

Procedures for Withdrawal

Faculty of Science and Engineering, Waseda University

1. Withdrawal From School

Students planning to withdraw from the university voluntarily must complete the application form with the guardian, stating the reason for their withdrawal (according to Article 44 of the School Regulation, Article 36 of the Graduate School Regulation).

If students want to withdraw from the university, please carefully check the two points below as well as "2. Outline of Withdrawal Procedures" and the following sections before applying for withdrawal.

- Voluntary withdrawal is only permitted if the application is submitted by the deadline specified in "3. Withdrawal-Related Schedule," and if all the school expenses up to and including for the current semester have been paid.
- If the above condition is not met, the student will be subject to "Administrative Withdrawal" due to either non-payment of school expenses or reaching the maximum period of study or the maximum extended period without academic progression.

2. Outline of Withdrawal Procedures

In order to apply for withdrawal, all of the following procedures from 1 to 4 must be completed by the deadline specified in "3. Withdrawal-Related Schedule".

1. Check the "Procedures for Withdrawal" (this document) and the "Withdrawal Request Form" (requiring you to log in to MyWaseda) to check the procedures in advance.

*The "Withdrawal Request Form" will be accepted starting on the following dates. If you need to proceed with the withdrawal procedures before the start of acceptance, please check the "Procedures for Withdrawal" (this document) before proceeding to steps 2 and 3.

Start of application for Spring Semester withdrawal: Around early June of the current academic year

Start of application for Fall Semester withdrawal: Around late November of the current academic year

2. From MyWaseda, check if there are any changes in registered information.
3. Have an interview with the class academic advisor or the supervisor.
4. Fill out and upload the required information from the "Withdrawal Request Form" via MyWaseda.

If all of the above steps from 1 to 4 are completed and there are no deficiencies, the withdrawal application will be discussed at the next meeting of the Faculty of Science and Engineering. After it gets approved, the notification will be sent by email 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 lose his/her registration status as a student, student ID card will be automatically invalid, and the student must return the ID card to the university. Hence, the student is required to return the ID card when he/she applies for the withdrawal or soon after the end of the enrollment period. Please also refer to "(5) Required documents".

3. Withdrawal-Related Schedule

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

Semester and Reason	Withdrawal Date (*)	Application Deadline
Voluntary withdrawal at the end of the Spring Semester	September 20 th	September 30 th
Administrative withdrawal due to non-payment of school expenses of the Fall Semester, or reaching the maximum period of study or the maximum extended period without academic progression at the end of the Spring Semester		-
Voluntary withdrawal at the end of the Fall Semester	March 31 st	April 14 th
Administrative withdrawal due to non-payment of school expenses of the Spring Semester, or reaching the maximum period of study or the maximum extended period without academic progression at the end of the Fall Semester		-

- * Even if the application is submitted after the withdrawal date, the withdrawal will be approved retroactively with the above "Withdrawal Date" as long as it is within the application deadline specified above.

4. Application Procedures

Please follow the steps for application.

(1) Checking the Application Details in Advance

Check the "Procedures for Withdrawal" (this document) and the "Withdrawal Request Form" (MyWaseda) to check the procedures in advance. If there are any questions, please contact the Academic & Student Affairs Section, Center for Science and Engineering (contact information is 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) Checking the Registered Personal Information

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

Please contact the class academic advisor or the supervisor and ask him/her 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), having the interview and submitting the "Report of Registration Status Change" will be exempted by submitting a medical report. Please refer to "(5) Required Documents".
- * (Only applicable for doctoral or 5-year doctoral course (*Ikkansei* students) If the reason for withdrawal is the completion of the research guidance (students must earn the required number of credits for completion), the student cannot re-enroll. On the other hand, if the reason for withdrawal is not the completion of the research guidance, the student cannot apply for the Doctoral Dissertation as Curriculum Doctorate within 3 years from the withdrawal date (*kateinai shinsei*). Please confirm the reason for withdrawal at the time of the interview with the supervisor before application.
- * The interview can be done either by online or directly.
- * Please refer to the following website for the information of the class academic advisors:
<https://www.waseda.jp/fsci/en/students/counter/>
- * For the "Report of Registration Status Change", the interviewer enters reporting details on the university system. The entered information is also shared with the applicant (the student) by Waseda email, so please check it.

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

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

- * Please select the reason for your withdrawal that best applies to your situation. If none of the listed reasons applies, please select "Other" and provide a detailed explanation.
- * 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 items and information. If the data is unclear, applicants may be asked to re-submit it.
- * Please enter the scholarship information you are currently receiving. Please check with the Scholarships and Financial Assistance Section, Student Affairs Division (03-3203-9701) in advance and complete the necessary procedures.
- * If you are 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 form.

