"Study Abroad" as defined in Article 153 of the Undergraduate Rules and Regulations and Article 124 of the Graduate Rules and Regulations

1. Application Procedures

Follow the procedures in the order shown below.

*The necessary procedures vary between your affiliation, so please confirm with the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

- 1) Fill out all the required items on the Application for Study Abroad, affix any necessary seals, and attach all the relevant documents to the application. Have the Academic Affairs Group in the Office of Student Services (or the section in charge of academic affairs on your campus) check the application and give you a seal of reception.
- 2) Submit the application to your academic counselor or academic advisor for a seal of approval.
- 3) Upon the completion of the procedures above, submit the application to the Academic Affairs Group in the Office of Student Services (or the section in charge of academic affairs on your campus).

2. Acceptance to Study Abroad

After deliberations by the Faculty Board (Graduate School Committee), a notification will be sent directly to your guarantor.

3. Period of Study Abroad

The study abroad period is limited to a maximum of one year per application. If you plan on extending your period of study abroad, you must submit the Application for Study Abroad (Extension) following the procedures in 1 above, and receive approval. The extension of study abroad is approved only once (twice for graduate students).

4. Tuition Reduction

If undergraduate students go on privately funded study abroad programs after enrolling at Keio University for more than one year, or if graduate students go on a privately funded study abroad, they will receive reductions in tuition, facility and equipment fees, and experiment and practical training fees by the semester. A notification regarding procedures for reduction will be sent to the student's guarantor after the Application for Study Abroad is approved by the Faculty Board (Graduate School Committee). For details, please consult the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

5. Procedures upon Completion of Study Abroad

Please submit a Notification of Returning to Study.

Those who wish to transfer credits for courses taken at their host university should consult the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus. Depending on your undergraduate faculty or graduate school, credit transfer may be mandatory, so please confirm with the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

Undergraduate Rules and Regulations (excerpt)

Article 153 1) The University may permit a student to study abroad at another university without taking a leave of absence if this is deemed to be in the educational interests of the student.

- 2) The period of any study abroad up to one year maximum shall be included in calculating the number of years of enrollment at the University.
- 3) Up to 30 credits earned while studying abroad may be counted toward the number of credits required to graduate from the University. However, in the Faculty of Economics, Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care, up to 60 credits earned at another university or equivalent institute of research and learning may be counted toward the number of credits required to graduate from the University.
- 4) Apart from the study abroad in Clause 1) of this Article, the University may permit a student to register for subjects offered at overseas partner universities while remaining enrolled at the University, in the case of study abroad as part of a degree program provided in collaboration with an overseas university, such as but not limited to a double degree program.
- 5) Detailed regulations concerning study abroad shall be stipulated separately.

Graduate Rules and Regulations (excerpt)

- Article 124 1) A student may be permitted to study abroad at a graduate school of an overseas university without taking a leave of absence if this is deemed to be in the educational interests of the student by his/her graduate school committee.
 - 2) The period of any study abroad up to a maximum of one year shall be included in calculating the number of years of enrollment at the University. However, up to 2 years maximum may be counted in the case of doctoral programs in the Graduate School of Medicine.
 - 3) Up to 10 credits for subjects earned while studying abroad may be counted toward the number of credits required to satisfy the degree requirements.
 - 4) Detailed regulations concerning study abroad shall be provided for separately.

^{*}Regulations for Keio Law School differ, so please contact the section responsible for the Law School for more information.

