

<Submittal Deadline of Application for Study Abroad>

Please bring documents and attachments to the Academic Affairs Office by 2 months prior to the start of your study abroad.

Please submit by 2 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.

<Tips for Filling Out the Application Form for Study Abroad>

The applicant and guarantor, respectively, should sign their names here.

Circle “新規” (new) for first time application.

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

The applicant and guarantor seals must belong to different individuals. Affix the seal.

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

For the study abroad period, please enter the enrollment period on your Certificate of Entrance. If there is no enrollment period on your Certificate of Acceptance, please attach documents such as academic schedules that clearly indicate the enrollment period. A Japanese translation should be attached if the original is other than English.

Normally, study abroad exchanges should be “1学部特別学生”, but otherwise, please consult with the Office.

Please write the name and number of credits of courses you plan to register at this time, and attach a syllabus of that course. A Japanese translation should be attached if the original is other than English.

Circle one

Circle one

For study abroad exchanges, a copy of Certificate for Entrance and syllabus are required. For privately financed study abroad, copies of Application for Admission and Certificate of Entrance, and syllabus are required. A Japanese translation should be attached if the original is other than English.

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

慶応義塾大学長殿
To the President of Keio University

年 月 日 (提出)
Year Month Day (Submit)

学部 Faculty	学科 Department	専攻 Major	年 組 Year 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 組 Year Class	

〒 現在所 〒
Current TEL ()

フリガナ
氏名
Name

大学名
Name of University

今回の申請期間(1年を限度とします)
Application period (one year maximum)
年 月 日 ~ 年 月 日
Year Month Day ~ Year Month Day

留学予定(延長を含む)の全期間
Total planned period of study abroad (including any extensions)
年 月 日 ~ 年 月 日
Year Month Day ~ Year Month Day

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 (詳細に記入してください) Write in detail :	

科 目 名	単位数	科 目 名	単位数

Type of Study Abroad*

Scholarships*

【添付書類 Documents to Attach】

- 「交換留学」の場合は、下記の ② ③ 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 ① ② ③ を添付してください。ただし、延長の場合 ③ 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 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) Certificate of Admission (copy)
③ 講義内容 Course Descriptions ④ 留学先大学の在学証明書 Certificate of Enrollment from 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 line with a pen that does not fade.
- 本人、保証人それぞれ自署、押印してください。 Both student and guarantor must sign and stamp.
- ※印欄は、該当事項を○で囲んでください。 For items with an asterisk (*), please circle the corresponding item.
- 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づれも「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 total planned period of study abroad. If you wish to extend your period of study abroad, you must submit the application form.

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
	年 月 日	年 月 日

年度 春 ・ 秋 入力データ作成 年 月 日