(s) concerning necessary procedures.

V. Inquiries and Office Hours

■Inquiries

School of Political Science and Economics Office,
Waseda University

Tel: 03-3207-5617

E-mail: gakuseki11@list.waseda.jp

(Note: "11" as in eleven.)

■Office Hours

Regarding the Office Hour, please make sure to check the latest information from our website.

<https://www.waseda.jp/fpse/pse/en/students/facilities/>

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