

# Application for Leave of Absence

Date: \_\_\_\_\_

To President of Kumamoto University

Name \_\_\_\_\_ (Signature) \_\_\_\_\_ Sex: Male / Female

Student No. \_\_\_\_\_

Enrolled in fiscal 20\_\_

Category: Faculty student / Graduate school student / Research student (Circle the one that applies to you.)

Faculty of \_\_\_\_\_ Department of \_\_\_\_\_ Course Major in \_\_\_\_\_ in 20\_\_  
 Graduate school of \_\_\_\_\_  
 Postal code: \_\_\_\_\_

Contact address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of guarantor: \_\_\_\_\_ (Signature) \_\_\_\_\_

Postal code: \_\_\_\_\_

Contact address: \_\_\_\_\_ Phone: \_\_\_\_\_

Under joint signature with my guarantor, I hereby apply for leave of absence as follows.

Period of leave of absence: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ to Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Reason:  Illness  Economic situation  Reconsideration of the course after  
 graduation  Travel overseas (Country: \_\_\_\_\_ Institution: \_\_\_\_\_ )  
 Childbirth /child rearing  Other ( \_\_\_\_\_ )

Details: \_\_\_\_\_

Remarks: 1. Signatures must be provided by the relevant person.

2. Check  for items in the "Reason" section that apply.If " Other" applies, explain the reason briefly in the space between the parentheses.

3. If "Illness" applies, a medical certificate issued by a doctor must be attached.

4. If an item other than "Illness" applies, explain the reason in the space after "Details".

To be entered by the applicant	Tuition exemption: <input type="checkbox"/> Currently applying <input type="checkbox"/> Not applicable	Student dormitory: <input type="checkbox"/> Currently applying <input type="checkbox"/> Currently residing <input type="checkbox"/> Not applicable
	Scholarship [ _____ ]	<input type="checkbox"/> Currently applying <input type="checkbox"/> Currently receiving <input type="checkbox"/> Currently suspended <input type="checkbox"/> Not applicable

* To be entered by university staff	Tuition paid	Academic data
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Entered