

Procedures for Leave of Absence and Study Abroad (as of 2015)

Follow the procedure below when requesting to take a leave of absence or to study abroad.

Ask for necessary information and receive a request form at the PEAK/GPEAK Section well in advance.

	Leave of Absence	Study Abroad	Notes
Tuition Fee	May be exempted depending on the leave period. Consult the PEAK/GPEAK Section as early as possible.	Must be paid to the University of Tokyo while studying abroad as usual.	
Procedures	<p>Submit the form of "Request for Leave of Absence" to the PEAK/GPEAK Section upon approval of Program Manager.</p> <p>There should be NO outstanding payment before taking a leave of absence.</p> <p>Attach the document to certify the reason of the leave.</p> <p>【Illness】</p> <ul style="list-style-type: none"> • Medical certificate <p>【Study Abroad】</p> <ul style="list-style-type: none"> • Statement of Reason for Leave of Absence (Use the specified form) • "Certificate of Admission" with the name of the host university and the program duration stated on. (If the certificate of admission is written in any language other than Japanese or English, attach an English translation.) <p>【Financial problems】</p> <ul style="list-style-type: none"> • Write the financial reason in detail on an A4 size sheet. <p>When requesting to resume your course of study after a leave of absence, submit the form of "Request for Resumption of Studies". If the leave was taken due to illness, attach a medical certificate as well.</p>	<p>Submit the form of "Request for Approval to Study Abroad" to the PEAK/GPEAK Section upon approval of Program Manager.</p> <p>Attach the certificate of admission / letter of acceptance with the name of the host university and the program duration stated on. (If the certificate of admission is written in any language other than Japanese or English, attach an English translation.)</p>	<p>Submit the necessary documents to the PEAK /GPEAK Section at least two months before the starting day of the leave of absence or the study abroad.</p> <p>Come to the PEAK /GPEAK Section immediately after the period of the leave of absence or the study abroad ends.</p>
Period of Enrollment	Will NOT be counted in the period of enrollment. (Your graduation will be delayed.)	Will be counted in the period of enrollment.	If you have not earned the credits to meet the course requirement, you may not be able to graduate from the faculty as planned.
Approval of Credits Obtained at a University Abroad	Refer to the pages on "Study Abroad" in the College of Arts and Sciences Undergraduate Student Handbook II. The application periods for credit transfer will be notified on the website and the bulletin board.		

If you have any inquiries, contact the PEAK/GPEAK Section or your Program Manager.