

Procedures for Leave of Absence

Faculty of Science and Engineering, Waseda University

1. Leave of Absence

Students who are unable to attend classes for more than two months due to illness or other reasons may take a leave of absence with the permission of the Dean of the School or Graduate School to which they belong, after submitting a request, jointly signed by the guardian, along with the reason for the absence (Article 36 of the School Regulations, Article 34 of the Graduate School Regulations).

If students wish to take a leave of absence, please check the following three points and subsequent sections carefully before applying for a leave of absence.

- At the Faculty of Science and Engineering, applicants should apply **for every half year** (except in the case of military service).
- A Leave of absence without the expectation of returning to school, such as taking entrance exams for other universities, is **NOT acceptable**.
- Student can take a leave of absence for up to **4 years for undergraduate study, 2 years for master's study (1.5 years for 1.5-year course in Department of Business Design and Management), and 3 years for doctoral or 5-year doctoral course (Ikkansei)** (excluding a leave of absence for military service).

2. Outline of the Leave of Absence procedures

In order to apply for a leave of absence, all of the following procedures 1 through 4 must be completed within the deadline stated in the section 3 "Leave of Absence related schedule".

1. Check the "Procedures for Leave of Absence" (this paper) and the "Leave of Absence Request Form" (necessary to log on to MyWaseda) to confirm the procedures in advance.

*The "Leave of Absence 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 Leave of Absence" (this document) before proceeding to steps 2, 3 and 4.

Start of application for Spring Semester leave of absence: Around early February of the previous academic year

Start of application for Fall Semester leave of absence: Around late June of the current academic year

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 and ask him/her to submit the "Report of Registration Status Change" form.
4. Fill out and upload the required information from the "Leave of Absence Request Form" through MyWaseda.

If all of the above steps 1 through 4 are completed and there are no deficiencies, the application for a leave of absence will be reviewed 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 Leave of Absence Approval" will be mailed to the guardian, so be sure to check for any changes to the address and mailing address in step 2 above. "Notification

of Leave of Absence Approval" will be sent within two months of the application (or up to three months if the application is made in July).

3. Leave of Absence related schedule

Please carefully check the following dates related to leaves of absence, including application deadlines, depending on the applicable semester.

Target Semester	Application deadline (*1)	Period of absence from school (*2)	Date of return to school
Spring semester	May 31	April 1 - September 20	September 21
Fall semester	November 30	September 21 - March 31 of the following year	April 1 of the following year

The deadline for applying for a leave of absence is shown in the table above, but the **amount of tuition and fees during a leave of absence varies depending on the date of submission stated in the section 6 "Tuition and fees during Leave of Absence"**.

*2 Even if student applies for a leave of absence after the leave period has started, it will be retroactively approved as a leave of absence for the above period as long as the application is submitted within the application deadline.

4. Application procedures

Please follow the steps below to apply for a leave of absence.

(1) Confirmation of application details in advance

Check the "Procedures for Leave of Absence" (this paper) and the "Leave of Absence 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).

Leave of Absence: <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 a supervisor and ask him/her to submit the "Report of Registration

Status Change" form.

- * If the reason for the leave of absence 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. If the reason is military service, the interview can be exempted by submitting a certificate which affirms the period of duty. In the case of study abroad, in addition to the interview, the applicant must submit documents proving acceptance. Please refer to the section 5 "Required Documents".
- * 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 "Leave of Absence Request Form"(MyWaseda).

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

- * For the reason for the leave of absence, 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.

5. Required documents

The documents required for application are as follows.

Document	Submitted by	Filled or created by	Upload via MyWaseda form (○: required Blank: not required)
Application for Leave of Absence *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 to have an interview), or under military service	Interviewed faculty member	
Medical report *3,4	Those who is injury or illness, and who have unavoidable difficulty in having an interview.	Medical doctor	○
Documents proving the start date of military service *4	Those who will be doing a military service.	Government or other public institutions	○
Acceptance Letter *4	Those who is to study abroad.	Hosting institution	○

- *1 "Application for Leave of Absence" must be hand-signed by both the applicant and the guardian (limited to those registered with the university and appeared on MyWaseda).
- *2 The details entered by the interviewer on the university system are also shared with the applicant (student) and our office 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 Medical report should show that the student needs to have rest and recuperate during the period of the leave.
- *4 If it is difficult to issue medical report, documents proving the period of military service, and documents proving acceptance in Japanese or English, please prepare translations and upload them as well. The translation can be in any format and self-translated.

