

Procedures for Withdrawal

Faculty of Science and Engineering, Waseda University

1. Withdrawal from school

Students who wish to withdraw from the university voluntarily must sign an application with their guardian, stating the reason for their withdrawal (Article 44 of the School Regulation, Article 36 of the Graduate School Regulation).

If students wish to withdraw from the university, please check the following two points and the following subsequent sections carefully before applying for withdrawal.

- Voluntary withdrawal is possible only if the application is submitted within the deadline in Section 3 and the tuition for the semester has been paid.
- If students do not fall under any of the above categories, he/she will be dismissed from the school as "Administrative Withdrawal" due to non-payment of tuition, or the expiration of the years of enrollment (period of non-promotion).

2. Outline of withdrawal procedures

In order to apply for withdrawal, all of the following procedures 1 through 4 must be completed within the deadline stated in the section 3 "Withdrawal-related schedule".

1. Check the "Procedures for Withdrawal" (this paper) and the "Withdrawal Request Form" (necessary to log on to MyWaseda) to confirm the procedures in advance.
2. From MyWaseda, check if there are any changes in the university registration information.
3. Have an interview with the class academic advisor or supervisor.
4. Fill out and upload the required information from the "Withdrawal Request Form" through MyWaseda.

If all of the above steps 1 through 4 are completed and there are no deficiencies, the withdrawal application will be discussed at the most recent meeting of the Faculty of Science and Engineering. After its approval, notice will be sent by e-mail to the applicant and "Notification of Withdrawal Approval" will be mailed to the guardian. "Notification of Withdrawal Approval" will be sent within two months of the application (up to three months if the application is made in July).

Due to the School regulations, if the student loses his/her registration status as a student, student ID card will be automatically invalid, and the student has a responsibility to return the ID card to the university. Hence, student should return the ID card when he/she applies for the withdrawal or soon after the end of the registry. Please also refer to the section 5 "Required documents".

3. Withdrawal-related schedule

Please carefully check the following dates related to withdrawal, including application deadlines, depending on the applicable semester and reason.

Target semester and reasons	Date of withdrawal from School (*)	Application deadline
Voluntary withdrawal at the end of Spring Semester	September 20	September 30
Administrative withdrawal for non-payment of tuition of Fall Semester or the expiration of the years of enrollment (period of non-promotion) at the end of Spring Semester		-
Voluntary withdrawal at the end of Fall Semester	March 31	April 14
Administrative withdrawal for non-payment of tuition of Spring Semester or the expiration of the years of enrollment (period of non-promotion) at the end of Fall Semester		-

*1 Even if the application is submitted after the date of withdrawal from School, it will be retroactively approved as a withdrawal on the date of withdrawal as long as the application is submitted within the application deadline.

4. Application Procedure

Please follow the steps below to apply for withdrawal.

(1) Confirmation of application details in advance

Check the "Procedures for Withdrawal" (this paper) and the "Withdrawal Request Form" (MyWaseda) to confirm the procedures in advance. If there are any questions, please contact the Academic & Student Affairs Section, Center for Science and Engineering (contact information available at the end of this document).

Please refer to the following website of the Faculty of Science and Engineering (For Current Students > Certificates, School Register).

Application for Withdrawal: <https://www.waseda.jp/fsci/en/students/certificate/>

(2) Confirmation of personal information for university registration

Please confirm that student oneself and guardian's name, address, telephone number and other information are registered correctly on the "Update Student Profile" screen of MyWaseda. If changes are necessary, please follow the instructions on the following website; "Information you can change from MyWaseda" such as student's address, and "Information you can not change from MyWaseda" such as the guardian's information.

Support Anywhere > Application Procedures:

https://wnpspt.waseda.jp/student_en/supportanywhere/category/03_application

(3) Interview with the class academic advisor or supervisor

Please contact a class academic advisor or supervisor and ask them to submit the "Report of Registration Status Change" form.

- * If the reason for the withdrawal is injury or illness (only if it is unavoidable and difficult to have an interview), the interview and "Report of Registration Status Change" can be exempted by submitting a medical report. Please refer to section 5 "Required Documents".
- * (Only applicable for doctoral or 5-year doctoral course (*Ikkansei*) students) If the reason for withdrawal is the completion of research guidance (students enrolling in 2017 or later must also satisfy the required number of credits for completion), the student cannot be re-enrolled. On the other hand, if the reason for withdrawal is not the completion of research guidance, he/she can not apply for the Doctoral Dissertation as Curriculum Doctorate within 3 years of withdrawal (*kateinai shinsei*). Please confirm the reason for withdrawal at the time of interview with the supervisor before proceeding.
- * The interview can be done either by online or in-person.
- * Please refer to the following website for the class academic advisors:
<https://www.waseda.jp/fsci/en/students/counter/>
- * For the "Report of Registration Status Change", the interviewer enters reporting detail on the university system. The entered information is also shared with the applicant (student) by e-mail so please check the information.

