Date： (MM/DD/ YYYY)

**Absence for regular examination Applying form**

Please check the Notes on “Absence for not attending examinations” (reverse side) and fill in below.

【Student information】

|  |  |
| --- | --- |
| Student ID |  |
| Name |  |
| Phone number (mobile) |  |
| Waseda mail address |  |
| Absence period | MM/DD 　 　　（　　） ～　　MM/DD （　　） |
| Reason | ○Circle and attach all the required documents１．Traffic delay２．Illness３．Bereavement４．Other (detailed reason, refer the Notes) |

【Courses】Fill in only the examinations unattended

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

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

**Absence for regular examination**

**Faculty of Science and Engineering**

**For students not able to attend the regular examination (held on 16th week) by acceptable reasons, the University will accept the absence by following; (There is a possibility of having a chance to receive alternative evaluation assignment from supervisor through the office.)**

**Submitting deadline**：Last day of regular examination (check office’s opening hours)

**Submitting place**：Center for Science and Engineering, Academic and student affairs Section (Bldg51 1F)

**Required documents** ：１．Student ID　２．Paper to prove the reason

**Paper Announcement to prove the reason of absence**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reason | Required Papers | Reference |
| 1 | Traffic delays | Delay ticket provided from the Traffic company | This ticket should include Date and Time. Any announcement downloaded after from WEB site is unaccepted.  |
| 2 | Illness | Medical Certificate issued by Doctor | This document must indicate Name of illness, symptom, medical treatment period patient is unable to attend the examMedical Certificate must fully include 1. **The exact Date of exam→** ”Several days including today” will be indefinite
2. **The reason that the patient is unable to attend →** egNot only the name of illness but also symptom eg “ Needs to rest at home”
3. **Doctor’s signature→** Name of the hospital (clinic), name of illness and a sign or sealed by the Doctor. Must complete with date.

※Medical Certificate should basically be issued on exam date. If unable, concern that this is issued to prove the patient was unable to attend the exam. |
| 3 | Bereavement  | Paper announcement (Funeral announcement) or Certificate of Death | Only subject to 1st and 2nd degree of consanguinity, memorial events are not accepted. |
| 4 | Other  |  | Please confirm with the office prior. Arriving late (except for Traffic delay), misunderstanding with timetable or registered courses, and Job recruiting activities (including internship), or other personal reasons will not meet this excuse. Auspicious occasions (wedding) will also not meet. |

※Any other reasons other than above will not be accepted.

※For No4 Other, it may depend on the supervisor although the form is accepted through the office.

**Absence of exam for other schools**

Please follow the relevant department rules and take an appropriate procedure at their office. The system differs.

**Unable to come to the office to submit**

1. If the student himself/ herself is unable to come to the office, they may have proxy. Please prepare and ask the proxy to bring;

①Completed proxy form (https://www.waseda.jp/fsci/assets/uploads/2016/02/Letter-of-Commission.pdf) ②Copy of his/ her Student ID ③ID of his/her proxy ④Documents/Certificates for absence (Original) **Any failure of documents will not be accepted.**

1. If you are unable to submit with proxy, e-mail from student himself / herself is accepted.
2. Absence form for regular exam ②Copy of his/ her Student ID 　③Documents/Certificates for absence and send to 　gakumu@sci.waseda.ac.jp　. *Center for Science and Engineering, Academic and Student Affairs Section*