

Submittal of Notification of Returning to Study

When you return from study abroad, Submittal of Notification of Returning to Study is required with a minimum of delay. Please bring your Student ID Card with your documents to the Academic Affairs Office. The Notification of Returning to Study is sent to the guarantor together with Acceptance of Study Abroad (Issued after approval at the Faculty Board).

*If Notification of Returning to Study is not submitted after study abroad, students will not be allowed to register courses.

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

就 学 届

Notification of Returning to Study

No. _____

The applicant and guarantor must sign the applicant name and guarantor name fields, respectively.

Please submit the form with a minimum of delay after the end of study abroad period.

The applicant and guarantor seals must be different.

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

Date of Return to Study should be the next day of the end of study abroad period.

Notes: 1. Fill out the part inside the bold lines using an indelible pen.
2. Both student and guarantor must stamp their own seal or sign their signature.

2017.10

慶應義塾大学長殿 To the President of Keio University		年 月 日 (届出) Year Month Day (Submitted)
	学部 Faculty	学科 Department
	研究科 Graduate School	専攻 Major
	修士・博士・専門職学位 Master's / Doctoral / Professional Degree	専攻 Major
	年 Year	組 Class
	年 Year	学籍番号 Student ID Number
フリガナ		
氏 名	Seal	
現住所 Current Address	TEL - -	メールアドレス E-mail address
フリガナ		
氏 名	Seal	
現住所 Current Address	TEL - -	
下記理由のため就学の届出をいたします。 I would like to return to study at Keio for the following reason.		
記		
就学理由 Reason for Returning to Study	チェックボックス(一箇所のみ)に <input checked="" type="checkbox"/> 点を入れ、必要事項を記入してください。 Please check the box which applies to you and provide the required information.	
	<input type="checkbox"/> 留学終了のため Completion of study abroad <input type="checkbox"/> 休学終了のため(留学による休学を含む) Returning after a temporary leave of absence (including that due to study abroad) *病気・けがで休学していた場合は、診断書を添付してください。 *If you have been absent due to illness or injury, please attach a medical certificate along with this notification.	
	<input type="checkbox"/> その他 Other reasons (具体的な理由 Give details :)	
就学期日 Date of Return to Study	年 月 日 Year Month Day	
奨学金 Scholarships	受けている(名称 _____) / 受けていない(_____) / Not receiving *奨学生(休止中を含む)は必ず所属キャンパスの奨学金担当窓口へ申し出てください。 *Scholarship students must contact the staff in charge of scholarships on their campus.	

<事務取り扱い欄 Official Use Only>		
受付印	ADSTデータ登録	年 月 日 印
	各種申請(留学の場合) <input type="checkbox"/> 在学期間算入(有・無) <input type="checkbox"/> 単位認定(有・無) <input type="checkbox"/>	
備 考		