

# Points to keep in mind when filling out the Application for Temporary Leave of Absence

- “Application for Temporary Leave of Absence” and “Application Checklist for Temporary Leave of Absence” can be downloaded from the Keio University Student Website. Depending on the reason for temporary leave of absence. You may be required to submit certain documents and If the reason for applying for Temporary Leave of Absence is due to personal reasons take an interview with a faculty member in charge and receive their approval.
- Please confirm the Required Documents and the details on the Keio University Student Website below. (<https://www.students.keio.ac.jp/en/sfc/pmei/procedure/status/apply.html>)

Both applicant and guarantor must sign their names in the respective fields.

Complete the application by the final day of Online Course Registration as possible if applying without registering for courses.

The applicant and guarantor seals must be different. Affix the seal.

The E-mail address should be CNS account mail address.

Address and telephone number should be those registered with the University. \*You can confirm registered address and telephone number by “keio.jp”.

Fill out the period indicated on the Certificate of Acceptance. If there is no period on the Certificate of Acceptance, include an academic schedule on which the course period is stated.

A separate application is required each semester. Spring Semester: 4/1-9/21, Fall Semester: 9/22-3/31

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 in the respective fields.  
3. Submit a Notification of Returning to Study when returning to Keio.

## 休学願

### Application for Temporary Leave of Absence

No. \_\_\_\_\_

塾大学長殿  
President of Keio University

年 月 日 (願出)  
Year Month Day (Submitted)

本人 Student Information	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	<input type="text"/>
人 Person	フリガナ 氏名 Name	Seal			
	現住所 Current Address	TEL	メールアドレス E-mail address		
保 Guarantor	フリガナ 氏名 Name	Seal			
	フリガナ 氏名 Name				

下記理由のため休学したくお願いいたします。  
I would like to apply for a temporary leave of absence for the following reasons.

申請書(一箇所のみ)に  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"/> 語学研修 For language training	*入学許可書の写しを添付してください。 *Please attach a copy of your acceptance.
<input type="checkbox"/> 留学 For study abroad	*Please attach a copy of your acceptance.
大学名・研修先 Name of university/institution:	
所在国・都市 Location (City/Country):	
期間 Period:	年 月 日 ~ 年 月 日 Year Month Day - Year Month Day
単位取得予定 Do you plan to obtain credits?:	あり Yes ・ なし No
<input type="checkbox"/> 正課または課外活動中の事故による傷害のため Due to an injury sustained in an accident during a curricular or extracurricular activity	*医師の診断書を添付してください。 *Please attach a medical certificate filled out by a medical professional.
<input type="checkbox"/> 病気療養のため For medical treatment	
<input type="checkbox"/> 怪我のため Due to an injury	
<input type="checkbox"/> 母国における兵役義務のため Due to military duty in the home country	*兵役義務証明書を添付してください(和訳または英語訳を添付してください) *Please attach a certificate of mandatory military service (Include a Japanese or an English translation.)
<input type="checkbox"/> 一身上の都合のため Due to personal reasons	
具体的な理由 Give details:	

休学期間 Period of Absence	年 Year	月 Month	日 Day	から -	年 Year	月 Month	日 Day	まで Day
*奨学金・奨学融資制度を受けている方は、この届を提出する前に必ず奨学金担当窓口で手続をしてください。 Note: Those currently receiving scholarships must visit the Scholarships and Financial Assistance Group on their campus before submitting this application.								
奨学金 Scholarships	受けている Currently receiving	) ・ 受けていない ) / Not receiving any scholarships						
奨学融資制度 Deferred Loan System	利用している Have used	) ・ 利用した事がない ) / Have never used it						

If the reason for the leave is due to personal reasons, state the details for reasons and request an interview with a faculty member in charge, and obtain his or her approval.

If you are receiving a scholarship or student loan, make sure to take the necessary procedures at the Student Life Section before submitting this form.