国外留学申請書(新規・延長)※

Application for Study Abroad (New / Extension)*

	总大学長殿 dent of Keio University				年 Yea	月 r Month	日(提出) Day(Submitted)		
本 人 Student Information	学 部 学科 Faculty Department 研究科 修士・博士 専門職学位 課程 Graduate Master's/Doctoral/Professional Degree School Program	専攻 Major	年 Year 専攻 Major	組 Class 年 Year	学籍番号 Student II				
	フリガナ	現住所 Current Address E-mail	<u>T</u>		TEL	()		
保 証 人 Guarantor Information	フリガナ	現住所 Current Address	Ŧ		TEL	()		
留学の目的 Purpose of Study Abroad									
留学する大学 Host University	大学名 所在国·都市 une of University Location (City/Country)								
留学期間 Period of Study Abroad	今回の申請期間(1年を限度とします) Application period (one year maximum) 留学予定(延長を含む)の全期間 Total planned period of study abroad (including any extensions)		年	Month Day 月 日	\sim	年 月 Year Mon 年 月 Year Mon	B		
留学先での身分※ Status at the Host University*	1 学部特別学生 Non-degree Undergraduate Student 2 学部正規学生 Full-time Undergraduate Student 3 大学院特別学生 Non-degree Graduate Student 4 大学院正規学生 Full-time Graduate Student 5 その他 Other (詳細に記入してください Write in detail:)								
留学する大学で履 修する予定科目名 および単位数	科 目 名 Course Name	単位数 Credits	科		目 rse Name	名	単位数 Credits		
Course Names and Credits to be taken at the Host University									
留学の種類※ Type of Study Abroad*	1 交換留学(義塾と外国の大学との間に結ばれた交換協定に基づき, 義塾が派遣する留学) Student Exchange Program (Study abroad program based on agreements signed between Keio and universities abroad) 2 私費留学(「交換留学」以外の留学) Privately Funded Study Abroad (Any study abroad other than the Student Exchange Programs)								
奨 学 金※ Scholarships*	1 受けている Currently receiving 2 受けていない Not receiving any scholarships 3 留学中に受給予定 Planning to receive scholarship(s) while abro 奨学金・経済支援制度を受けている者は,この届を提出する前 Those currently receiving scholarship(s) or financial aid must before submitting this application.	oad (名 前に必ず奨学	称 Name of 金担当窓口		: てください。)) eir campus		

- 1 「交換留学」の場合は、下記の②③を添付してください。
 - If you are going to study abroad on one of the Student Exchange Programs, please attach items ② and ③ listed below.
- 「私費留学」の場合は、下記の①②③を添付してください。ただし、延長の場合③④を添付してください。
 - If you are going on a privately funded study abroad, please attach items ①, ②, and ③ listed below. However, if you are applying to extend your study abroad, please attach 3 and 4.

①入学願書(写) Application for Admission (copy) ②入学許可書(写)

Acceptance Letter (copy)

③講義内容 Course Descriptions ④留学先大学の在学証明書 Certificate of Enrollment at the Host University

- *添付書類には、それぞれ右上に上記書類の番号(①~④)を記入してください。
- *Please indicate which item is which by writing ① ④ on the top right corner of each document.

【記入上の注意 Instructions on Filling Out This Form】

- 1 太線の枠内のみ消えないペンで記入してください。 Fill out the part inside the bold lines using an indelible pen.
- 2 本人、保証人それぞれ自署、押印してください。 Both student and guarantor must stamp their seal or sign their signature.
- 3 ※印欄は、該当事項を○で囲んでください。 For items with an asterisk (*), please circle the applicable option. 4 留学は1か年を限度に許可します。今回の申請期間、留学予定の全期間いずれも記入してください。留学が延長となる場合は、再度 「国外留学申請書」を提出してください。

Study abroad is limited to a period of up to one year maximum for each application. Make sure to fill out the study abroad period for this application as well as the total planned period of study abroad. If you wish to extend your period of study abroad, you will have to submit another Application for Study Abroad.

学事担当 受付印	学習指導·専攻担任 確 認 欄	教 授 会 研究科委員会	減 免 学 期	学 事	担当
		許可 · 否	年度 春・ 秋	予定データ入力	年 月 日 📵
	年 月 日	年 月 日	年度 春・秋	入力データ作成	年 月 日 📵