

Leave of Absence Instructions

《Please read following information carefully before applying.》

Leave of Absence System

Tuition Fee

Tuition fee is not charged during the leave of absence IF ONLY applied by the deadline below and for the whole semester. In other cases you might owe the tuition fee, so please consult the Student Support Section in advance. **Keep in mind that the tuition fee will not be refunded under any circumstances once paid.**

Start Date of Leave ··· As a general rule, April 1 or October 1

Period of Leave ··· Leaves are generally granted for half a year or 1 year only.
Another application is required for extension of the leave.

The maximum leave of absence period you can take equals to the standard term of study for the program you are enrolled in. ※No further extension of leave of absence is allowed.

- Undergraduate Program = 4 Years (Transfer students = 2 Years)
- Master's Program = 2 Years
- Doctoral Program = 3 Years

How to apply: Submit the application for leave of absence by the 10th of the month two months prior to the start of the leave of absence. However, if the 10th falls on a university holiday, the deadline for submission is a weekday before the 10th.

※For example, if you wish to take a leave of absence from April, the application must be submitted by February 10; if you wish to take a leave of absence from October, the application must be submitted by August 10.

Leave of Absence Request Form

“Reasons” field ··· Leaves for retaking any university's exams will not be granted.

※Leave of absence is to assist students who intend to continue their studies at their Schools/Graduate Schools but unable to go on due to economic, medical or other reasons. ※If applying for a leave of absence is due to medical reasons, you must include a doctor's note.

Leave Period ··· Leaves are generally granted for half a year or 1 year only.

If you wish to take a leave of absence for more than one year, you must apply for a leave of absence for one year first and submit an application for extension of the leave of absence on the 10th day of the month before then leave of absence expires.

※In general, leave of absence is applied for in units of first and second semesters, but in case of illness, injury, or other unavoidable circumstances, please consult the Student Support Section of the Student Affairs Division.

Guarantor's (parents') signature and seal: Please consult with your guarantor (parents, etc.) and have them sign and seal the form. Students with the residence status “留学 Student” do not need to have their guarantor's (parents', etc.) signature and seal affixed.

“Official Seals” field: Contact (Consult) all person(s)/section(s) below and obtain their seals.

- Your academic advisor/ A teacher responsible for your grade
- Officer of the Incoming Payment Section, Funding Control Section, located on the second floor of the Integrated Research Bldg. for Humanities and Social Sciences.
e.g.) If you wish to start the leave of absence from April: Tuition for the second semester of the current academic year must have been paid for the leave of absence being received.
- Head of the Department *Contact your department/division office .

Scholarship Availability: Most scholarships are not available during the leave of absence. A separate procedure for suspending scholarships during the leave of absence must be followed. Scholarship recipients must consult us about scholarship suspension procedures and submit an application for scholarship transfer (suspension) at the time of submitting the leave of absence notification.

Nagoya University Reserve Funds for Study Abroad

If you are enrolled in the academic year 2015 or after and joined the 'Nagoya University Reserve Funds for Study Abroad', you must choose whether to continue or to stop reserving funds when taking a leave of absence. If you wish to continue the program, you must apply to the Student Exchange Division.

NOTES FOR LEAVE OF ABSENCE

○Reinstatement

Expiration of leave of absence does not automatically mean reinstatement. Students must apply for reinstatement using the designated form.

○Please be sure to complete the reinstatement procedure by the 10th of two months prior to the expiration of the leave of absence by submitting a reinstatement request form.

Your reinstatement is not officially admitted without submitting the designated form, and you are unable to do course registration.

*If you have taken a leave of absence due to illness or injury, you are required to submit a doctor's certificate upon your return to school.

○Student status during Leave of Absence period

During a Leave of Absence, student status at Nagoya University will still be held, therefore, your student ID is valid and certificates such as academic transcripts, enrollment certificates can be issued.

※However, as a general rule, during a leave of absence you will not be able to have a Certificate of Expected Graduation issued. Therefore, those who are preparing for job hunting, applying for graduate school, etc., need to consider the consequences carefully before applying for a leave of absence.

○Certificates that can be obtained during a leave of absence

	Student Discount Certificate	Certificate of Enrollment	Certificate of expected graduation/completion	*Health Certificate	Transcript of Academic Record
Undergraduate	○	×	×	○	○
Graduate student	○	×	×	○	○

*Only those who have undergone a medical examination at the beginning of the school year or immediately after enrollment are eligible to apply.

