Submittal of Notification of Returning to Study

Submittal of Notification of Returning to Study is required by one day prior to the beginning of the semester you plan to return to the University. Please bring your Student ID Card with your documents to the Academic Affairs Office. The notification forms are accepted from August for the Spring semester, and from February for the Fall semester.

The Notification of Returning to Study is sent to the guarantor together with Acceptance of Temporary Leave of Absence (Issued after approval at the Faculty Board).

Points to keep in mind when filling out the Notification of Returning to Study

- The applicant and guarantor must sign the applicant name and guarantor name fields, respectively.
- Address and telephone number should be those registered with the University.
- Please submit by one day prior to the beginning of the semester.
- The applicant and guarantor seals must be different.
- If you have been absent due to illness or injury, please attach a medical certificate along with the notification.
- Either 4/1 for the Spring Semester or 9/22 for the Fall Semester.