(4) Apply through the "Withdrawal Request Form" (MyWaseda).

Please follow the instructions below to fill out and upload the required information from the "Withdrawal Request Form".

- * For the reason for withdrawal, please select one that is most applicable. If none of the reasons apply, please select "Other" and enter the reason.
- * Scanned data of the required documents should be uploaded. Please note that the accepted file extensions are [.jpeg][.jpg][.gif][.png][.pdf] (The translation is also acceptable as a Word File).
- * Scanned data should cover the whole pages of the application. If the data is unclear, applicants may be asked resubmission.
- * Please enter the currently receiving scholarship information. Please check with the Scholarships and Financial Assistance Section, Student Affairs Division (03-3203-9701) in advance and complete the necessary procedures.
- * If withdrawing from the doctoral or 5-year doctoral course (*Ikkansei*), "Alumni Career Path Survey" is also required. Please check the email from Career Center and submit the designated form from the application.

(5) Required documents

The documents required for application are as follows

Document	Submitted by	Filled or created by	Upload via MyWaseda form (○: required)	Submit the original (paper) (○: required, Blank: Not required)
Application for Withdrawal *1	everyone	student and guardian	○	
Report of Registration Status Change *2	everyone * except for those who is injury or illness (only if it is unavoidable and difficult have an interview)	Interviewed faculty member		
Medical report*3	Those who is injury or illness, and who have unavoidable difficulty in having an interview.	Medical doctor	○	
Student ID Card	everyone			○

*1 "Application for Withdrawal" must be filled out by both the applicant and the guardian (limited to those registered with the university and appeared on MyWaseda). Please use a different seal for each.

*2 The details entered by the interviewer in the university system are also shared with the applicant (student) by e-mail as a "Report of Registration Status Change". With this e-mail, the submission of the "Report of Registration Status Change" is deemed to be complete. .

*3 If it is difficult to issue the medical report in Japanese or English, please prepare translations and upload them as well. The translation can be in any format and can be self-translated.

*4 Student ID card must be returned when student apply for the withdrawal or soon after the end of registry by bringing to the office or postal mail service. For bringing, please check the office opening hours prior to the submission. For postal address, please refer to the follows.

Address: Administrative staff in charge of student registration, Academic & Student Affairs Section,
Center for Science and Engineering, Waseda University, 3-4-1, Okubo, Shinjuku-ku, 169-8555, Japan

6. About the school fees

In the case of voluntary withdrawal or withdrawal due to the expiration of the years of enrollment (period of non-promotion), payment of tuition for the relevant semester is required. If payment is not made, the student will be dismissed for non-payment of tuition, and his/her enrollment status, including grades for the semester, will be invalidated; only the enrollment status prior to the date of withdrawal will be valid. On the other hand, if the student has already paid the tuition for the term, the student will not be dismissed

for non-payment of tuition, but will be dismissed voluntarily at the end of the term.

Please note that depending on the submission date of application, applicant may be temporarily charged the prescribed amount of tuition due to the account transfer processing schedule. In particular, if student applies for withdrawal about one month before the scheduled due date of account transfer, there is a possibility that the account transfer will be carried out. Therefore, if necessary, please go to the financial institution to stop the direct deposit. If the withdrawal is officially approved, the tuition and fees for the semester following the approved withdrawal date (the semester marked with an X in the table below) and beyond will be refunded at a later date, but it usually takes about one month to process.

Reason for withdrawal and whether or not tuition payment is required (○: required, ×: not required)

Time and reason for withdrawal	Previous year Fall Semester	Current fiscal year Spring Semester	Current fiscal year Fall Semester	Next year Spring Semester
Termination for non-payment of tuition at the end of the previous fall semester	○	×	×	×
Voluntary withdrawal at the end of the current spring semester	○	○	×	×
Expiration of the years of enrollment at the end of the current spring semester (period of non-promotion)	○	○	×	×
Termination for non-payment of tuition at the end of the current spring semester	○	○	×	×
Voluntary withdrawal at the end of the current fall semester	○	○	○	×
Expiration of the years of enrollment at the end of the current fall semester (period of non-promotion)	○	○	○	×

Example

- *1 If student applies for voluntary withdrawal at the end of the spring semester on September 30, the university will not be able to stop the direct deposit of tuition for the fall semester on October 1. If the withdrawal is officially approved, the payment made on October 1 will be refunded at a later date.
- *2 If student applies for withdrawal on June 1, and the tuition for the spring semester has already been paid on May 1, the earliest student can voluntary withdraw is at the end of the spring semester (September 20).

