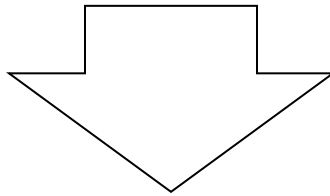


# Application Checklist for Temporary Leave of Absence

Be sure to check before your application.

- Have both you and your guarantor signed the Application Form?  
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- Are the current address and phone number of you and your guarantor the same as those registered in the Gakuji Web System?  
Log in to keio.jp, and go to "Update and Confirm Your Address" on the Gakuji Web System. If your address has changed, you need to register it from Gakuji Web System. For your guarantor's address, please confirm how to change it on Keio University Student Website.  
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- Is the period of leave of absence in the Application Form correct?  
(Spring: April 1 – September 21, Fall: September 22 – March 31)  
Even if you plan to take a leave of absence for more than one semester, you must apply every semester, so please write the period for each semester.  
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- Do you have all the necessary documents? (It depends on the reason.)  
You can check the necessary documents on the website.  
<https://www.students.keio.ac.jp/en/sfc/pmei/procedure/status/apply.html>  
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- (for Personal Reasons)  
Do you have the seal or signature of the faculty member who interviewed you on both the Application Form and the Statement of Reason?  
\* If you did an online interview, please write "I have already interviewed with [Faculty's Name] ." in the margin of the Statement of Reason.  
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Please sign below and submit with other documents after you confirm above.

To the President of Keio University,

I confirmed the Application Form and all other documents correct before applying for temporary leave of absence. I swear that they are correct and there is no false statement.

Name \_\_\_\_\_