6. Tuition and fees during Leave of Absence

The table below shows the tuition and fees during a leave of absence. Please note that depending on the

submission date of the application, applicant may be temporarily charged the prescribed amount of tuition (the full amount before the leave of absence is reflected) due to the account transfer processing schedule. If the leave of absence is officially approved and there is a difference between the amount to be collected and the actual amount to be debited, the difference will be refunded at a later date, but it usually takes about one month to process.

【Spring semester】**【Fall semester】**

Date of application	Tuition and Fees	Date of application	Tuition and Fees
Until April 30 (*)	Enrollment fee during leave of absence: 50,000 yen	Until October 31 (*)	Enrollment fee during leave of absence: 50,000 yen
	Student Health Promotion Mutual Aid Association Fee: 1,500 yen		Student Health Promotion Mutual Aid Association Fee: 1,500 yen
	Basic education enhancement expenses: 50,000 yen * Only applicable for the second year students who entered before 2013 applies a spring semester break		
From May 1 Until May 31	Full amount for the relevant semester's tuition and fees	From November 1 Until November 30	Full amount for the relevant semester's tuition and fees

- * The Alumni Association Membership fee of 40,000 yen is required only when student takes a leave of absence in the final semester of the fourth year of undergraduate study or second year of master's study. However, this does not apply to master's students who graduated undergraduate courses at Waseda University.
- * If the student takes a leave of absence during the semester in which his/her is enrolled, the amounts in the above table do not apply (the full amount for the relevant semester will be charged), and there will be no refund of the tuition and fees that has already been paid.

7. Returning to school or continuing Leave of Absence

Students must return to school at the beginning of the semester (April 1 or September 21). The documents for return-to-school will be sent about one month prior to the date of return. If it is difficult for students to return to school and choose to continue the leave of absence, the above-mentioned procedures must be followed again.

8. Treatment of courses and grades due to Leave of Absence

Treatment of courses and grades due to leave of absence is as follows.

	Leave of absence only for Spring Semester within the academic year	Leave of absence only for Fall Semester within the academic year	Leave of absence for both Spring and Fall Semesters within the academic year ※Requires separate application for each semester
Full-year courses	All canceled *1, 2		
Spring Semester Courses (Including Spring/Summer Quarter courses)	All canceled *1	Not canceled (Spring semester courses remain valid, including grades)	All canceled *1
Fall Semester Courses (Including Fall/Winter Quarter courses)	Not canceled (Additional registration possible during fall semester registration period)	All canceled *1	All canceled *1

- *1 "All Cancelled": All registered courses are cancelled, and grades become invalid (will not appear on transcripts).
- *2 For taking full-year courses before or after leave of absence, also check point 2 in "Taking Courses After Returning to School" below.

Regarding course registration after returning to school from leave of absence, options 1 through 3 below may be available. Please consult with the class academic advisor, supervisor, or instructor for the course before taking leave of absence, such as during the interview for taking leave of absence. Additionally, when returning to school from leave of absence, please reconfirm with the relevant advisor, supervisor, or instructor and proceed with the necessary procedures to ensure completion within the deadline.

1. The year to which a student returns after a leave of absence is determined by "academic year of study" (subtracting the number of years of the leave of absence from the number of years elapsed since enrollment). Students are generally required to register for and take courses designated for this "academic year of study". However, only when specifically permitted by the class academic advisor or supervisor, the student may take courses in the higher grade levels.

Example: if a student takes a leave of absence in the fall semester of his/her second year and returns to school in the spring semester of following year, he/she will be considered a second-year student because he/she has been in school for 1.5 years and on leave for 0.5 years. Therefore, generally, the student may only take courses designated for the second year or lower. However, they may take courses designated for the third year only with the approval of the class academic advisor or supervisor.

