

Leave of Absence Request (休学願)

Date _____

To Dean of the Graduate School of Life Sciences,

Personal details (to be filled in by the student)

Admission year and course: _____ Month _____ Year _____ Course _____

Student ID: _____ Name: _____

Address: _____

Tel: _____ Sign _____

Parent / guardian's details (to be filled in by guardian)

Name: _____ Relationship to the student: _____

Current address: _____

Tel: _____ Sign _____

I am requesting the following leave of absence.

1. Period of Leave of Absence: From _____ (date) to _____ (date)

2. Reason for applying to take leave of absence (Circle where applicable and enter the details in the column on the right)

Financial Circumstances	Resit	
Family Circumstances	Studying Abroad	
Illness	Language Study	
Exploring Career Paths	Professional Commitments	
Loss of Motivation to Study	Other	

* In the case of illness or studying abroad/language training, a medical certificate or permit must be attached, respectively.

3. Contact Address while Absent:

Tel: _____ Email: _____

A person in charge fills in the following.

Academic Advisor's Signature	
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授 業 料	⑨	前期分	納入済	月 日	代行・窓口	免除申請中・免除(全額・半額・3分の1)・不許可・猶予中・ 分納(月分まで)・休学による免除(全額・()月分)			
		後期分	納入済	月 日	代行・窓口	免除申請中・免除(全額・半額・3分の1)・不許可・猶予中・ 分納(月分まで)・休学による免除(全額・()月分)			
日本学生支援機構奨学金	⑨	有・無	奨学生番号				異動願(届)	提出済	月 日
支援機構以外の奨学金	⑨	有・無	奨学金名称				異動願(届)	提出済	月 日
休 学 願 受 理 日	⑨	月 日							
学務情報システム	異動情報入力		⑨	入力済	月 日	教授会等承認登録	⑨	登録済	月 日
	入力確認		⑨	確認済	月 日	承認登録確認	⑨	確認済	月 日
前休学期間確認	⑨	～							

Regarding the Request for Leave of Absence

1. An academic leave of absence (hereafter, "LOA") can be taken for a continuous period of three months or more, up to one year. However, in special cases (illness, overseas study, etc.), the LOA can be extended upon application.
2. Your parent's or guardian's countersignature is required on the LOA application.
3. Circle the applicable reason in the Reason column and enter details in the space provided to its right. If the reason is an illness, please provide a doctor's diagnosis (the illness and other details will be kept confidential). If the reason is overseas study, provide a copy of the host institution's letter of acceptance or equivalent document. The reason for the LOA will be kept confidential.
4. The application will be approved if the LOA is deemed to be necessary or unavoidable. The application may be rejected upon screening.
5. Please have the application signed or stamped by your academic advisor, then submit it to the Academic Affairs Section of the Graduate School of Life Sciences. Please give the included "Leave of Absence Application Comments" form to your academic advisor at the interview. A letter of permission for the LOA will be issued once the application is approved by the faculty committee.
6. In light of the course schedule and tuition fees, the length for LOAs will be month-based (defined as the first to the last day of the month). In general, the LOA cannot span multiple academic years. The first day of the LOA cannot predate the application's date of receipt. I.e., if the first day of the LOA is April 1, the application must be received in March. Please inquire with the Academic Affairs Section of the Graduate School of Life Sciences in advance about LOA length.
7. If the reason for the LOA ceases to be applicable during the LOA, you can submit a "Return to Class Request" and return to the university. If you took the LOA due to illness, please submit a doctor's diagnosis indicating your recovery. If you will return to the university upon the end of your LOA, please submit a "Notification of Return to Class" before the end of your LOA.
8. Tuition fees may be waived during the LOA as per the "Regulations on Handling of Tuition Waiver, Deferment, and Monthly Installment Payment of Tohoku University Students." Please inquire with the Academic Affairs Section of the Graduate School of Life Sciences at an early stage if you wish to waive your tuition fees.
9. If the LOA continues for three months or more, that period shall not be included in the term of study. The total length of your LOA(s) must not exceed two years for a two-year Master's course and three years for a three-year Doctoral course.
10. If you are receiving a scholarship, separate procedures may be necessary. Please inquire with the Academic Affairs Section of the Graduate School of Life Sciences before submitting your application.

Academic Affairs Section,
Graduate School of Life Sciences