○Application for Graduate School Entrance Examinations during a Leave of Absence

Application eligibility issues may arise; be sure to consult with the Admissions Office before submitting a leave of absence application.

○Course registration and credit approval are not available during the period of leave of absence.

"Graduation Research" credits will also not be granted. Before applying for a leave of absence, students have to carefully check the requirements for advancement and graduation.

*If you have not earned credits of "Graduation Research A or B", you must be enrolled for at least one semester.

*Even if you have fulfilled the graduation requirements, you will not be able to graduate if you are on the leave of absence during the graduation decision period.

*If you take a leave of absence and repeats a year, you may lose eligibility to apply for tuition waiver. So you need to pay attention to your credits acquisition status if you wish to apply for the tuition fee exemption.

NOTES ON LEAVE OF ABSENCE FOR INTERNATIONAL STUDENT

While on a leave of absence, your "留学 Student" status of residence will in principal no longer apply, and you will be unable to remain in Japan. Therefore, please return to your home country temporarily.

○Apartment move-out procedures

- Notify the manager of your move-out date one to two months in

advance and complete the move-out procedures.

- Contact the respective office to pay gas, electricity, and water bills.
- Clean the apartment well and dispose of bulky trash systematically several months in advance.
- If Nagoya University provides a joint guarantee for your apartment, please submit necessary documents to the Student Exchange Division.

○Procedures at the ward office

Go to the ward office with your residence card, National Health Insurance card, pension notebook, and notification of your "My Number" to submit a notification of moving out, and cancel of National Health Insurance and National Pension Plan.

○Student Visa

Since it takes about one month and a half months to apply for a Certificate of Eligibility and obtain a college student visa, please contact the International Student Section (kou-ryu@adm.nagoya-u.ac.jp) at least three months prior to your return to school.

○Application for Tuition Fee Exemption after Reinstatement to the University

In principle, students who have exceeded the standard years of study are disqualified from applying for tuition fee exemption.

Inquiries about Leave of Absence: Student Support Section, Academic Affairs Division, School of Engineering and Graduate School of Engineering mail to : kou-shien3@adm.nagoya-u.ac.jp

About Withdrawal 《Be sure to check the contents before applying》

Withdrawal System

Tuition fee • • • If a student withdraws in the first semester, the tuition fee for the first semester must have been paid. In case of the withdrawal in the second of a semester, it is necessary to pay the tuition for first and second semester.

※Full payment of tuition is required even if you withdraw in the middle of a term.

Also, tuition payments will not be refunded regardless of the reason for withdrawal.

(Please consult with us regarding the withdrawal during the leave of absence.)

Withdrawal date: In principle, the last day of the month in which you wish to withdraw.

Application deadline: The application for withdrawal must be submitted by the 10th of the previous month in which you wish to withdraw from the university.

(e.g.) For withdrawal at the end of March, the application must be submitted by February 10; for withdrawal at the end of September, the application must be submitted by August 10.

Application for Withdrawal from the University

Signature and seal of guarantor (parents, etc.): Please consult with your guarantor (parents, etc.) and have them sign and seal the form.

*International students with the residence status " 留学 Student" do not need to have their guarantor's (parents', etc.) signature and seal.

Seal field • • • Contact (Consulate) the person(s) in charge of the respective sections and obtain their approval and seals.

-Contact (Consulate) the department/faculty office staff

-Contact (Consulate) the academic advisor/teacher responsible for your grade

-Contact the Incoming Payment Section, Funding Control Section located on the second floor of the Integrated Research Bldg. for Humanities and Social Science, and have them confirm your tuition fees have been paid.

Scholarship: Scholarship recipients are required to complete a separate procedure to withdraw from the scholarship upon withdrawal from the university. Complete the scholarship withdrawal procedures and submit the Application for Scholarship Transfer (Withdrawal).

Others

-After withdrawing from the university, you will lose your status as a Nagoya University student.

Therefore, if you wish to reapply for admission, you will need to take the entrance examination again.

-Student ID card will expire on the day of withdrawal. Please return your student ID card to the Student Affairs Section or send it by post.

**Nagoya University Reserve Funds for Study Abroad
(only for students enrolled in academic year 2015 or after)**

You will need to withdraw from the system when you withdraw from the university.

Please contact the Student Exchange Division

【Contact Information】

Furo-cho, Chikusa-ku, Nagoya 464-8601, Japan

Student Support Section, Student Affairs Division, School of Engineering,/Graduate School of Engineering, Nagoya University

Email: kou-shien3@adm.nagoya-u.ac.jp

Please make sure to write "Withdrawal from the University" in the subje