1 st year		2 nd year		3 rd year	
Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
Attendance	Attendance	Attendance	Leave of Absence	Return to school	

In this case, please enter the upper-level courses you wish to take into the Excel form and ask the class academic advisor or supervisor to submit it via email attachment.

Excel Form: <https://waseda.box.com/s/gimf7yf96x1ypdworwndy7ps0lb1319>

Submit to: Academic & Student Affairs Section (kamoku17@list.waseda.jp)

Deadline: The day before the second course registration start date in the returning semester

2. As mentioned above, taking a leave of absence will result in the cancellation of all full-year courses, and you will not be able to register for full-year courses yourself in the fall semester. However, based on your course enrollment status prior to the leave of absence and considering the intention to resume coursework in the fall, if approved by the instructor, your academic performance may be evaluated and you may potentially earn credits by combining the coursework from the 0.5 years before the leave (spring semester) and the 0.5 years after returning (fall semester).

Example: If you take a leave of absence during the fall semester of the current academic year and the spring semester of the following academic year, full-year courses enrolled in during the spring semester of the current academic year (the Attendance period A) will be canceled. Furthermore, you will not be able to

register for full-year courses yourself upon returning for the fall semester of the following academic year. However, if approved by the course instructor, your academic performance may be evaluated and you may potentially earn credits by combining your coursework from both Attendance period A and B.

Current academic year		Following academic year	
Spring Semester	Fall Semester	Spring Semester	Fall Semester
Attendance period A	Leave of Absence	Leave of Absence	Attendance period B

In this case, after obtaining permission from the course instructor upon returning to school, please ask the class academic advisor or supervisor to complete the following procedure.

Procedure: Send an e-mail stating that the class academic advisor or supervisor allows students to resume full year courses in the fall semester with Student ID number, Student name, the course name, its timetable. Email to: Academic & Student Affairs Section (kamoku17@list.waseda.jp)

Deadline: The day before the second course registration start date in the returning semester

*For courses with multiple classes, students should generally consult the instructor of the class they were enrolled in before taking a leave of absence. However, if the instructor for that class has changed before or after the leave of absence, students may consult the instructor of another class, obtain permission, and then register for that class.

3. Regarding the graduation thesis, even if you take a 0.5-year leave of absence as in the example below, you may be able to begin work on it in the spring semester of your fourth year if you meet the conditions. However, the conditions for beginning the thesis vary by department, so please inquire with your department for details. Undergraduate students must complete four years of attendance. Therefore, in the example below, the earliest possible graduation would be at the end of the spring semester of the fifth year. Additionally, if thesis-related courses are assigned to upper-level years, you cannot register for them yourself. Please follow the procedures outlined in 1. Above.

1 st year		2 nd year		3 rd year		4 th year		5 th year
Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester
Attendance	Attendance	Leave of Absence	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance

Commencing
thesis work

Graduation

9. Notes for students taking a leave of absence with overseas travel

For those who are taking a leave of absence that involves overseas travel, please be aware of the following points;

1. For those who are taking a leave of absence with the reason "Study Abroad", please purchase the overseas travel insurance specified by the university. Application forms are available at the counter of the Academic & Student Affairs Section, Center for Science and Engineering, Building No.51, 1st Floor.
2. According to the "Regulations Concerning the Treatment of Students Studying Abroad during the enroll period at the University", the total period during which a student may study abroad while enrolled at the same curriculum in Waseda University (including leave of absence) is up to one year in principle.

3. While you are a student of Waseda University, you have to concentrate on earning the degree at Waseda University. Therefore, if you would like to study abroad as a degree seeking student at an overseas university, even if the program is for one year or less, there must be a reason to give priority to earn a degree at the overseas university before the acquisition the degree at Waseda University , and we will consider carefully whether the reason would be acceptable or not.

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

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

Contact:

Academic & Student Affairs Section, Center for Science and Engineering, Waseda University

1F, Building No.51, Nishi-Waseda Campus, 3-4-1, Okubo, Shinjuku-ku, Tokyo 169-8555, Japan

TEL: 03-5286-3002 E-mail: fse-students@list.waseda.jp