

Application Checklist for Temporary Leave of Absence

Be sure to check before your application

- Have you checked the maximum length of leave of absence due to the amendment of Article 125 of the Graduate School Regulations from AY2024?

【Leave of absence limit】

From AY2024, Article 125 of the Graduate School Rules and Regulations has been amended as follows.

- (1) For Master's Program, the period of leave of absence may not exceed a total of 4 years.
- (2) For Doctoral Program, the period of leave of absence may not exceed a total of 6 years.
- (3) For students who enrolled in AY2023 or earlier, the period of leave of absence will be included in the total period of leave of absence from April 1, 2024 onward.
- (4) If the leave of absence is due to military service in the student's home country, the period of the leave of absence will not be included in the total period of leave of absence.
- (5) If the total period of leave of absence reaches the maximum limit, no further leave of absence will be permitted except for compulsory military duty in your home country.

- (For paper submission) Have both you and your guarantor signed the Application Form?
- (For applications submitted through K-Support) Do you have the consent of the guarantor(s)? * Even in the event that the guarantor indicates after the send of the approval letter that the guarantor did not agree to this application, we cannot take any action other than to explain that we have confirmed your consent in this form
- (Are the current address and phone number of you and your guarantor the same as those registered to Keio University?
For confirmation and changing your address and phone number, after logging in to K-Support, select "Applications" > "Various Applications" > "Confirmation/Change Address (Student/Guarantor)"/"Change of Guarantor".
- Is the period of leave of absence in the Application Form correct?
(Spring: April 1 – September 21, Fall: September 22 – March 31)
Even if you plan to take a leave of absence for more than one semester, you must apply every semester.
- Do you have all the necessary documents? (It depends on the reason)
- (for Personal Reasons) Do you have the seal or signature of your Main Research Advisor or the Academic Advisor who interviewed you on both the Application Form and the Statement of Reason?
* This is not required, if you had interview online. Instead, please write "I have already interviewed with [Faculty's Name] online." in the margin of the Statement of Reason.
*If you had interview online, your advisor needs to contact the Academic Affairs Office after the interview.
- (in case that your Status of Residence is "Student") You will not be able to remain in Japan with the Status of Residence of "Student" during your leave of absence. Are you planning to leave Japan or have you changed your Status of Residence as appropriate without delay?
* You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan during your leave of absence.
* If you continue to stay in Japan during your leave of absence, consult with the Immigration Bureau directly for more details on changing your status of Residence.
- (for Doctoral Program) Have you checked the following?
·You may not apply temporary leave of absence during Extension of Enrollment Period.
·The following cannot be conducted during temporary leave of absence.
Teaching Experience / Graduate School Seminar / Establish the Academic Degree Evaluation Committee / Final Examination / Final Evaluation

Please check Keio University Student Website for more information on the Temporary Leave of Absence.
<https://www.students.keio.ac.jp/en/sfc/gsmg/procedure/status/apply.html>

All of the above items have been confirmed.

Name _____

(If submitting on paper, please sign your own signature)