Points to keep in mind when filling out the Application for Temporary Leave of Absence

*If the reason for applying for Temporary Leave of Absence is due to personal reasons, after submittal, the guarantor will be contacted by telephone to confirm guarantor’s intent.
If submitted by the guarantor, the applicant will be contacted by telephone to confirm his/her intent. A telephone number that is easily accessible during the daytime on weekdays may be requested.

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

Address and telephone number should be those registered with the University.

If the applicant is firmly decided on taking a Temporary Leave of Absence and has all the documents ready on hand, the documents must be submitted by one day prior to the beginning of the course registration period.

The applicant and guarantor seals must be different. Affix the seal.

The mail address should be CNS account mail address.

Fill out the period indicated on the Certificate of Acceptance. If there is no period on the Certificate of Acceptance, include an academic schedule on which the course period is stated.

A separate application is required each semester. Spring Semester: 4/1–9/21, Fall Semester: 9/22–3/31

If you are receiving a scholarship or student loan, make sure to take the necessary procedures at the Student Life Section before submitting this form.

If the reason for the leave is due to personal reasons, request an interview with a faculty member in charge, and obtain his or her signature or seal and date here.

If you are receiving a scholarship or student loan, make sure to take the necessary procedures at the Student Life Section before submitting this form.