

# 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 If a student does not return to study after a period of absence exceeding 4 years, he/she will be withdrawn from university.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.

- ☐ (For paper submission) Have both you and your guarantor signed the Application Form?

- ☐ (For applications submitted through K-Support) Do you have the consent of the guarantor(s)?  
\* Even in the event that the guarantor indicates after the send of the approval letter that the guarantor did not agree to this application, we cannot take any action other than to explain that we have confirmed your consent in this form.

- ☐ 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 K-Support, select "Applications">"Various Applications">"Confirmation/Change Address (Student/Guarantor)"/"Change of Guarantor".

- ☐ 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.

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

- ☐ (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.

- ☐ (for Compulsory Military Duty In Your Home Country)  
In principle, only for the above reasons, the application should be made at counter.

- ☐ (in case that your Status of Residence is "Student") You will not be able to remain in Japan with the Status of Residence of "Student" during your leave of absence. Are you planning to leave Japan or have you changed your Status of Residence as appropriate without delay?  
\* You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan during your leave of absence  
\* If you continue to stay in Japan during your leave of absence, consult with the Immigration Bureau directly for more details on changing your status of Residence.

Please check Keio University Student Website for more information on the Temporary Leave of Absence.  
<https://www.students.keio.ac.jp/en/sfc/pmei/procedure/status/apply.html>

All of the above items have been confirmed.

Name

(If submitting on paper, please sign your own signature)

【Contact】 Office of Student Services (Academic Affairs) at Keio University Shonan Fujisawa Campus

Tel: 0466-49-3406 Mail: [sfc-gakuji-gkb@sfc.keio.ac.jp](mailto:sfc-gakuji-gkb@sfc.keio.ac.jp)