

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 depending on the month in which the leave of absence begins.

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 and 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

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