(5) Required Documents

The documents required for application are as follows

Document	Submitted by	Filled or Made by	Uploaded via MyWaseda Form (○: required)	Submitting the Original (paper) (○: Required, Blank: Not Required)
Application for Withdrawal *1	everyone	student and guardian	○	
Report of Registration Status Change *2	everyone * not necessary when the reason is injury or illness (only if it is difficult to have an interview with unavoidable reasons)	faculty member who had an interview		
Medical report*3	When the reason is injury or illness and it is difficult to have an interview with unavoidable reasons	Medical doctor	○	
Student ID Card	everyone			○

*1 "Application for Withdrawal" must be filled out both by the applicant and by the guardian (who should be the one registered on MyWaseda).

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

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

*4 Student ID card must be returned when the student apply for the withdrawal or soon after the end of the enrollment period, bringing it to the office or sending it via postal mail. When you bring it, please check the office opening hours prior to 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 Expenses

When you are voluntarily withdrawing or withdrawing due to reaching the maximum period of study or the maximum extended period without academic progression, payment of school expenses for the relevant semester is required. If payment is not made, the student will be dismissed for non-payment of school expenses, 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 school expenses for the semester, the student will not be dismissed due to non-payment of school expenses but can voluntarily withdraw at the end of the semester.

Please note that, depending on the submission date of the application, applicant may be temporarily charged the prescribed amount of school expenses 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 made. Therefore, if necessary, please ask the financial institution to stop the direct debit transfer. Once your withdrawal is officially approved, any school expenses for the semester following the approved withdrawal date (the semester marked with an X in the table below) will be refunded later, but it usually takes about one month to process.

Reason for Withdrawal and Whether School Expenses are Required (○: Required, ×: Not Required)

Semester and Reason	Fall Semester in the previous year	Spring Semester in the current year	Fall Semester in the current year	Spring Semester in the next year
Administrative withdrawal due to non-payment of school expenses as of the end of the previous Fall Semester	○	×	×	×
Voluntary withdrawal as of the end of the current Spring Semester	○	○	×	×
Reaching the maximum period of study or the maximum extended period without academic progression as of the end of the current Spring Semester	○	○	×	×
Administrative withdrawal due to non-payment of school expenses as of the end of the current Spring Semester	○	○	×	×
Voluntary withdrawal as of the end of the current Fall Semester	○	○	○	×
Reaching the maximum period of study or the maximum extended period without academic progression as of the end of the current Fall Semester	○	○	○	×

Example

- *1 If the student applies for voluntary withdrawal as of the end of the Spring Semester on September 30th, the university cannot stop the direct debit transfer of school expenses for the Fall Semester on October 1st. If the withdrawal is officially approved, the payment made on October 1st will be refunded later.
- *2 If the student applies for withdrawal on June 1st, and the school expenses for the Spring Semester have already been paid on May 1st, the earliest possible voluntary withdrawal date will be the end of the Spring Semester (September 20th).

7. Precautions for International Students with "Student" Status of Residence

When an international student enrolled in Waseda University with "Student" status of residence withdraws, the current "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, 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 acceptable reasons and want to re-enroll may be permitted to re-enter 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 from	Applicable enrollment years
Undergraduate	Within 7 years from the year following the academic year of the withdrawal
Master	Within 4 years from the year following the academic year of the withdrawal
Doctor / 5-year Doctoral course (<i>Ikkanse</i>)	Within 5 years from the year following the academic year of the withdrawal

- * Students who have withdrawn from the doctoral or 5-year doctoral course (*Ikkanse*) due to "completion of the 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 expenses and submitted the withdrawal form by the deadline.

Example: Enrollment on April 1st, 2021, and withdrawal on March 31st, 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 university due to non-payment of the school expenses

Example: Enrollment on April 1st, 2020, submitted the withdrawal form on May 31st, 2021, and have not paid school expenses for the AY2021 Spring Semester; when a student withdraws on March 31st, 2021 due to non-payment of school expenses).

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 (*Ikkansei*) due to "completion of the research guidance," if their thesis is accepted by a meeting held within three years of the withdrawal date and they obtain a degree (treated as *Kateinai shinsei*)

Example: Enrollment on April 1st, 2018, withdrawal on March 31st, 2021 due to "completion of the research guidance". Thesis is accepted on March XXth, 2022, and obtained a degree on June XXth, 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 (*Ikkansei*) and obtained a degree thorough a method other than (3) (*Kateinai shinsei*)

Example: Enrollment on April 1st, 2014, withdrawal on March 31st, 2017 due to "completion of the research guidance". Thesis is accepted on March XXth, 2022, and you obtain a degree on June XXth, 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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