

Withdrawal Request (退学願)

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 to withdraw from university as follows.

1. Date of Withdrawal: _____

2. Reason for Withdrawal (Circle where applicable and enter the details in the column on the right. You must return your student ID.)

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

3. Contact Address after withdrawal:

Tel: _____ Email: _____

A person in charge fills in the following.

Academic Advisor's Signature	
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授 業 料	㊦	前分期	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)			
		後分期	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	㊦	有・無	奨学生番号				異動順(届)	提出済	月 日
支援機構以外の奨学金	㊦	有・無	奨学金名称				異動順(届)	提出済	月 日
退 学 願 受 理 日	㊦	月 日							
学 務 情 報 シ ス テ ム	異動情報入力	㊦	入力済	月 日	教授会等承認登録	㊦	登録済	月 日	
	入力確認	㊦	確認済	月 日	承認登録確認	㊦	確認済	月 日	
学 生 証	返却確認	㊦	返却済	月 日					
在 留 期 限 確 認	㊦	外国人留学生のみ 在留期限 年 月 日【在留カード番号 】							

About Withdrawal Procedure

1. If you wish to withdraw from the university, please submit a "Withdrawal Request," including your reason for withdrawal, countersigned by a parent/guardian, together with your Student ID Card. Circle the applicable reason in the Reason column and enter details in the space provided to its right.
2. Please have the application signed by your academic advisor, then submit it to the Academic Affairs Section of the Graduate School of Life Sciences. A letter of permission to withdraw will be issued once the application is approved by the faculty committee.
3. You may withdraw on any date, but unless there are special circumstances, we ask that you specify the withdrawal date as the last day of the month. However, the date of your withdrawal cannot predate the withdrawal application's date of receipt. I.e., if the date of withdrawal is March 31, the application must be received by about mid-March.
4. If you have received a tuition deferment or are paying in monthly installments at the time of withdrawal, you may be able to waive your remaining tuition fees, as calculated on a monthly basis from the month after your withdrawal until the end of the final month of the term. Be aware that if you do not complete withdrawal procedures by mid-March (if withdrawing at the end of March), or by mid-September (if withdrawing at the end of September), you will be required to pay tuition fees for the new term. Please inquire with the Academic Affairs Section of Graduate School of Life Sciences in advance.
5. If you are receiving a scholarship, separate procedures may be necessary. Please discuss the details with the Academic Affairs Section of the Graduate School of Life Sciences before submitting your application.
6. If you have belonged to a three-year doctoral curriculum for three years or longer, and have received all the necessary research guidance, you may apply for your degree free of processing fees within one year of withdrawing. If you wish to apply, consult with your academic advisor in advance, and request a "Report of Academic Advising".

International Students:

When submitting your application, you may be asked to present your Residence Card to verify your period of stay.

Academic Affairs Section,
Graduate School of Life Sciences