

# Application Checklist for Temporary Leave of Absence

Be sure to check before your application.

- Have you checked the maximum length of leave of absence due to the amendment of Article 152 of the Undergraduate Rules and Regulations from AY2023?

## 【Leave of absence limit】

From AY2023, Article 152 of the Undergraduate Rules and Regulations has been amended as follows.

- (1) The period of leave of absence may not exceed a total of 4 years. If a student does not return to study after a period of absence exceeding 4 years, he/she will be withdrawn from university.
- (2) For students who enrolled in AY2022 or earlier, the period of leave of absence will be included in the total period of leave of absence from April 1, 2023 onward.
- (3) If the leave of absence is due to military service in the student's home country, the period of the leave of absence will not be included in the total period of leave of absence.
- (4) The maximum period of leave of absence for students who entered Keio through the transfer examination and for re-entry students is different from the above. For more details, please contact the Academic Affairs Office at SFC.

You can check more details on the student website.

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- 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 to Keio University?

For confirmation and changing your address and phone number, after logging in to keio.jp, select "Various changes" from the top menu (or the top right menu button on a smartphone), and then select "Confirmation/Change of Address". For your guarantor's address, please confirm how to change it on the following website. <<https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>>

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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.

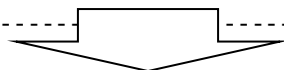
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- Do you have all the necessary documents? (It depends on the reason.)

You can check the necessary documents on the student website.

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- (for Personal Reasons)

Have you taken an interview with a faculty member in charge and received their approval?

\* If you have not made an appointment with the faculty member by "Appointment Form for Interview of Temporary Leave of Absence Due to Personal Reasons", you have to submit "Statement of Reason". Please write "I have already interviewed with [Faculty's Name]." in the margin of the Statement of Reason.



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 \_\_\_\_\_