

<Cautions When Filling Out>

Circle "新規" (new)

Please submit two months prior to the start of your study abroad. If you cannot get the documents ready by then, please consult with the Academic Affairs Office.

国外留学申請書(新規・延長)*
Application for Study Abroad (New / Extension)*

慶應義塾大学長殿
To the President of Keio University

年 月 日 (提出)
Year Month Day

本人 Student Information	学部 Faculty	学科 Department	専攻 Major	年 Year	組 Class	学籍番号 Student ID Number
	研究科 Graduate School	修士・博士 専門職学位 課程 Master's/Doctoral/Professional Degree Program	専攻 Major	年 Year	年 Year	
保証人 Guarantor Information	フリガナ氏名 Name	〒 Seal	現住所 Current Address	TEL ()		
	フリガナ氏名 Name	〒 Seal	〒 Seal	TEL ()		
留学の目的 Purpose of Study Abroad						

Please provide detailed reasons for your application such as what you intend to learn when studying abroad.

Normally, study abroad exchanges should be "3 大学院特別学生", but otherwise, please consult with the Office.

Please enter the name and number of credits of the courses you plan to register at this time, and attach the syllabi of the courses with documents showing the number of credits of each. A Japanese translation should be attached if the original is in a language other than English.

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Circle the numbers that apply.

For student exchange programs, a copy of the Approval Letter and syllabi are required. For privately financed study abroad, copies of the Application for Admission and Acceptance Letter and syllabi are required. A Japanese translation should be attached if the original is other than English.

Both applicant and guarantor must write their names in the respective fields.

The address and telephone number should be those registered with the University.

The mail address should be CNS account mail address.

The signatures or seals of the applicant and guarantor must be different.

For the study abroad period, please enter the enrollment period on your Acceptance Letter. If there is no enrollment period on your Acceptance Letter, please attach documents such as academic schedules that clearly indicate the enrollment period. A Japanese translation should be attached if the original is in a language other than English. Internship or language training courses may not be included in the study abroad period.

Please enter the name and number of credits of the courses you plan to register at this time, and attach the syllabi of the courses with documents showing the number of credits of each. A Japanese translation should be attached if the original is in a language other than English.

For student exchange programs, a copy of the Approval Letter and syllabi are required. For privately financed study abroad, copies of the Application for Admission and Acceptance Letter and syllabi are required. A Japanese translation should be attached if the original is other than English.

【添付書類 Documents to Attach】

- 「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④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 for an extension, please attach ④ as well.
- 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】

- 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.
- 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.
- ※印欄は、該当事項を○で囲ってください。 For items with an asterisk (*), please circle the applicable option.
- 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 承認印	教授会 研究科委員会 許可・否	減免学期 年度 春・秋 年度 春・秋	学事担当 予定データ入力 年 月 日 印 入力データ作成 年 月 日 印
	年 月 日	年 月 日		