Date： / /

**Absence for regular examination Applying form**

Please check the Notes on “Absence for not attending examination” and fill in below.

【Student information】

|  |  |
| --- | --- |
| Student ID |  |
| Name |  |
| Phone number (mobile) |  |
| Waseda mail address |  |
| Absence period | ／　　 ／ 　 ～　　 ／ ／ |
| Reason | ○Circle and attach all the required documents  １．Traffic delay  ２．Illness  ３．Bereavement  ４．Other (detailed reason, refer the Notes) |

【Courses】Fill in only the examinations unattended

|  |  |  |
| --- | --- | --- |
| Date of exam | Course name | Supervisor |
| ／ ／ |  |  |
| ／ ／ |  |  |
| ／ ／ |  |  |
| ／ ／ |  |  |
| ／ ／ |  |  |

Notes :

* Check with required documents before submitting.
* Results will be told through Waseda e-mail from office after. Students must check by themselves and if there is no reply until 1 week later, please contact below.

Academic and Student affairs Section, Center for Science and Engineering

TEL: 03-5286-3002

Email: [gakumu@sci.waseda.ac.jp](mailto:gakumu@sci.waseda.ac.jp)