

Procedures for Leave of Absence

When requesting an approval for a leave of absence, please ask for information at the Academic Affairs Division counter first. You must fall under the "Reasons for Leave of Absence" stipulated in the University of Tokyo General Rules shown in the Student Handbook. Requests will not be accepted in the case of outstanding tuition payment. Please also note that you may be subject to the tuition fee for the semester which includes the leave period.

Required documents vary depending on the reason, so consult the PEAK/GPEAK section, Academic Affairs Division (counter no.2) for PEAK students. Please allow enough time before the deadline to receive an explanation of the procedure at to do paperwork using prescribed forms. Complete documents must be submitted to the Academic Affairs Division by the deadline.

The deadline dates for procedures for Leave of absence:

The first Thursday of the month before the start date of the leave of absence

< Deadline exception of procedures for leave of absence and withdrawal (for second-year students) >

For those who wish to take a leave of absence beginning from October 1, 2023 (leave of absence from A Semester) or withdrawal from the university at the end of September 2023 depending on the result of Senior Division Course Selection (*Shingaku-sentakū*), the deadline for the following procedures is 4:00p.m on Friday, September 29, 2023.

The above deadline does not apply to 2nd year students who did not participate in the Senior Division Course Selection (e.g. registered as undecided, on leave of absence, etc.) or who participated but were not eligible to advance to the Senior Division as a result of their grades for the 2S semester. If you exceeded the above deadline, you may be obliged to pay the tuition for A semester.

PEAK/GPEAK Section, Academic Affairs Division,
College of Arts and Sciences