

## Points to keep in mind when filling out the Application for Withdrawal from University

- \* Please present your Student ID Card at the time of the submittal.
- \* After the submittal, the guarantor will be contacted by telephone to confirm his or her intent. If the submittal is made by the guarantor, the applicant will be contacted by telephone. A telephone number which is easily accessible during the daytime on weekdays may be requested.

退学届 Notification of Withdrawal		No.
<b>慶應義塾大学長殿</b> To the President of Keio University		年 月 日 (届出) Year Month Day (Submitted)
学部 Faculty 研究科 Graduate School	学科 Department 修士・博士・専門職学位 課程 Master's / Doctoral / Professional Degree Program	専攻 Major 年 組 Year Class 学籍番号 Student ID Num.
フリガナ 氏名 Name	現住所 Current Address TEL: - - メールアドレス E-mail address	
フリガナ 氏名 Name	現住所 Current Address TEL: - -	
下記理由のため退学しますのでお届けいたします。 I hereby withdraw from Keio University for the following reason.		
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. “進路変更のため”に該当するのは、退学後の予定が確定している場合のみとします。未確定の場合は、“一身上の都合のため”に該当します。 *The “due to a change in future plans” categories apply only to those who have fixed plans after their withdrawal. If you have yet to decide, please check “For personal reasons”.		
<input type="checkbox"/> 一身上の都合のため For personal reasons (具体的な理由 Give details : )		
<input type="checkbox"/> 進路変更(他大学進学・2年編入学・飛び級による上級学校進学・大学院進学・その他( ))のため Due to a change in future plans (advancement to a different university/second-year transfer admission/ advancement into a school at a higher level/advancement to graduate school/other [ ] *該当するものに○印を付けるか、記入してください。 *Circle the applicable option or fill out your reasons.		
<input type="checkbox"/> 進路変更(就職・その他( ))のため Due to a change in future plans (Employment/other [ ] *該当するものに○印を付けるか、記入してください。 *Circle the applicable option or fill out your reasons.		
<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"/> 経済的理由のため For financial reasons <input type="checkbox"/> 留学のため For study abroad		
退学希望日 Desired Date of Withdrawal	年 月 日 Year Month Day	
*奨学金・奨学融資制度を受けている者は、この届を提出する前に必ず Note: Those currently receiving scholarships or financial aid must visit the Scholarships and Financial Aid Section before submitting this notification.		
奨学金 Scholarships	受けている(名称) Currently receiving (Name of scholarship(s)):	
奨学融資制度 Deferred loan system	利用したことがある Have used it before	
添付書類 Attachments	有( )・無( )	退学届 (研究科)
授業料 納入済年度	年度 全納・春学期分	備考
取扱年月日	予定データ入力 年 月 日	
	入力データ作成 年 月 日	

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

The applicant and guarantor seals must be different.

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

If the reason for withdrawal is due to personal reasons, describe them in detail.

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.

Under normal circumstances, the date of withdrawal is when registration is completed AND the last day of the semester for which academic fees were paid (9/21 for the Spring Semester and 3/31 for the Fall Semester). Any other dates, please contact us.