7. Precautions for international students with "College Student" status of residence

When an international student enrolled in Waseda University with "College Student" status of residence withdraws, a current "College Student" visa status will expire. Please note that after withdrawal, any such student is required to return to his/her home country or acquire different status of residence. Any questions about visa status during leave of absence, please contact the Center for International Education.

Center for International Education (Waseda Campus, Building No.22, 4th Floor)

TEL: 03-3203-9806 E-mail: cie-zairyu@list.waseda.jp

8. Re-enrollment

Students who have withdrawn from the university for legitimate reasons and wish to re-enroll may be permitted to re-enroll an appropriate department or major based on a comprehensive evaluation of their interview, course work during their enrollment, and reasons for withdrawal. The year in which applications can be submitted is as follows. For more information, please visit the website of the Faculty of Science and Engineering.

Program student withdrew	Applicable enrollment years
Undergraduate	Within 7 years from the year following the academic year of withdrawal
Master	Within 4 years from the year following the academic year of withdrawal
Doctor / 5-year Doctoral course (<i>Ikkanse</i>)	Within 5 years from the year following the academic year of withdrawal

- * Students who have withdrawn from the doctoral or 5-year doctoral course (*Ikkanse*) due to "completion of research guidance" are not eligible for re-enrollment.
- * In some cases, such as those who have withdrawn from the former School or Graduate School of Science and Engineering or the former International Program in Science and Engineering, they may not be able to apply even within the above application period.

9. Example of a resume (for reference)

- (1) Students who have paid the school fees and submitted the withdrawal form by the deadline.

Example: Enrollment on April 1, 2021, and withdrawal on March 31, 2022

Year	Month	Educational Background / Work Experience / Reward and Punishment
2021	4	Enrolled in School / Graduate School of XXX Science and Engineering, Waseda University
2022	3	Withdrawal from School / Graduate School of XXX Science and Engineering, Waseda University

- (2) Students who have withdrawn from the school without paying the tuition and fees

Example: Enrollment on April 1, 2020, submitted an application for withdrawal on May 31, 2021, and have not paid tuition for the spring semester of 2021; in the case of a student who withdraws on March 31, 2021 due to non-payment of tuition).

Year	Month	Educational Background / Work Experience / Reward and Punishment
2020	4	Enrolled in School / Graduate School of XXX Science and Engineering, Waseda University
2021	3	Withdrawal from School / Graduate School of XXX Science and Engineering, Waseda University

- (3) Students who have withdrawn from a doctoral or 5-year doctoral course (*Ikkanse*) due to "completion of research guidance," if their thesis is accepted by a meeting held within three years of the date of withdrawal and they receive a degree (treated as *Kateinai shinsei*)

Example: Enrollment on April 1, 2018, withdrawal on March 31, 2021 due to "completion of research guidance". Thesis is accepted on March XX, 2022, and received a degree on June XX, 2022.)

Year	Month	Educational Background / Work Experience / Reward and Punishment
2018	4	Enrolled in Graduate School of XXX Science and Engineering, Waseda University
2021	3	Withdrawal from the doctoral course of the Graduate School of XXX Science and Engineering, Waseda University
2022	6	Completed Doctoral program, Graduate School of XXX Science and Engineering, Waseda University

- (4) Students who have withdrawn from a doctoral or 5-year doctoral course (*Ikkanse*) and obtained a degree by a method other than (3) (*Kateinai shinsei*)

Example: Enrollment on April 1, 2014, withdrawal on March 31, 2017 due to "completion of research guidance". Thesis is accepted on March XX, 2022, and you receive your degree on June XX, 2022.

Year	Month	Educational Background / Work Experience / Reward and Punishment
2014	4	Enrolled in Doctoral program, Graduate School of XXX Science and Engineering, Waseda University
2017	3	Withdrawal the doctoral course of the Graduate School of XXX Science and Engineering, Waseda University
2022	6	Obtained doctorate from doctoral course of Graduate School of XXX Science and Engineering, Waseda University

Contact:

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